

## Form 1. Individual Project Proposal Descriptions and Justification

Prepared by: Regina Brulotte Date Prepared: 12/21/2011

Project Title: Carefacts Upgrade Program Area: Nursing

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**Project Description:** Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Evaluation Category DF (Deteriorated Facility)

Carefacts is the software that allows Ledyard Regional Visiting Nursing Agency (LRVNA) to function as a medical agency. It is used to track patients, their medical/treatment information, perform medical billing, receive payments, and perform required reporting to State and Federal agencies.

Three years ago Carefacts migrated to a SQL database as the new version 5 was rolled out to clients. The older version of Carefacts is going to continue to be supported until late 2012. Due to the economic climate the past three years, LRVNA deferred upgrading to version 5. With the lack of continued support after late 2012, the agency must facilitate the upgrade in FY 2011-2012 if it is to remain a functional agency.

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### Planning Context:

- \$4,200 for installation of a Microsoft Windows Server 2008 in FY 2011-2012
  - \$2,000 for Microsoft SQL Server Standard software required by version 5 in FY 2011-2012
  - \$3,500 for Carefacts software upgrade and database conversion to version 5
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**Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to the Previous Town Meeting Item.

N/A

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**Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

N/A

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**Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and Town Meeting action. Indicate the action taken, even in if the article was indefinitely postponed, referred for further study, or defeated. If there was a general planning study on which this project is now based, indicate the name of the study and when it was approved by the Town Meeting.

N/A

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**Project Priority:** (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.

  A   priority within department/program area

This project has a HIGH assessment of urgency.  
The LRVNA can no longer defer upgrading to Carefacts version 5. With the lack of continued support after late 2012, the agency must facilitate the upgrade in FY 2011-2012 if it is to remain a functional agency.

This project has a HIGH risk of deferring project.  
If the project is deferred, the LRVNA will be left with software that is no longer supported. New State and Federal mandates and updates will not be available to the current system leading to a liability for the Town.

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### Estimated Cost: \$

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

- \$4,200 for installation of a Microsoft Windows Server 2008 in FY 2011-2012
  - \$2,000 for Microsoft SQL Server Standard software required by version 5 in FY 2011-2012
  - \$3,500 for Carefacts software upgrade and database conversion to version 5
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**Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- Cost of comparable facility or equipment
  - Rule of thumb indicator, unit costs
  - From the cost estimate from engineer, architect, or vendor
  - From bids received
  - Preliminary estimate, (e.g. no other basis for estimate, guesstimate)
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**Alternative Financing:** Instruction: Include an amount and a source here only if it is a source other real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant or some reliable private funding.

N/A

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**Form 2. Project Summary and Impact of Individual Project Proposal on Operating Budget**

Date Prepared: 12/21/2011 Department: Nursing  
 Prepared By: Regina Brulotte  
 Approved By: Carefacts Upgrade  
 Project Title: Installation of a Microsoft Server 2008 with Microsoft SQL Server Standard software  
 Work Done in Prior Years, if applicable: Carefacts software upgrade and database conversion to version 5

**Project Summary:** Installation of a Microsoft Server 2008 with Microsoft SQL Server Standard software  
 Carefacts software upgrade and database conversion to version 5

Cost Elements	FY12 Cost	FY13 Cost	FY14 Cost	FY15 Cost	FY16 Cost	FY17 Cost	Cost to Date	TOTAL
Planning/Design								0
Site Acquisition								0
Site Improvement								0
Construction								0
Purchase of Equipment **	\$4,200							4200
Other (Software Upgrade)	\$3,500							3500
Other (Vendor Installation)	\$2,000							2000
Contingency								0
<b>TOTAL</b>	<b>9700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9700</b>

\*\* \$2,200 Microsoft Server 2008, \$2,000 Microsoft SQL Server Standard

**Impact of Individual Project Proposal on Operating Budget:**

Cost Elements	FY12 Cost	FY13 Cost	FY14 Cost	FY15 Cost	FY16 Cost	FY17 Cost	Explanation
Payroll & Fringes							
Professional Services							
Miscellaneous Expenses							
Other							
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>