Sedgwick County...
working for you
• • ● Sedgwick County Health Department ● • •

PLAN
Identify an opportunity and Plan for Improvement

1. Getting Started
Sedgwick County departments are required to maintain master data records for all controlled assets in the central controlled asset SAP database within their area. Tracking controlled assets allows departments, and the SC Finance department, to readily track equipment for maintenance or replacement purposes and make budget adjustments accordingly. SCHD has five divisions with staff working at six different worksites. Multiple purchase points have been established to help facilitate various day-to-day operational needs within the divisions. Along with multiple purchase points, the opportunity for variance among purchasing processes tends to increase.
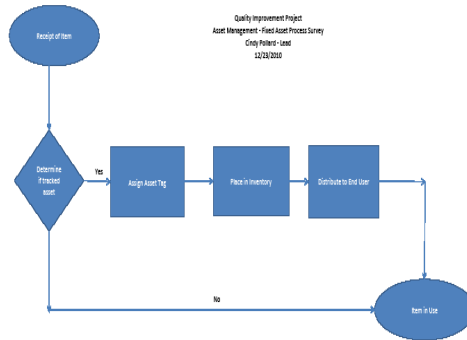
2. Assemble The Team
Team Members were assigned to the project based on their expertise and experience related to the project initiative.

AIM Statement
Provide an updated Asset Management process flow to 100% of HD staff by January 2011.

3. Examine the Current Approach
A review of county policies for the "preferred method" of tracking controlled assets was completed. A fixed asset tag number is assigned to a controlled asset when purchased through the county purchasing system. SCHD Finance is responsible for maintaining the inventory. Upon inspection, many controlled asset items found within the HD are either missing a fixed asset tag or not properly identified in the departmental controlled asset inventory. Multiple purchase points allow controlled assets to be purchased by credit card, which bypasses the process for which a record is created to match the item purchased with a fixed asset tag number.

Quality Improvement Project
Asset Management - Fixed Asset Process Survey
Cindy Pollard - Lead
12/23/2010

Receipt of Item

Determine if tracked asset → Yes → Assign Asset Tag → Place in Inventory → Distribute to End User

No → Item in Use

4. Identify Potential Solutions
- Compare purchasing processes used by divisions to identify differences from "preferred method" and educate.

- Provide "preferred method" training to department.

- Encourage Program Managers to plan purchases in advance so items can be purchased via the SC Purchasing Dept.

5. Develop an Improvement Theory
The Team designed an improvement theory to create efficiencies in the methods in which controlled assets are assigned fixed asset tags and added to the controlled asset inventory.

The predictions:
- A pre-test to determine the level of purchasing knowledge will yield similarities and differences of processes used by divisions to make purchases.

- A flowchart of the "preferred method" will guide the buyer through the appropriate steps to follow to assure future controlled asset purchases are assigned a fixed asset tag and identified on the controlled asset inventory systematically .

DO
Test the Theory for Improvement

6. Test the Theory
Two surveys were provided to the 14 staff identified as "frequent buyers" across the divisions. The first survey was given with instructions to complete only. The second survey requested a flow-chart of the "preferred method" be reviewed prior to completing the survey. The results of both surveys showed a need for additional training.
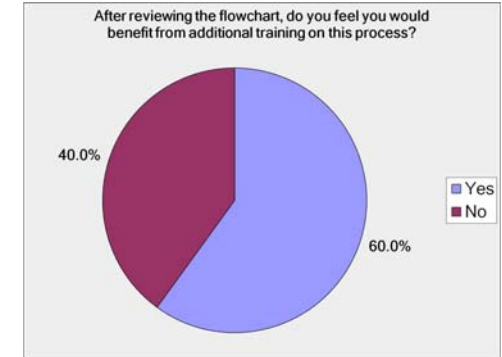
Study
Use Data to Study Results of the Test

7.Study the Results
Pretest given to determine understanding of process.

If you do affix or remove Fixed Asset Tags or assist with the Annual Asset Inventory, would you benefit from more training?

50.0% 50.0% ■ Yes ■ No

Education provided then knowledge retested to determine if increase in understanding of process.

After reviewing the flowchart, do you feel you would benefit from additional training on this process?

40.0% 60.0% ■ Yes ■ No

Review of second survey results show respondents feel they already know process but all feel they need more training.

ACT
Standardize the Improvement and Establish Future Plans

8.Standardize the Improvement or Develop a New Theory

- Develop training for process of determining what qualifies to be a tagged item and listed on inventory.
- Develop system of reminder that there is a process developed for tagging new items that should be placed on SAP inventory list.
- Provide annual training or refresher training for those who purchase and tag controlled assets.

9.Establish Future Plans
- HD Finance & Buyer from SC Purchasing to schedule meetings with divisions to review "preferred method" with a question and answer session.
- Continue to monitor all purchases made and see if inventory is complete in SAP.