

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 4: Fiscal

POLICY: 4.008

SUBJECT: Peggy Ross Trust Fund

POINT PERSON: BETH JESSEL
FISCAL MANAGER

APPROVED: 
GREGORY P. ROBERTS
SUPERINTENDENT

DATE: NOVEMBER 3, 2010

I. POLICY

The Oregon State Hospital (OSH) Associate Clinical Director(s) and Discipline Chiefs shall be responsible for annually reviewing proposals for utilizing earnings from the Peggy Ross Trust Fund and approving those proposals which it has judged should be funded each year. A department, a program, and/or an individual may submit proposals. Proposals submitted must demonstrate direct benefit to Oregon State Hospital patients. The number of proposals funded shall depend on the quality of proposals and amount of funds available.

It shall be the responsibility of the Associate Clinical Director(s) to establish a common format for submission of proposals and any specific criteria for each year. The Associate Clinical Director(s) shall make these available well in advance of the submission deadline. Proposal formats must include:

- A. Identification of the need or problem being worked on or addressed in the proposal;
- B. Definition of the goals and objectives of the proposal;
- C. Description of expected benefits and proposed impact upon patient care;
- D. Definition of the methods which the project shall follow to assure that the goals and objectives shall be addressed in the project;
- E. Definition of the criteria and method which shall be used to evaluate the project at the end of the specified project time; and
- F. Description of needed materials/services and estimated costs. Proposals involving separate expenditures over several months shall include a schedule of expenditures as part of the proposal. Proposals which

anticipate follow-up awards in subsequent years shall indicate this in the proposal of the first year.

The amount available to be awarded shall vary. It shall not exceed the interest earned that year, less any necessary expenses that may occur in managing the fund. The amount shall be calculated and reported by the Business Office. The money requested in a proposal may be all or part of the available funds for the period. The Associate Clinical Director(s) and Discipline Chiefs may approve funding in any amounts between zero and the full amount available that year. If the full amount available to spend in a given year is not awarded, the unawarded amount shall be retained as principal in the account.

II. PROCEDURES

- A. On March 31 of each current year the Associate Clinical Director(s) shall send to all Program Directors and Department Heads a reminder of the May 1 deadline for submitting proposals and the approximate projected dollar amount expected to be available that year. At this time, the Associate Clinical Director(s) shall also announce any specific criteria and the proposal format for that year.
- B. The Business Office shall provide the Associate Clinical Director(s) with the amount of interest available for consideration on September 1 previous year. The amount available shall be the interest which has accrued from September 1 of the previous year through August 31.
- C. The deadline for submission of proposals shall be May 1.
- D. The Associate Clinical Director(s) and Discipline Chiefs shall meet, consider all proposals, and approve and make recommendations for funding to Superintendent's Cabinet.
- E. On June 1, the Associate Clinical Director(s) shall submit the proposals it decides to recommend for funding to the Superintendent's Cabinet.
- F. The Associate Clinical Director(s) shall notify the authors of funded projects by memo, and monies awarded shall be available no later than June 30. Sponsoring directors shall be copied.
- G. All purchases must follow applicable ORS 279, OAR 125, and Department of Human Services (DHS) and Oregon State Hospital (OSH) rules and regulations. Purchases are initiated through the submission of a "Request for Purchase" (RFP) form (OSH-STK 10657) which must be approved by the Associate Clinical Director(s) and the Manager of Fiscal Services, or

designee. Some purchases shall require Personal Service Contracts to be executed.

(Note: Added from Policy 4.014, Purchasing of Supplies and Services) Purchases from Peggy Ross Grants are subject to the following:

1. Purchases are subject to the Department of Administrative Services (DAS) State Purchasing Rules. Items purchased with these funds become Hospital property, unless otherwise indicated.
 2. Purchases made under Peggy Ross grants must originate with an approved RFP that must be clearly marked as to the source of funding.
 3. The RFP must be submitted and approved by the Associate Clinical Director(s). The Associate Clinical Director(s) shall keep track of the awards, especially when partial orders are involved.
 4. The RFP is then forwarded to the Purchasing Department where a four-digit tracking number is generated and approved by the Director of Operations, Chief Financial Officer, or the Fiscal Manager. If the cost is under \$100.00, and the vendor is willing, the RFP may be signed, approved, and used as a Purchase Order.
 5. An approved four-digit tracking number shall be sent to the Business Office in order to pay from the Peggy Ross Fund.
 6. In the case of purchases of services, such as entertainment, a Personal Services Contract must be executed in accordance with purchasing rules instead of a Purchase Order. After approval by the Associate Clinical Director(s), the Purchasing Department shall forward the RFP to Operations Administration for execution of a Personal Services Contract. Please allow additional time for this process.
- H. The OSH Business Office shall establish other necessary monetary procedures to ensure the proper distribution and utilization of funds.
- I. The Program Directors or Discipline Directors who have sponsored successful proposals shall maintain ongoing monitoring of those projects. For those projects which are not completed by November 30 the sponsor must provide the Associate Clinical Director(s) with a status report on December 1. This should include a revised estimate of the completion date.
- J. All projects shall be completed by and awarded funds expended by November 30 of the current year following the award.

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- K. Unexpended or unobligated balances from the prior year shall revert to the fund and become a part of the principal on August 31 of the following year.

Replaces Oregon State Hospital Policy and Procedure 4.008, *Peggy Ross Trust Fund*, dated 2/27/2009.