

MOC Hospital Reporting System

Legacy Process



- Pup Tents enter report data on Excel report forms and email them to the Grand Hospital Chairman
- Grands create a new Excel report form each month and copy the totals from the prior months
- Grands review/accept the reports, then copy/paste the data submitted by each Pup Tent over to that month's Grand Report, then email them to the Supreme District Chairman
- Supreme Districts review/accept the reports, then copy/paste the data from each Grand over to the Supreme District Forms
- Supreme copies/pastes the data from Supreme Districts over to the Supreme Hospital Report and the report for the Cootie Courier
- Once reports are sent from the Pup Tent to the Grand, there is no visibility on whether those reports have made it to Grand, Supreme District, or Supreme. Only the totals at the Grand level are visible on the Supreme Hospital Report with no breakdown by Pup Tent

New Process

- > Pup Tents enter report data directly into the system and click Submit
- Grands review/accept the reports and click Submit
- Supreme Districts review/accept the reports
- Supreme Hospital Report and the report for the Cootie Courier are automatically created
- The status of reports are visible through the system at the Pup Tent, Grand, and Supreme level



Transition Plan

Alpha:

The Hospital Reporting System was used by the Grand of Virginia for the 2021-2022 Cootie Year. Revisions were made and any bugs that were identified were fixed

Beta:

- During 2022-2023, organizations will be slowly brought online to use the system
- Any issues/bugs will be resolved during Beta testing
- Report any issues/bugs to <u>check@vfwva.org</u>
- Release:
 - Starting June 2023, all reports will be submitted using the new system



- Pup Tents can enter reports directly into the system or upload legacy Excel Spreadsheets
- > Pup Tents simply click the Submit button to send the report to their Grand
- Pup Tents can see when their reports have been accepted by their Grand or returned for revisions



- Under Pup Tents, click your Pup Tent's Name to open the Pup Tent Dashboard
- Click the Missing Button for the Month that you wish to report
- Choose whether you would like to create a blank report or create from a previous report

Welcome VA14												Logout			
Home	Pup Tent	Dashboar	ď												
Pup Tents Da-Lec-Ity(14)	Da-Lec-It	a-Lec-Ity - 2022-2023													
Reports Supreme Report	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау			
Courier Report	Missing	Missing	Missing	Missing	Missing	Missing	Missing	Missing	Missing	Missing	Missing	Missing			
Cootie Year: 2022-2023 ✔															



- Enter report information the same as usual
- Data is saved as you go

Welcome VA14																				Logout
Home	Pup 1	Fent Rep	ort																	
Pup Tents Da-Lec-Ity(14)	Da-Le	ec-Ity (14	4) - JUN	2022 🛛	1												Statu	s: Draft <mark>S</mark>	ıbmit	Delete
Reports Supreme Report	Impo	rt From Excel								1	1		1	Milea	ige		Gener	al Expense	Report	t
Cootie Year:	Line	Number of Visits	Date(s) of Visit(s)	Where Was M	Visit ade	Kind Entertair	of nment	Kind of Gift (If Any)	Number of Cooties	Travel Hours per Cootie	Total Trav Hours	Visit el Hrs Per Cootie	Total Visit Hours	Round Trip Mileage	Total Miles	# of Patients Visited	\$22.55 per Hours \$	0.14 per Mileage \$	Gifts \$	Total \$
2022-2023 •	1																			
	2																			
	3																			
	4																			
	5																			
	6																			
	7																			
	8																			
	9																			
	10																			
	11																			
	Visite	Contine	Dationte	Houre	Milos	Cifte	Month	Prior	YTD	uota Doro	ontago	Respectfully s	ubmitted	by:						
	VISIUS	Coolles	Fauents	nours	WINES	Gilts	\$0.00	Months	\$20	000.00	entage	Name:								
									,			Email:								
	REMAR	RKS:										Address:								
											(City:								
												Title:								
	L										I									

Alternately, the legacy Excel form can be imported

Welcome VA14								
Home	Pup 7	Tent Rep	ort					
<u>Pup Tents</u> Da-Lec-Ity(14)	Da-Lo	ec-Ity (1	4) - JUN (2022 💶				
Reports Supreme Report	Cano	el Import	Choose F	ile June 2022	I Report .xlsx	>		
Cootie Year: 2022-2023 V	Line	Number of Visits	Date(s) of Visit(s)	Where Visit Was Made	Kind of Entertainment	Kind of Gift (If Any)	Number of Cooties	Travel Hours p Cootie
	1							
	2							



Once all the info for the month has been entered, click Submit

Welcome VA14																		Logout
Home	Pup 1	Tent Rep	ort															
Pup Tents Da-Lec-Ity(14)	Da-Le	ec-Ity (1	4) - JUN (2022 💶											s	tatus: Draft	Submit	Delete
Reports Supreme Report	Impo	rt From Excel										Milea	age		Gen	eral Expen	se Repoi	t
Cootie Year: 2022-2023 V	Line	Number of Visits	Date(s) of Visit(s)	Where Visit Was Made	Kind of Entertainment	Kind of Gift (If Any)	Number of Cooties	Travel Hours per Cootie	Total Travel Hours	Visit Hrs Per Cootie	Total Visit Hours	Round Trip Mileage	Total Miles	# of Patients Visited	\$22.55 per Hours \$	0.14 per Mileage \$	Gifts \$	Total \$
	1	1	5 June	McGuire Hospita	l Bingo	Coupon Books	15	3.00	45.00	3.00	45.00	190.00	2850.00	40	\$2,029.50	\$399.00	\$300.00	\$2,728.50
	2																	
	3																	
	4																	
	5																	
	6																	
	7																	
	8																	
	9																	
	10																	
	11																	
	Visits	Cooties	Patients	Hours Miles	Gifts Total	Prior Months T	/TD	Juota Per	R	espectfully s	submitted	by:						
	1	15	40	90.00 2850.00	300.00 \$2,728.5) \$2,	728.50 \$20	,000.00 13	8.64%	ame:								
									E	mail:								
	REIVIA	(n.S:							A	ddress:								
									Ci	ity:								
									Ti	tle:								
	L																	



- Grands submit reports similar to the Pup Tent process
- Under Grands, click your Grand's Name to open the Grand Dashboard
- Click the Missing Button for the Month that you wish to report
- Choose whether you would like to create a blank report or create from a previous report

Welcome GRVA													Logout
Home	Grand Dashboard	d											
<u>Grands</u> Virginia	Virginia - 2022-20	023											
Reports	Grand	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Courier Report	Virginia	Missing											
Cootie Year:													



- > The status of each Pup Tent's reports are shown on the Grand Dashboard
- Click the Submitted button to review the Pup Tent Report

Welcome GRVA														Logout
Home	Grand Report													
<u>Grands</u> Virginia	Virginia - JUN 2	022 💶										Status:	Draft Su	bmit Delete
Reports Supreme Report Courier Report	Pup Tent	Status	Goal	Reports	Visits	Cooties	Patients	Hours	Miles	Gifts	This Months Credits	Previous Months Credits	Total Credits	Percentage
Cootie Year:	(1) Ocean View Toads	Missing	\$8,750.00											
2022-2023 +	(2) Norfolk Crabs	Missing	\$12,000.00											
	(5) Peninsula Fleas	Missing	\$5,750.00											
	(9) Virginia Beach Coots	Missing	\$10,250.00											
	(11) BoonDockers	Missing	\$6,250.00											
	(13) Rowdy Rebels	Missing	\$7,000.00											
	(14) Da-Lec-Ity	Submitted	\$20,000.00											
	(17) Lee-Si-Bugs	Missing	\$5,750.00											
	Total		\$75,750.00											
	REMARKS:										Respectfu Name: Email: Address: City: Title:	Illy submitted Robert Ada check@vfv 14631 Mini Dale City, N Grand Hos	l by: mczyk nieville Roa /A 22193 pital Chairi	id nan



- ▶ If everything looks correct on the Pup Tent Report, click Accept
- If changes need to be made, click Return to Pup Tent and enter any comments to be sent back to the Pup Tent

Welcome GRVA																					Logout
Home	Pup ⁻	Tent Rep	ort - Lock	red																	
Grands	The rep	port for this i	month was s	ubmitted	as of 202	2-06-27	11:36:39														
Virginia	Da-L	ec-Ity (1	4) - JUN	2022															Status: Sub	omitted	
Reports																		(Grand:		
Courier Report																		Y	Accept	Return to	Pup Tent
Cootie Year: 2022-2023 V	Impo	ort From Excel													Mile	age		Gen	eral Exper	ise Repo	rt
	<u> </u>								Number	Trav	vel		Visit	Total	Round		# of	\$22.55 per	0.14 per		
	Line	Number of Visits	Date(s) of Visit(s)	Wher Was	e Visit Made	Ki Entert	nd of ainment	Kind of Gift (If Any)	of Cooties	Hours	s per otie	Total Travel Hours	Hrs Per Cootie	Visit Hours	Trip Mileage	Total Miles	Patients Visited	Hours \$	Mileage \$	Gifts \$	Total \$
	1	1	5 June	McGuire	Hospital	Bingo		Coupon Book	s 15	3.0	00	45.00	3.00	45.00	190.00	2850.00	40	\$2,029.50	\$399.00	\$300.00	\$2,728.50
	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
	11																				
							Month	Prior	YTD			Re	espectfully s	submitted	by:						
	Visits	Cooties	Patients	Hours	Miles	Gifts	Total	Months	Total (Quota	Perc	entage Na	ame:								
	1	15	40	90.00	2850.00	300.00	\$2,728.50	\$2	,728.50 \$20	0,000.00	13	.64% Er	mail:								
	REMA	RKS:										Ac	dress:								
												Ci	ty:								
												Tit	tle:								



Once all the Pup Tent's reports have been accepted, click Submit

Welcome GRVA														Logou
Home	Grand Report													
<u>Grands</u> Virginia	Virginia - JUN 2	022 🛤										Status	: Draft Su	bmit Delete
Reports Supreme Report Courier Report	Pup Tent	Status	Goal	Reports	Visits	Cooties	Patients	Hours	Miles	Gifts	This Months Credits	Previous Months Credits	Total Credits	Percentage
Cootie Year:	(1) Ocean View Toads	Missing	\$8,750.00											
2022-2023 V	(2) Norfolk Crabs	Missing	\$12,000.00											
	(5) Peninsula Fleas	Missing	\$5,750.00											
	(9) Virginia Beach Coots	Missing	\$10,250.00											
	(11) BoonDockers	Missing	\$6,250.00											
	(13) Rowdy Rebels	Missing	\$7,000.00											
	(14) Da-Lec-Ity	Accepted	\$20,000.00	1	1	15	40	90.00	2,850	\$300.00	\$2,728.50		\$2,728.50	13.64%
	(17) Lee-Si-Bugs	Missing	\$5,750.00											
	Total		\$75,750.00	1	1	15	40	90	2,850	\$300.00	\$2,728.50		\$2,728.50	3.60%
	REMARKS:										Respectful Name: Email: Address: City: Title:	lly submitted Robert Ada check@vfv 14631 Min Dale City, \ Grand Hos	l by: amczyk wa.org nieville Roa /A 22193 pital Chairn	d
											City: Title:	Dale City, V Grand Hos	/A 22193 pital Chai	rn



Supreme District / Supreme

Once accepted, reports from the Grands automatically flow up to the Supreme Hospital Report for the website as well as the Cootie Courier

MOC Supreme Hospital Report															
Date: AS OF 06/27/2022															
Grand Goal Reports Visits Cooties Patients Hours Miles Gifts Total Monies Pe															
	SUPREME HOSPITAL DISTRICT #1 - Robert Adamczyk (Check)														
Delaware	\$27,500.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%					
Maryland	\$72,000.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%					
Pennsylvania	\$101,750.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%					
Virginia	\$75,750.00	1	1	15	40	90.00	2,850.00	\$300.00	\$2,728.50	3.60%					
Totals	\$277,000.00	1	1	15	40	90.00	2,850.00	\$300.00	\$2,728.50	0.99%					

Supreme District / Supreme

Accepted report rollup date is visible through the system all the way down to the Pup Tent level

MOC Supreme Hospital Report														
Date: AS OF 06/30/2022														
Pup Tent	Goal	Reports	Visits	Cooties	Patients	Hours	Miles	Gifts	Total Monies	Percentage				
Virginia														
(VA1) Ocean View Toads \$8,750.00 0 0 0 0 0.00 \$0.00														
(VA2) Norfolk Crabs	\$12,000.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
(VA5) Peninsula Fleas	\$5,750.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
(VA9) Virginia Beach Coots	\$10,250.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
(VA11) BoonDockers	\$6,250.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
(VA13) Rowdy Rebels	\$7,000.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
(VA14) Da-Lec-Ity	\$20,000.00	1	1	15	40	90.00	2,850.00	\$300.00	\$2,728.50	13.64%				
(VA17) Lee-Si-Bugs	\$5,750.00	0	0	0	0	0.00	0.00	\$0.00	\$0.00	0.00%				
Totals	\$75,750.00	1	1	15	40	90.00	2,850.00	\$300.00	\$2,728.50	3.60%				

