

Notify your Lean Liaison and receive approval from your supervisor before volunteering for this project.

1. **Type of service being requested:** Green Belt project
2. **Agency/office making request:** Ohio Department of Mental Health & Addiction Services
3. **Project/event for which this service is needed:** Green Belt project to improve the identification, gathering, and use of data in Block Grant applications
4. **Activities likely to include:** Facilitate a team to understand the current approach for gathering and packaging key data for Block Grant applications -- and then develop and document a clear step-by-step procedure for completing "data tables," specifying who completes them, who else is involved in a support role, and how the required data moves from its source to the table.
5. **Timeframe:** March - June 2016
6. **Location:** MHAS Central Office -- Rhodes State Office Tower, 30 E. Broad
7. **Number of Lean practitioners likely to be needed:** 1-2
8. **Total expected time commitment, including prep time:** Several sessions over approximately three months
9. **Minimum required level of Lean expertise:** Green Belt
10. **Completion of this project is eligible for the following Belt project:** Green Belt
11. **Additional information:** A project charter is available.
12. **Contact:** Racquel Graham • Racquel.Graham@das.ohio.gov • 614-466-6022

This request was posted on March 10, 2016

Please reply by March 21, 2016