VIRGINIA DEPARTMENT OF HEALTH
INTERNSHIP ACADEMY VDH

Office of the Commissioner
Administrative Offices
Cohort 2, Summer 2024

VCU Health Administration
College of Health Professions
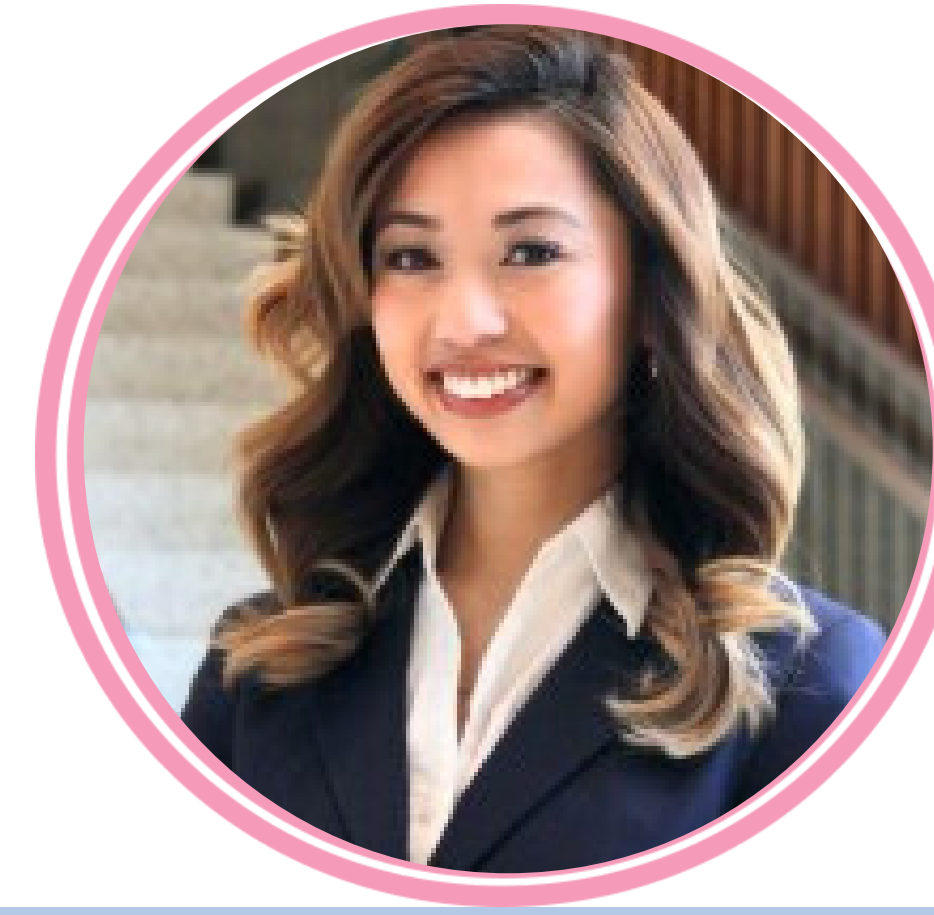
Grants Management

Public Health Infrastructure Grant

- Currently year 2 (5-year grant)
- Divided into 3 categories - working with A1 (workforce) & A2 (indirect costs)
- Deadline for A1 & A2 is approaching for the CDC
  - New employee positions, new costs, how it impacts the agency positively, progress reports / trackers

Meetings Held With Leadership

ISSUE
- Have not received a notice of award (NOA) yet
  - Contains terms and conditions, required supporting documentation, and restrictions
- Do not have all needed information

OUTCOMES
- Supported completion of CDC's 6 required elements for contractual
- Aided in drafting a cover letter summarizing revised budget reports for CDC submission.

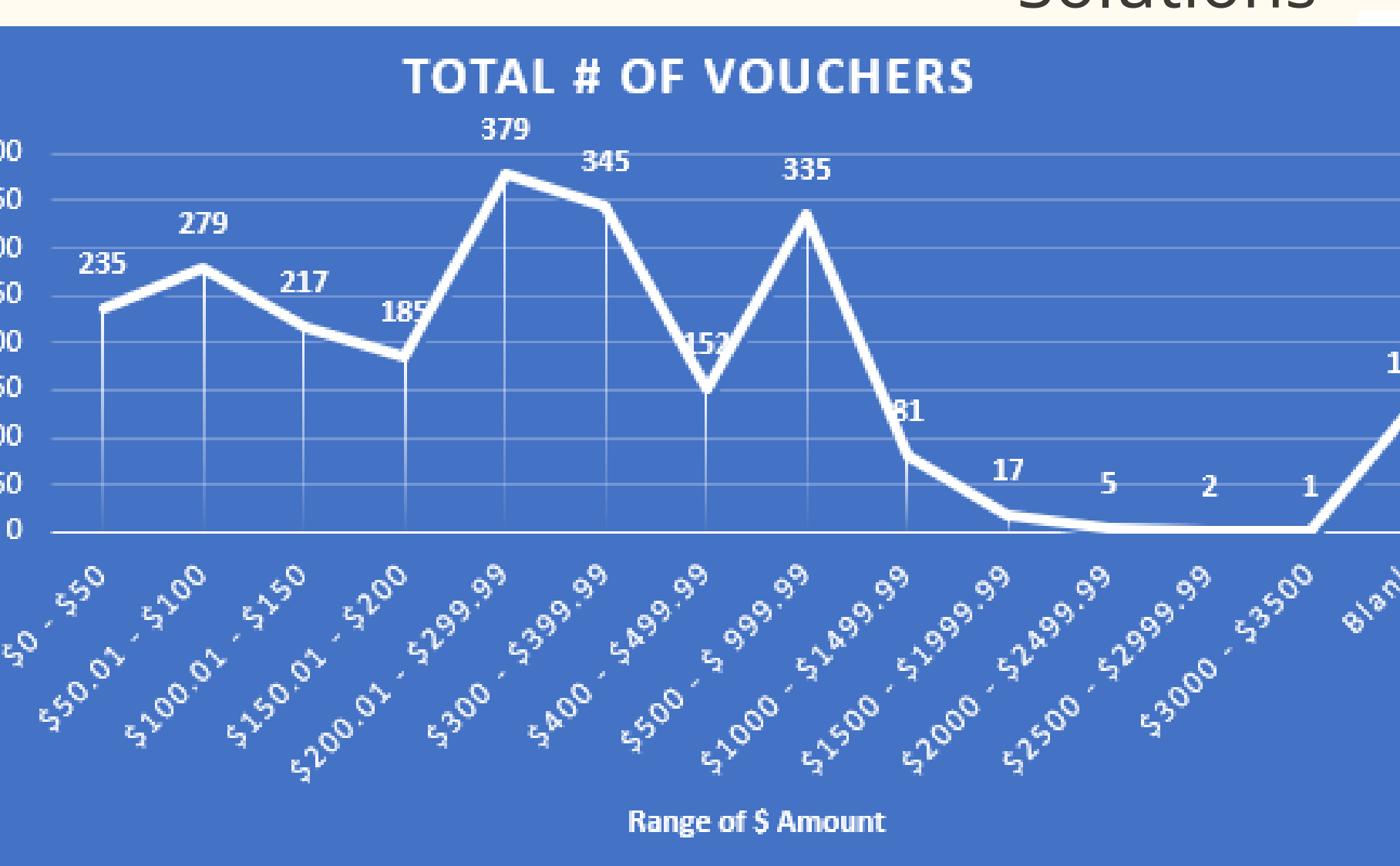Safe & Sizzling – Celebrating July 4th with Food Safety
Posted on July 3, 2024
Food Safety Article, Uploaded for July 4th Written by Nyny N

Analyses
- DESCRIPTIVE
- PREDICTIVE (RISK ASSESSMENT)
- DATA STATISTICS
- TRAVEL & INVOICE POLICIES

Visual Graphs Utilized / Made to Make Recommendations & Possible Solutions

TOTAL # OF VOUCHERS
235 279 217 182 379 345 335 81 17 5 2 1 13
Range of $ Amount

LET'S STAY CONNECTED ! [in]

SCAN ME

CHALLENGES
- **TIME MANAGEMENT**: JUGGLING MULTIPLE PROJECTS & SCHOOL
- **PRESSURE:** TRYING TO DO MY BEST AND IMPRESS
- **AMBIGUITY** IN PROJECTS, NO DIRECTION
- REMEMBERING I AM **LEARNING**

LESSON LEARNED
- THE VALUE OF **TEAMWORK & COLLABORATION**
- **EFFECTIVE COMMUNICATION** WITH ALL PARTIES INVOLVED
- **PATIENCE** IS A VIRTUE!
- THE **STRUCTURE OF HOW GOVERNMENT AGENCIES** WORK

EXPOSED TO
1. **STRATEGIC THINKING & PLANNING** MEETINGS
   - EMT HIGH SCHOOL PROGRAM RESEARCH
2. **ORGANIZATIONAL / TRANSFORMATIONAL CHANGE**
   - OFFICE OF EMS ALL STAFF MEETINGS
3. **DATA QUALITY & ANALYTICS**
   - PYTHON

General Assembly Meeting

Work Units by $ Amount
22% 44% 34%
VDH Work Units: Non-OLC, OLC, Blank

INVOICE ATTACH DATE GAS NEED (word cloud)

Invoice and Travel Process Improvement

Fiscal Year 2024 coming to an end...
Identify Issues: Quickly find bottlenecks and roadblocks.
Recommend Solutions: Propose steps to streamline processes.
Data Collection: Gather and analyze data.
Timely Payments: Invoices and vouchers are processed promptly to prevent funds from carrying over into the next year.

ISSUE
Invoice Inefficiency
- Ambiguous Policies
- Lack of Data Collection
- Lack of Clear Metrics
- Disrupted Culture

Governors Visit at Vital Records

Travel Policy Implemented
$3,000 Threshold

OUTCOMES
- Implemented travel denial automation in collaboration with Office of Information Management
- Researched and reviewed state and agency policies, implementing one agency-wide to reduce ambiguity
- Developed risk matrix using comprehensive data set
- Analyzed various travel voucher statuses, identified improvements, and made recommendations to leadership

Virginia General Assembly

thank you!
With other OCOM interns