

# VIA CHRISTI HEALTH COMMUNITY BENEFIT/CBISA “STANDARDS” WITH EXAMPLES OF WHAT COUNTS AS “OCCURENCES”

October 1, 2010

## Legend

Green = Occurrences that Count per *CHA Guide & What Counts Webpage*<sup>1</sup>

Blue = VCH/VCV Occurrences that Count<sup>2</sup>

Red = Occurrences that Don't Count per *CHA Guide & VCH*

Yellow Shading = *CHA Guide 2008 Guideline Explanations*

QUESTIONS: Contact Renée Hanrahan, Director of Community Benefit  
at 316-858-4987 or email [Renee.Hanrahan@viachristi.org](mailto:Renee.Hanrahan@viachristi.org)

**Do Not Count Activity/Occurrence if it is:**

- (1) Unrelated to health or VCH's mission.
- (2) Primarily for marketing purposes
- (3) Time spent by volunteers including employees on their own time.
- (4) “Routine or required” operations for all healthcare organizations

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified community need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
<b>I</b>		<b>CHARITY CARE</b> – Is free or discounted health services provided to persons who cannot afford to pay and who meet VCH's criteria for financial assistance. Generally, a record and bill is generated for a person. Charity care is reported in terms of costs, not charges. Charity care does not include bad debt. ( <i>CHA Guide, 2008 Edition, pgs 100, 107, &amp; 278-279</i> )			
		<b>CBISA GUIDELINE:</b> Include free and discounted inpatient and outpatient care to persons who meet your organization's financial assistance policies, reported in terms of the cost, not what would have been charged for care. <b>Source of information: Finance &amp; /or Admissions Offices.</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>• Free and partially discounted care (discounted from cost, not charges)</li> <li>• Expenses incurred by the provision of charity care</li> <li>• Provider taxes, assessments or fees if Medicaid DSH funds are used in whole or in part to offset the cost of charity care.</li> <li>• Financial assistance for retired religious, sponsors of the ministry, who meet the organization's financial assistance policy criteria</li> </ul>			
	<b>VCH COUNT</b>	<ul style="list-style-type: none"> <li>• This data to be entered by VCH finance departments only.</li> </ul>			
	<b>DO NOT COUNT</b>	<ul style="list-style-type: none"> <li>• Discounts provided to self-pay (uninsured) patients who do not qualify for financial assistance.</li> <li>• Bad debt or contractual allowances or quick-pay discounts</li> </ul>			
<b>II</b>		<b>GOVERNMENT-SPONSORED MEANS-TESTED HEALTH CARE</b> – Include unpaid costs of public programs for low-income persons – the shortfall created when a facility receives payments that are less than the cost of caring for public program beneficiaries. This payment shortfall is not the same as a contractual allowance, which is the full difference between charges and government payments. ( <i>CHA Guide pgs 100, 108, &amp; 279</i> )			

<sup>1</sup> Catholic Health Association, *A Guide for Planning & Reporting Community Benefit*, 2008 and <http://www.chausa.org/Pub/MainNav/ourcommitments/CommunityBenefits/whatcounts/>

<sup>2</sup> Via Christi Health, Wichita, KS, [www.via-christi.org](http://www.via-christi.org)

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
<b>CBISA GUIDELINE:</b> Include programs for low-income persons: Medicaid – if payments are below cost or other state or local health care benefits or coverage programs that pay where consumers qualify on the basis of their means (e.g. SCHIP). <b>Source of information: Finance Office</b>					
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Revenues and costs related to: Medicaid &amp; SCHIP</li> </ul>			
		<ul style="list-style-type: none"> <li>Revenues and costs related to State and local indigent care: medical programs for low-income or medically indigent persons</li> </ul>			
		<ul style="list-style-type: none"> <li>Days, visits, or services not covered by Medicaid or other indigent care programs</li> </ul>			
	<b>VCH COUNT</b>	<ul style="list-style-type: none"> <li>This data to be entered by VCH finance departments only.</li> </ul>			
	<b>DO NOT COUNT</b>	<ul style="list-style-type: none"> <li>Medicare shortfall – <b>NOTE:</b> This can be included in other financial reports but not in a quantified community benefit report.</li> </ul>			
		<ul style="list-style-type: none"> <li>Other government programs that are not means-tested, such as VA, CHAMPUS, Indian Health Service</li> </ul>			
<b>III COMMUNITY BENEFIT SERVICES</b>					
	<b>A</b>	<b>COMMUNITY HEALTH IMPROVEMENT SERVICES</b> <i>These activities are carried out to improve community health, extend beyond direct patient care services and may be subsidized by VCH. Such services do not generate inpatient or outpatient bills although they may involve a fee. (NOTE: Forgiving inpatient and outpatient care bills to low-income persons should be reported separately as Charity Care.) Specific community health services to quantify include any activities open to the public on community health education; community-based clinical services and health care support services.</i>			
	<b>A1</b>	<b>Community Health Education</b> – Includes lectures, presentations and other group programs and activities apart from clinical or diagnostic services. Community benefit in this area can include staff time, travel, materials, staff preparation supplies and indirect costs. ( <b>Guide</b> pgs 101, 108, 280 & 281)			
		<p><b>CBISA GUIDELINE:</b> A Community Health Education “Activity” should be created when VCH offers education to community members on specific subjects. This includes self-help classes that are focused on wellness, health promotion programs on specific diseases or support groups.</p> <p><b>NOTE:</b> If educating about a specific disease or condition, use the name of the disease or condition in the activity’s title. Otherwise, use the topic of the program (vs. using the program’s names – as the program’s name may not clearly indicate what is being taught). You can include the Program’s name in the “Occurrence” description. Only facility coordinators and administrators can add Activities if you need a new one added, contact your facility’s coordinator.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Education: Topic:</b> Cancer</li> <li><b>Education: Event:</b> Car Seat Checks</li> <li><b>Education: Health News:</b> Super Seniors Newsletter</li> <li><b>Education: Speakers Bureau</b></li> <li><b>Education: Support Group:</b> Diabetes</li> <li><b>Education: Health/Safety Fair:</b> Children</li> </ul>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Caregiver training for persons caring for family members at home</li> </ul>			
		<ul style="list-style-type: none"> <li>Community newsletters intended to educate the community about health issues and free community programs (not marketing focused)</li> </ul>			
		<ul style="list-style-type: none"> <li>Community based chaplaincy programs and spiritual care</li> </ul>			
		<ul style="list-style-type: none"> <li>Consumer health libraries</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Education on specific diseases or conditions such as diabetes or heart disease</li> </ul>			
		<ul style="list-style-type: none"> <li>Health fairs (not primarily for marketing)</li> </ul>			
		<ul style="list-style-type: none"> <li>Health law topics for consumers, such as the American Health Lawyers Association's public information series – <a href="http://www.healthlawyers.org/Resouces/PI/Pages/default.aspx">www.healthlawyers.org/Resouces/PI/Pages/default.aspx</a></li> </ul>			
		<ul style="list-style-type: none"> <li>Health promotion and wellness programs</li> </ul>			
		<ul style="list-style-type: none"> <li>Health education lectures, workshops by staff to community groups</li> </ul>			
		<ul style="list-style-type: none"> <li>Parish congregational programs</li> </ul>			
		<ul style="list-style-type: none"> <li>Prenatal/childbirth classes serving at-risk populations</li> </ul>			
		<ul style="list-style-type: none"> <li>Lactation services offered to new mothers if open to beyond VCH maternity patients.</li> </ul>			
		<ul style="list-style-type: none"> <li>Radio, TV, internet call-in programs with health professionals to address community health need on air or through technology</li> </ul>			
		<ul style="list-style-type: none"> <li>Information provided through news releases and other modes to the media (radio, television and print) to educate the public about health issues (e.g. wearing bike helmets, new treatments available, community health resources, etc.)</li> </ul>			
		<ul style="list-style-type: none"> <li>School health educational programs (Note: Report school-based programs on healthcare careers, workforce enhancement efforts in F8 and school-based health services for students in A2)</li> </ul>			
		<ul style="list-style-type: none"> <li>Web-based consumer health information</li> </ul>			
		<ul style="list-style-type: none"> <li>Worksite health education programs</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Preparation time for presentation and/or workshops, travel time and mileage (if reimbursed by Via Christi)</li> </ul>			
		<ul style="list-style-type: none"> <li>Breastfeeding and childbirth education for low income or Medicaid clients</li> </ul>			
		<ul style="list-style-type: none"> <li>Car seat safety checks for infants &amp; children</li> </ul>			
		<ul style="list-style-type: none"> <li>EMS stand-by coverage at community wide events</li> </ul>			
		<ul style="list-style-type: none"> <li>Family caregiver classes for victims of chronic &amp; debilitating diseases</li> </ul>			
		<ul style="list-style-type: none"> <li>What's cooking – nutrition class for diabetics</li> </ul>			
		<ul style="list-style-type: none"> <li>Cultural awareness and diversity training</li> </ul>			
		<ul style="list-style-type: none"> <li>Resources and home touch program – mailer sent to area pastors and homebound elderly regarding health resources available in the community with spiritual materials included</li> </ul>			
		<ul style="list-style-type: none"> <li>Advance burn life support training for community EMS, police departments and companies</li> </ul>			
		<ul style="list-style-type: none"> <li>Exercise fitness class for seniors held at nursing homes for surrounding neighborhood areas</li> </ul>			
		<ul style="list-style-type: none"> <li>Boys and Girls Club's health safety fairs</li> </ul>			
		<ul style="list-style-type: none"> <li>Appropriate hand-washing clinics at local elementary schools</li> </ul>			
		<ul style="list-style-type: none"> <li>Ergonomics trainings for school secretaries</li> </ul>			
		<ul style="list-style-type: none"> <li>Sexual assault speakers bureau presentations for area law enforcement personnel, physicians, victim advocates, nursing classes and community groups</li> </ul>			
		<ul style="list-style-type: none"> <li>Speaker's bureau presentation to students on the topic of spirituality issues in health care</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Self-help groups – count cost to run group if the program addresses a community need (e.g. anger management, exercise, mediation programs, smoking cessation, stress management, weight loss and nutrition)</li> </ul>			
		<ul style="list-style-type: none"> <li>The use of facility space to hold meetings for community groups (Report these in E3)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Health education classes designed to increase market share (e.g. prenatal programs for insured)</li> </ul>			
		<ul style="list-style-type: none"> <li>Community calendars and newsletters if they are primarily used as marketing tools by promoting only VCH programs.</li> </ul>			
		<ul style="list-style-type: none"> <li>Patient education services understood as necessary for comprehensive patient care (e.g. diabetes education for patients)</li> </ul>			
		<ul style="list-style-type: none"> <li>Employee wellness and health promotion provided by your organization as an employee benefit</li> </ul>			
		<ul style="list-style-type: none"> <li>Volunteer time for parish and congregation-based services</li> </ul>			
		<ul style="list-style-type: none"> <li>Support given to patients and families in the course of their inpatient or outpatient encounter. NOTE: "Notes" of appreciation can be recorded in a Leadership Journal.</li> </ul>			
	<b>A2</b>	<p><b>Community-Based Clinical Services</b> – These are health services and screenings provided on a one-time basis or as a special event in the community. They do not include permanent subsidized hospital outpatient services (report these in C3). As with other categories of community benefit, these services and programs should be counted only if they are designed to meet identified community needs or to improve community health. (CHA <b>Guide</b> pgs 101 &amp; 283)</p>			
		<p><b>CBISA GUIDELINE FOR SCREENINGS:</b> Screenings are health tests conducted in the community as a public service, such as blood pressure measurements, cholesterol checks and school physicals. They are a secondary prevention activity designed to detect the early onset of illness and disease, and can result in a referral to any community medical resource. To be considered community benefit, screenings should provide follow-up care as needed, including assistance for persons who are uninsured and underinsured. (<b>Note:</b> If screenings are being provided along with an educational program about a specific disease or condition, create a "Health/Safety Fair" Activity instead (See A1: Community Health Education).</p> <p><b>CBISA "ACTIVITY STANDARD" EXAMPLE:</b></p> <ul style="list-style-type: none"> <li><b>Clinical Services: Screening:</b> Blood Pressure</li> </ul> <p><b>CBISA GUIDELINE FOR CLINICS:</b> A Clinic "Activity" should be created when a one-time or occasionally held clinic is offered to the general community. These clinics provide free or low-cost health care to medically underinsured and uninsured persons.</p> <p><b>CBISA "ACTIVITY STANDARD" EXAMPLE:</b></p> <ul style="list-style-type: none"> <li><b>Clinical Services: Clinic:</b> Flu Shots</li> </ul> <p><b>CBISA GUIDELINE FOR MOBILE UNIT:</b> A mobile unit "Activity" should be created when a van or another one of VCH vehicles are used to deliver primary care services. (NOTE: Mobile specialty care services that are an extension of our outpatient departments, such as mammography or radiology should be reported in C3: Subsidized: Hospital Outpatient or C10: Subsidized: Mammography.)</p> <p><b>CBISA "ACTIVITY STANDARD" EXAMPLE:</b></p> <ul style="list-style-type: none"> <li><b>Clinical Services: Mobile Unit:</b> Primary Care Van</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health	Advance medical or health knowledge or reduce gov't burden
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Behavioral health screenings</li> <li>Blood pressure screenings/clinics</li> <li>Cardiology risk factor screening clinics (Be careful not to include if screening is really marketing or case finding.)</li> <li>Cholesterol and/or lipid profile screening/clinics</li> <li>Colon cancer screening/clinics</li> <li>Dental care clinics</li> <li>Eye examinations</li> <li>General screening programs</li> <li>Health risk appraisals</li> <li>Hearing screenings</li> <li>Immunization clinics</li> <li>Hospital subsidies for a free clinic or low-cost health clinic it runs if the program addresses a community need – This includes costs for staff time, equipment and overhead costs, lab and medication costs (Not already reported in Charity Care)</li> <li>Mammography screenings (If these are at a separate, free-standing breast diagnostic center, report in C5)</li> <li>Mobile units that deliver primary care to underserved populations on an occasional or one-time basis</li> <li>One-time or occasionally held primary care clinics</li> <li>Osteoporosis screenings</li> <li>School and sports physical exams (only if there is a demonstrated need and where the purpose is to increase access to health care)</li> <li>Skin cancer screenings/clinics</li> <li>Stroke risk screenings/clinics</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Flu shot clinics – donation of flu vaccinations and nurses to give injections</li> <li>Colon cancer health screenings</li> <li>Bone density screenings</li> <li>Critical Incident Response Team when a disaster hits a school, business or community</li> <li>Pharmacists providing information to community representatives on particular drugs (e.g. schools, police departments, etc)</li> <li>Blood pressure screenings at senior citizen centers, independent living centers, community health fairs and public gathering locations</li> <li>General cancer screenings</li> <li>Vision, hearing and dental screenings at area schools</li> <li>Mobile specialty care services that are an extension of outpatient departments, such as mammography, radiology and lithotripsy or permanent, ongoing programs and outpatient services (<b>Report in C3: Subsidized: Hospital Outpatient Services</b>)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Health screenings associated with conducting a health fair (Report in A1: Education: Health/Safety Fair)</li> <li>Screenings for which a fee is charged, unless there is a negative margin.</li> <li>Screenings where referrals are made only to a Via Christi facility or our physicians</li> <li>Screenings provided primarily for public relations or marketing purposes</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Free school team physicals provided for public relations purposes</li> </ul>			
		<ul style="list-style-type: none"> <li>Free school team physicals, unless there is a demonstrated need for this service</li> </ul>			
		<ul style="list-style-type: none"> <li>Flu shots or physical exams for employees</li> </ul>			
		<ul style="list-style-type: none"> <li>Clinics for which a fee is charged and a profit is realized (do report if there is a negative margin)</li> </ul>			
		<ul style="list-style-type: none"> <li>Subsidized, permanent, ongoing programs and outpatient services (report in C3)</li> </ul>			
		<ul style="list-style-type: none"> <li>Volunteers' time and contributions by other community partners</li> </ul>			
		<ul style="list-style-type: none"> <li>Grants to an unrelated free clinic (report in E1, Donations: Cash)</li> </ul>			
		<ul style="list-style-type: none"> <li>Subsidized, mobile specialty care services that are an extension of the organization's outpatient department, such as mammography, radiology and lithotripsy (report in C3)</li> </ul>			
	<b>A3</b>	<p><b>Health Care Support Services</b> – Are provided by VCH to increase access and quality of care in health services to individuals, especially persons living in poverty and those in other vulnerable populations. These are activities that go beyond “normal” business practices. (CHA <b>Guide</b> pgs 101 &amp; 286)</p>			
		<p><b>CBISA GUIDELINE:</b> A Health Care Support Service “Activity” should be created when VCH employees <b>go above and beyond</b> their normal job requirements to increase access and quality of care in health services to individuals, especially persons living in poverty and those in other vulnerable populations. This <b>extra effort</b> in support services may include assistance with accessing available community resources, assistance with telephone requests or transportation services.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Support Services:</b> Enrollment Assistance in Public Programs</li> <li><b>Support Services:</b> Telephone Information Service: Ask A Nurse</li> <li><b>Support Services:</b> Transportation: Cab Vouchers</li> <li><b>Support Services:</b> Medical Equipment Donations to Individuals</li> <li><b>Support Services:</b> Other: Medication Review for Seniors</li> </ul>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Information and referral to community services for community members (not routine discharge planning)</li> <li>Assistance to enroll in public programs (e.g. SCHIP and Medicaid)</li> <li>Case management of underinsured and uninsured persons that goes beyond routine discharge planning</li> <li>Community-based chaplaincy and spiritual care programs</li> <li>COBRA payments made in behalf of patients so that insurance coverage can be retained when the goal of the payment is to improve the person's access to health care services, when similar payments are available to a material number of consumers who are not hospital patients, when the payment is for a substantial period of time and when payments are not restricted to patients who have large bills. (NOTE: If the payment is to cover a limited time period in which the patient is hospitalized, then the COBRA payment should not be counted because the hospital stands to gain more from the payment than the community does.)</li> <li>Physician referral programs for Medicaid and uninsured persons</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Telephone information services (e.g. Ask a Nurse, medical and mental health service hotlines and poison control centers)</li> </ul>			
		<ul style="list-style-type: none"> <li>Transportation programs for patients and families meeting organization's financial assistance guidelines to enhance patient access to care (e.g. cab vouchers provided to low-income patients and families)</li> </ul>			
		<ul style="list-style-type: none"> <li>Personal response systems (e.g. Lifeline)</li> </ul>			
		<ul style="list-style-type: none"> <li>Translation/interpreter services that go beyond what is required by law or for accreditation. For example, translation services for a group that comprises less than a prescribed percentage of the population.</li> </ul>			
		<ul style="list-style-type: none"> <li>The cost of an interpreter training program if the need for additional services has been identified and if the hospital will be exceeding more than minimum licensing requirements for dealing with a population where English is the second language.</li> </ul>			
		<ul style="list-style-type: none"> <li>Costs associated with providing Lifeline services to indigent persons so long as program is open to the general public and not limited to just VCH patients.</li> </ul>			
		<ul style="list-style-type: none"> <li>Contributions for individual patients when patients who are discharged receive beyond traditional case management services and are not billed by the hospital (e.g. home care nursing, physical therapy visits, home infusion nursing visits, durable medical equipment, medications, child safety seats, monthly health insurance premiums or expense for the care of the uninsured patient at another facility).</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Secured patient transportation to another healthcare or psychiatric facility</li> </ul>			
		<ul style="list-style-type: none"> <li>Care Van shuttles patients to and from healthcare appointments</li> </ul>			
		<ul style="list-style-type: none"> <li>Assistance in enrollments with indigent drug rehab programs</li> </ul>			
		<ul style="list-style-type: none"> <li>Transportation assistance to and from Ronald McDonald houses</li> </ul>			
		<ul style="list-style-type: none"> <li>Wheelchairs donated to individuals who are unable to pay</li> </ul>			
		<ul style="list-style-type: none"> <li>Pastoral <b>outreach</b> programs that meet an identified need. (NOTE: Do not count pastoral care that takes place inside of our facilities, as that would be considered a normal cost of our Catholic ministry.)</li> </ul>			
		<ul style="list-style-type: none"> <li>Free overnight stays for persons meeting the organization's financial assistance policy should be reported as community benefit. This would include family members who are housed in the VCH facility on E Grand.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Enrollment assistance programs designed to increase VCH's revenue</li> </ul>			
		<ul style="list-style-type: none"> <li>Health care support given to patients and families in the course of an inpatient or outpatient encounter</li> </ul>			
		<ul style="list-style-type: none"> <li>Routine discharge planning</li> </ul>			
		<ul style="list-style-type: none"> <li>Translation/interpreter services required of all providers</li> </ul>			
		<ul style="list-style-type: none"> <li>A physician referral, if it is primarily an internal marketing effort or only for attending physicians (unless for Medicaid or uninsured)</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>A4</b>	<b>Community Health Initiatives Addressing Specific Health Targets/Goals</b> Community health initiatives are community-based primary prevention activities and programs where the primary goal is to address specific and identified community health needs resulting from VCH's health market assessments. Include only priorities <b>identified through the community health assessment which have measurable objectives</b> to improve health.			
		<b>CBISA GUIDELINE:</b> This is a <b>new</b> category that encompasses community-wide initiatives and/or school and community-based disease prevention and/or wellness initiatives.  <b>CBISA "ACTIVITY STANDARD" EXAMPLES:</b> • <b>Support Services: Health Initiative:</b> Mental Health/Substance Abuse			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>School- and community-based disease prevention/health promotion interventions</li> </ul>			
		<ul style="list-style-type: none"> <li>Multi-sector and coalition efforts that employ a comprehensive approach to influencing behavior change and preventing disease</li> </ul>			
		<ul style="list-style-type: none"> <li>Efforts to address obesity, diabetes, hypertension or other chronic conditions related to poor diet and inactivity</li> </ul>			
		<ul style="list-style-type: none"> <li>Evidence-based violence prevention efforts</li> </ul>			
		<ul style="list-style-type: none"> <li>Community-based asthma prevention efforts such as Allies Against Asthma</li> </ul>			
		<ul style="list-style-type: none"> <li>Community-wide efforts to support public health interventions that address identified community health needs</li> </ul>			
		<ul style="list-style-type: none"> <li>Coalition or other efforts related to community-building efforts (Note: Report in Category F: Community-Building)</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Time and direct expenses associated with priorities selected for follow-up resulting from VCH's periodic health needs assessments</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Occurrences that meet the definition of community benefit but are better matched with other activities. Put in respective categories A1-A3 or B1-G1. This category is <b>reserved only</b> for occurrences which have been identified as priorities resulting from VCH's health needs assessments.</li> </ul>			
	<b>B</b>	<b>HEALTH PROFESSIONS EDUCATION</b> - Helping to prepare future health care professionals is a distinguishing characteristic of not-for-profit health care and constitutes a significant community benefit. This category includes programs and financial assistance for physicians and medical students, nurses and nursing students, pastoral care residents and interns and other health professionals. Do not include programs provided exclusively for VCH's employees or medical staff. Include continuing medical and nursing education and education for other professionals <b>only</b> if the program is open to the community. Be sure to subtract government subsidies (where appropriate) from these costs before counting. (CHA <b>Guide</b> pgs 102, 108 & 287)			
		<b>CBISA GUIDELINE:</b> A Health Professions Education "Activity" should be added for occurrences where VCH helps to prepare <b>future</b> health care professionals. The assistance VCH provides may be vocational training for outside students; clinical settings for undergraduate trainings; internships; high-school student job shadowing and mentoring projects with health care careers as the ultimate goal. These "occurrences" are held <b>on our campuses</b> . ( <b>NOTE:</b> When VCHS makes presentations to high school and/or college classrooms or other community groups " <b>off-site</b> " on disease prevention, wellness topics and/or other health related (non-employment topics) than report those occurrences in A1: Education: Speaker's Bureau.			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b> <ul style="list-style-type: none"> <li>• <b>Health Professions:</b> Physicians/Medical Students</li> <li>• <b>Health Professions:</b> Nurses/Nursing Students</li> <li>• <b>Health Professions:</b> Dieticians</li> <li>• <b>Health Professions:</b> Medical Translators</li> <li>• <b>Health Professions:</b> Physical Therapists</li> <li>• <b>Health Professions:</b> Scholarships/Funding: Nursing</li> <li>• <b>Health Professions:</b> Career</li> </ul>			
		<b>B1 Physicians/Medical Students</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>• A clinical setting for undergraduate training</li> </ul>			
		<ul style="list-style-type: none"> <li>• Internships, clerkships and residencies</li> </ul>			
		<ul style="list-style-type: none"> <li>• Residency education</li> </ul>			
		<ul style="list-style-type: none"> <li>• Continuing medical education (CME) offered to physicians outside of the medical staff on subjects for which the organization has special expertise</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>• Unreimbursed graduate medical education related expenses</li> </ul>			
		<ul style="list-style-type: none"> <li>• Grand rounds presentations to 3<sup>rd</sup> year residents</li> </ul>			
		<ul style="list-style-type: none"> <li>• Training of pre-med students who job-shadow physicians</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>• Joint appointments with educational institutions and medical schools (unless for a specialty where there is a documented shortage)</li> </ul>			
		<ul style="list-style-type: none"> <li>• Expenses for physician and medical student in-service training</li> </ul>			
		<ul style="list-style-type: none"> <li>• Orientation programs</li> </ul>			
		<ul style="list-style-type: none"> <li>• Costs of Continuing Medical Education (CME) courses restricted to members of the VCH medical staff</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>In-house nursing and nurse's aide training programs</li> <li>Programs where nurses are required to work for the organization</li> </ul>			
	<b>B3</b>	<b>Other Health Professional Education</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>A clinical setting for undergraduate training and internships for dietary, physical therapists, social workers, pharmacists and other health professionals – without a work requirement tied to training</li> <li>Training of health professionals in special settings (e.g. occupational health, outpatient facilities, etc)</li> <li>Unpaid costs of medical translator training beyond what is mandated</li> <li>Medical libraries open to the general public</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Internships for pastoral education, social workers, clinical psychologists, medical technologists, rehabilitation therapists and other allied health professional/instructional internships – 20% of the staff hours is counted as community benefit</li> <li>Program costs associated with pre-med student “job shadowing” projects (<b>NOTE:</b> Students job shadowing physicians and nurses should be reported in B1 or B2. All elementary, junior high and senior high school students who are involved in a day of job shadowing should be reported in B5.)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Education required by staff, such as orientation and standard in-service programs</li> <li>Expenses for standard in-service training and in-house mentoring programs</li> <li>On-the-job training, such as pharmacy technician and nursing assistant programs for employees</li> <li>Programs where trainees are required to work for the organization</li> </ul>			
	<b>B4</b>	<b>Scholarships/Funding for Professional Education</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Funding, including registrations, fees, travel, and incidental expenses for staff education linked to community services and health improvement</li> <li>Scholarships or tuition payments for nursing and health professional education to non-employees with no requirement to work for the organization as a condition of the scholarship</li> <li>Specialty in-service and videoconferencing programs made available to professionals in the community</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Donations made to higher institutions to enhance medical training of students or to expand programs resulting in more health care professionals for the community.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Financial assistance for employees who are advancing their own educational credentials</li> <li>Costs for staff conferences and travel other than those listed above</li> <li>Staff tuition reimbursement costs provided as an employee benefit</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>C</b>	<p><b>SUBSIDIZED HEALTH SERVICES</b> – Are clinical service lines that are provided despite a financial loss, so significant that negative margins remain after removing the effects of charity care, bad debt and Medicaid shortfalls. Nevertheless, the service is provided because it meets an identified community need and if no longer offered, it would either be unavailable in the area or fall to the responsibility of government or another not-for-profit organization to provide. (CHA <i>Guide</i> pgs 102, 108 &amp; 289-290)</p> <p>Subsidized services do not include ancillary services (e.g. lab and radiology) if these services are provided to log-income persons, report as Charity Care.</p> <p>Exclude from subsidized health services losses that have already been accounted for (e.g. charity care or Medicaid losses, and shortfalls from bad debt.)</p> <p><b>Source of Information: Finance &amp;/or Admissions Offices – No entries should be made in this category by facility reporters.</b></p>			
		<p><b>CBISA GUIDELINE:</b> You should only need one “Activity” for each of the Category C services. If more than one is needed, contact Renée Hanrahan, VCHS Director of Community Benefit, for assistance at 316-858-4987.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>• <b>Subsidized:</b> Emergency and Trauma</li> <li>• <b>Subsidized:</b> Neonatal Intensive Care</li> <li>• <b>Subsidized:</b> Hospital Outpatient</li> <li>• <b>Subsidized:</b> Burn Unit</li> <li>• <b>Subsidized:</b> Women and Children</li> <li>• <b>Subsidized:</b> Renal Dialysis</li> <li>• <b>Subsidized:</b> Continuing Care</li> <li>• <b>Subsidized:</b> Behavioral Health</li> <li>• <b>Subsidized:</b> Palliative Care</li> <li>• <b>Subsidized:</b> Mammography</li> </ul>			
	<b>C1</b>	<b>Emergency &amp; Trauma Services</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>• Air ambulance</li> <li>• Emergency department</li> <li>• Local community EMS training when there's negative margin</li> <li>• Trauma Center</li> <li>• Fees to physicians to see Medicaid and uninsured patients</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>• Ancillary services (e.g. lab, radiology) as free ancillary services for low-income persons should be reported as Charity Care.</li> <li>• Charity care or bad debt</li> <li>• Medicare and Medicaid shortfalls</li> <li>• Payment for routine on-call physician services</li> </ul>			
	<b>C2</b>	<b>Neonatal Intensive Care (If subsidized)</b>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>C3</b>	<b>Hospital Outpatient Services</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Subsidized permanent outpatient services and primary/ambulatory care centers, within hospital facility or separate freestanding facilities (e.g. urgent care center) (NOTE: Mammography in C10)</li> <li>Mobile units (e.g. mammography &amp; radiology units)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Ancillary services (e.g. lab, radiology) as free ancillary services for low-income persons should be reported as Charity Care.</li> <li>Charity care or bad debt</li> <li>Medicare and Medicaid shortfalls</li> <li>Payment for routine on-call physician services</li> </ul>			
	<b>C4</b>	<b>Burn Units (If subsidized)</b>			
	<b>C5</b>	<b>Women's &amp; Children's Services</b> – Report services designed to increase access and quality of care for women and children, especially those living in poverty and other vulnerable populations. As with all community benefits in the subsidized care category, count only those for which an identified community need exists and for which not providing the service would result in a shortage within the community.			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Freestanding breast diagnostic centers</li> <li>Obstetrical Services</li> <li>Pediatrics</li> <li>Women's Services</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Services provided in order to attract physicians or health plans</li> </ul>			
	<b>C6</b>	<b>Renal Dialysis Services (If subsidized)</b>			
	<b>C7</b>	<b>Subsidized Continuing Care</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Hospice and home care services</li> <li>Skilled nursing care or nursing home care</li> <li>Adult day health programs</li> <li>Durable medical equipment</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Step-down or post-acute services provided in order to discharge outlier patients, to the financial advantage of the facility</li> </ul>			
	<b>C8</b>	<b>Behavioral Health Services</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Inpatient and outpatient behavioral health services</li> </ul>			
	<b>C9</b>	<b>Palliative Care</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Outpatient and outreach palliative care programs</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>VCH's inpatient palliative care program</li> </ul>			
	<b>C10</b>	<b>Mammography (If subsidized)</b>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>D</b>	<b>RESEARCH</b> – Includes clinical and community health research, as well as studies on health care delivery that are generalizable, <b>shared with others outside of VCHS and funded by the government or a tax-exempt entity (including VCH itself)</b> . Do not count research where findings are used only internally or are proprietary. Priority should be placed on issues related to reducing health disparities and preventable illness. Count the total cost of the qualifying research programs, including direct and indirect costs. Grant funding does not need to be accounted for as offsetting revenue but should be tracked for budget and planning purposes. ( <b>CHA Guide</b> pgs 104, 109 & 292)			
		<b>CBISA GUIDELINES</b> - A research “Activity” should be added to include clinical and/or community health research that are conducted by VCH employees and is shared with others <b>beyond our own internal organization</b> . ( <b>Note: Research conducted or participated in for community health assessments need to be reported in G2: Community Benefit: Assessment Planning &amp; Research.</b> )  <b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b> <ul style="list-style-type: none"> <li>• <b>Research: Clinical:</b> IV Therapy for Diabetics</li> <li>• <b>Research: Clinical:</b> Spiritual Care and Cancer</li> <li>• <b>Research: Community:</b> Early Childhood Nutrition in Low Income Communities</li> <li>• <b>Research: Community:</b> ALS Incidence in Gulf War Veterans</li> </ul>			
	<b>D1</b>	<b>Clinical Research</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>• Research development costs, using formal research protocols</li> <li>• Studies on therapeutic protocols</li> <li>• Evaluation of innovative treatments</li> <li>• Research papers prepared by staff for professional journals and presentations</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>• Research on improving the quality of life of patients with posterior pelvic ring fixation with vertically unstable pelvic fractures.</li> <li>• Preparation of manuscript for relationships among medication usage, delirium, and clinical outcomes in a critically ill surgical/trauma populations, published in <i>Critical Care Medicine</i>.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>• Research where findings are used only internally</li> <li>• Research that yields knowledge used for proprietary purposes</li> <li>• Research paid for by pharmaceutical companies or other for-profit companies for their specific purposes</li> </ul>			
	<b>D2</b>	<b>Community Health Research</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>• Studies on health issues for vulnerable persons</li> <li>• Studies on community health, incidence rates of conditions for special populations</li> <li>• Research papers prepared by staff for professional journals or presentation</li> <li>• Studies on innovative health care delivery models</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>• Assisting with an epidemiology study looking at the prevalence of developmental disabilities among children with epilepsy in rural Kansas.</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Studies on innovative health care delivery models. Assisted with writing up a study on whether a no-cost family membership to the YMCA is effective in treating childhood obesity.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Research where findings are only used internally or by the funding source.</li> <li>Market research</li> </ul>			
	<b>E</b>	<b>FINANCIAL &amp; IN-KIND CONTRIBUTIONS</b> Includes funds and in-kind services donated to individuals not affiliated with VCH or to the community groups and other not-for-profit organizations. In-kind services include hours contributed by staff to the community while on VCH work time, overhead expenses of space donated to not-for-profit community groups (e.g. for meetings, retreats) and donation of food, equipment and supplies.			
	<b>E1</b>	<p><b>Cash Donations</b> – As a general rule, count only donations to not-for-profit organizations that address health related activities meeting identified community needs. (CHA <b>Guide</b> pgs 104, 109 &amp; 294)</p> <p>The IRS, in its instructions to the Form 990 Schedule H requires that donations in this category must be for services or activities that would qualify as community benefits if provided by the organization itself. If the contribution is used for, a service or activity that would be considered “community-building” it should be reported as part of Category F: Community Building.</p>			
		<p><b>CBISA GUIDELINES:</b> Cash donations made directly to community organizations whose programs and/or services share the mission of VCHS should be entered as an “Activity.” NOTE: Enter the name of the organization in the “Occurrence” description field that will be receiving VCH funds and include an explanation in the “Notes” section. Only corporate money can be entered into CBISA, <b>no employees money may be counted</b> as community benefit, including donations given by employees as memorial gifts. The funds should be restricted for use as a community benefit activity through an accompanying letter.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Donations: Cash</b></li> </ul>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Contributions provided to non-for-profit community organizations</li> <li>Contributions for providing technical assistance or evaluation of community coalition efforts</li> <li>“After Prom” school sponsored events where the goal of the event is to prevent accidents and injury to youth attending the prom</li> <li>Contributions to charity events of not-for-profit organizations, after subtracting the market value of participation by the employees or organization.</li> <li>Financial assistance given outside the local community in response to natural disasters or poverty (not for employees)</li> <li>Cash contributions made by the hospital to another facility when discharging an uninsured patient to an outside facility.</li> <li>Cash contributions made to help pay for head stones and burial costs for families who cannot afford the cost on their own. (Note: Do not count the cost of memorial services as this is considered an extension of our compassionate care as a Catholic hospital.)</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Contributions/fees paid for golf tournaments, concerts, galas, annual dinners, etc. to non-profit organizations <i>after subtracting value of participation by employees and marketing items</i></li> </ul>			
		<ul style="list-style-type: none"> <li>Sponsorship of Adventure Crew (BSA) program to assist teens in losing weight and how to get them interested in health care careers</li> </ul>			
		<ul style="list-style-type: none"> <li>Sponsorship of special events in which proceeds are used to provide scholarships for pre-med majors after subtracting value of participation by employees and marketing items.</li> </ul>			
		<ul style="list-style-type: none"> <li>Sponsorship of events in which proceeds are used to purchase medicine and/or treatment in area free clinics after subtracting value of participation by employees and marketing items.</li> </ul>			
		<ul style="list-style-type: none"> <li>Sponsorship of golf tournament of small hospitals in which proceeds are used to buy health equipment and recruiting hospital medical staff after subtracting value of participation by employees and marketing items.</li> </ul>			
		<ul style="list-style-type: none"> <li>Donated cash for a remodeling project to a not-for-profit organization which provides low vision rehabilitation services for low-income, blind and aging people.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Sponsorships of golf holes or bowling lanes are seen as marketing expenses and should not be counted as community benefits</li> </ul>			
		<ul style="list-style-type: none"> <li>Costs related to entertainment aspects (e.g. green fees, prizes, food) but rather limit to staff time and other minimum expenses</li> </ul>			
		<ul style="list-style-type: none"> <li>Fees for sporting event tickets</li> </ul>			
		<ul style="list-style-type: none"> <li>Employee-donated funds</li> </ul>			
		<ul style="list-style-type: none"> <li>Membership dues for chamber or civic groups</li> </ul>			
		<ul style="list-style-type: none"> <li>Emergency funds provided to employees</li> </ul>			
		<ul style="list-style-type: none"> <li>Sponsorship of fundraising events involving non-health related programs or organizations (e.g. Chamber, Rotary Clubs, etc)</li> </ul>			
		<ul style="list-style-type: none"> <li>The contribution is not used for an activity that meets the definition of community benefit.</li> </ul>			
	<b>E2</b>	<b>Grants</b> – These include grants made by VCH to community and other not-for-profit community organizations, projects and initiatives. Count only if contribution will address a community health need and meets a community benefit objective. (CHA <b>Guide</b> pgs 104 & 294)			
		<p><b>CBISA GUIDELINES:</b> A Community Grant “Activity” should be added when VCH solicits proposals for certain health related projects and awards a grant to the best project or when grant monies have been earmarked for specific community projects or initiatives.</p> <p>NOTE: You should enter the name of the community organization you are giving the grant to in the “Occurrence” Description field.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Donations: Grants</b></li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Program, operating and educational grants</li> <li>Matching grants</li> <li>Event sponsorship</li> <li>General contributions to not-for-profit organizations or community groups</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Grants passed through from an affiliated organization if already reported as community benefit</li> </ul>			
	<b>E3</b>	<b>In-Kind Donations</b> – Include hours contributed by staff to the community while on “normal” VCH work time, overhead expenses of space donated to not-for-profit community groups (such as for meetings), donation of food, equipment and supplies. ( <b>Guide</b> pgs 104, 109 & 295)			
		<p><b>CBISA GUIDELINES:</b> An “Activity” should be added when employees are “official” representatives of Via Christi during their normal working hours at community meetings. <b>NOTE:</b> Create a “Donations: In-Kind: Board” Activity for each board membership that directly impacts the health status of the community.</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Donations: In-Kind</b></li> <li><b>Donations: In-Kind:</b> Board: American Cancer Society</li> <li><b>Donations: In-Kind:</b> Room Usage</li> <li><b>Donations: In-Kind:</b> American Red Cross Blood</li> </ul>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Meeting room overhead and space for not-for-profit organizations and community groups (e.g. coalitions, neighborhood associations, social service networks)</li> <li>Equipment and medical supplies (<b>NOTE:</b> When donating equipment/supplies, the value should be based on remaining “book value” and not replacement costs. So, if the equipment cost \$1,000 and depreciation has been determined to be \$600, then “book value” is \$400.) If supplies are expired than staff time needed to prepare and package the donated items should be counted as well as any shipping costs.</li> <li>Emergency medical care (including ambulances) at a community event to treat any potential health related crisis (<b>NOTE:</b> If presence at the event is for marketing/visibility purposes, the contribution would not count.)</li> <li>Employee costs associated with board and community involvement on work time when they are “officially” representing a VCH ministry. <b>NOTE:</b> Employees who serve on <b>Coalitions</b> (e.g. SG Co. Association for Medically Underserved) need to report this activity in <b>F6</b> and those serving on a <b>workforce enhancement</b> board or partnership (e.g. Wichita Area Technical College) need to report this activity in <b>F8</b>.</li> <li>Food donations, including Meals on Wheels subsidies and donations to food kitchens (<b>NOTE:</b> Only the cost of packing, transporting and time spent in getting the food ready for transport can be counted.)</li> <li>Donations to community organizations and community members (not employees) – <b>NOT CASH</b> (Cash is reported in E1)</li> <li>Donated hospital services (e.g. lab, radiology, pharmacy) may be counted if provided for community free clinics, shelters, etc. (<b>NOTE:</b> If this is provided for our patients who meet financial assistance, then it should be counted under charity care.)</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Donated space used by area not-for-profit community groups for health related issues (e.g. American Cancer Society, American Heart Association, American Red Cross, etc.).(NOTE: If space is used by not-for-profit groups who have a need but their purpose is not based on health, then it should be reported under F3: Community Building: Support: Room Usage).</li> </ul>			
		<ul style="list-style-type: none"> <li>Laundry services for community organizations</li> </ul>			
		<ul style="list-style-type: none"> <li>Other free ancillary services such as lab, radiology and pharmacy services to other providers in the community, such as clinics or shelters</li> </ul>			
		<ul style="list-style-type: none"> <li>Technical assistance to community organizations, such as information technology, grant writing, accounting, human resource support, planning and marketing</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>A VCH representative to the Downtown Rotary Club organized an American Red Cross blood drive challenge for the community.</li> </ul>			
		<ul style="list-style-type: none"> <li>Surgical masks, gloves and suture trays donated for a medical mission trip to Kenya.</li> </ul>			
		<ul style="list-style-type: none"> <li>Employees spent work time assisting Kiowa County Hospital in rebuilding their lab which was destroyed by the Greensburg tornado and some medical lab supplies was also donated.</li> </ul>			
		<ul style="list-style-type: none"> <li>Employees given permission by their respective VCH entity to donate blood to the American Red Cross during regular work time are allowed to count the transportation time along with the time required to donate their blood. If an employee is also reimbursed for their mileage than those costs may also be counted toward community benefit.</li> </ul>			
		<ul style="list-style-type: none"> <li>An employee who regularly participates in a reading literacy program for high-risk youth. Rotarians who read books to primarily low-income youth may count their time as community benefit.</li> </ul>			
		<ul style="list-style-type: none"> <li>Medical personnel attend school sporting events in case players are injured during a game. Supplies are donated to cover injuries (e.g. splints, x-rays, etc)</li> </ul>			
		<ul style="list-style-type: none"> <li>Donated computer supplies to area not-for-profit organizations</li> </ul>			
		<ul style="list-style-type: none"> <li>VCH entities purchased some automatic external defibrillators (AEDs) and donated them to area high schools.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Employee costs associated with board and community involvement when these are done on the <b>employee's own time</b> and he/she is not engaged in behalf of Via Christi</li> </ul>			
		<ul style="list-style-type: none"> <li>Volunteer hours provided by hospital employees or volunteers for community events (These hours belong to the volunteer not to Via Christi)</li> </ul>			
		<ul style="list-style-type: none"> <li>Salary expenses paid to employees deployed on military services or jury duty (These expenses are considered employee benefit.)</li> </ul>			
		<ul style="list-style-type: none"> <li>Tours or snacks given at the end of a tour</li> </ul>			
		<ul style="list-style-type: none"> <li>If meetings and initiatives are more generally related to community good will or civic participation, staff time should not be counted. Agenda's should indicate whether health related topics will be discussed.</li> </ul>			
		<ul style="list-style-type: none"> <li>Employee's time spent at community celebrations (e.g. 4<sup>th</sup> of July parades, festivals, groundbreaking events, university president's inaugurations, team sports recognition dinners, etc.)</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>E4</b>	<b>Cost of Fund Raising for Community Programs</b> – Grant writing and other fundraising costs specific to “external and non-affiliated” organizations should be reported here. NOTE: Grant writing and fundraising costs specific to “internal or affiliated” VCH ministry should be reported in Category G3 (for hospital-sponsored) community benefit activities.			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Costs of coordinating community events not sponsored by VCH - <b>NOTE: Report VCH sponsored community events under G3.</b></li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>A VCH representative participating in the annual United Way campaign as an ambassador or Taking It to The Street Campaign.</li> <li>Cafeteria baked cookies to sell to employees and public at a profit of \$89.61 to donate to local charity annual fund drive.</li> <li>Employees participating in the planning, coordinating and managing of the annual American Heart Association’s Walk.</li> <li>Employees who have collected, drive to pick-up and deliver donated items for fundraising auctions for area not-for-profits.</li> </ul>			
	<b>F</b>	<b>Community-Building Activities</b> – Include programs that address the root causes of health problems (e.g. poverty, homelessness, and environmental problems). These activities support community assets by offering the expertise and resources of the health care organization. Costs for these activities include cash, in-kind donations and budgeted expenditures for the development of a variety of community building programs and partnerships. ( <b>Guide</b> pgs 105, 110 & 296 - 301)			
		<p><b>CBISA GUIDELINES:</b> All Community-Building Activities should be titled exactly as they are shown below. You should only need one Activity for each of the Category F Activities. You can enter the name of each community project in the “Occurrence” description field. (<b>NOTE:</b> The IRS in Form 990, Schedule H, does not include community-building activities in the community benefit section but asks that they be reported in another section specifically for community-building activities. (<b>Guide</b> pg 296)</p> <p><b>CBISA “ACTIVITY STANDARD” EXAMPLES:</b></p> <ul style="list-style-type: none"> <li><b>Community-Building: Physical Improvements &amp; Housing</b></li> <li><b>Community-Building: Economic Development</b></li> <li><b>Community-Building: Support</b></li> <li><b>Community-Building: Environmental</b></li> <li><b>Community-Building: Leadership Development</b></li> <li><b>Community-Building: Coalition</b></li> <li><b>Community-Building: Advocacy: Health</b></li> <li><b>Community-Building: Advocacy: Social Justice</b></li> </ul>			
	<b>F1</b>	<b>Physical Improvements &amp; Housing</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Neighborhood improvement and revitalization projects</li> <li>Community gardens</li> <li>Public works, lighting, tree planting, graffiti removal</li> <li>Housing rehabilitation, contributions to community-based assisted living, and senior and low income housing projects</li> <li>Habitat for Humanity projects</li> <li>Smoke detector installation programs</li> <li>Subsidizing of PACE housing for elderly consumers</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Time spent in building a boundless playground at SG Co Park for physically challenged children</li> </ul>			
		<ul style="list-style-type: none"> <li>The purchase of trees to be planted internationally in memory of children that have died in our pediatric unit</li> </ul>			
		<ul style="list-style-type: none"> <li>Time spent with Habitat for Humanity in helping them with their house building projects and/or coordination of donated building materials</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Health facility construction and improvements (e.g. meditation garden or parking lot)</li> </ul>			
		<ul style="list-style-type: none"> <li>Projects having their own community benefit reporting process (e.g. a senior housing program that issues a community benefit report)</li> </ul>			
		<ul style="list-style-type: none"> <li>Housing costs for employees</li> </ul>			
	<b>F2</b>	<b>Economic Development</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Small business development</li> <li>Participation in an economic development council or chamber of commerce</li> <li>Grants to community businesses for the purpose of economic development</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Attendance at chamber of commerce board of directors meetings</li> <li>Attendance at economic development committee meetings</li> <li>Attendance at KS Chamber of Commerce board of directors meetings</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Contribution to the arts (unless part of a comprehensive plan for economic development of the community)</li> <li>Routine financial investments</li> </ul>			
	<b>F3</b>	<b>Support of Community</b> – This includes efforts to establish or enhance community support networks (e.g. neighborhood watch groups and child care cooperatives). Activities include both community-based initiatives and facility-based initiatives.			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Child care for community residents with qualified need</li> <li>Mentoring programs, other than for Health Professions (e.g. Big Brothers/Big Sisters, COMPEER, etc)</li> <li>Neighborhood systems, such as watch groups</li> <li>Youth asset development or America's Promise initiatives (e.g. Boys &amp; Girls Club, Eagle Scouts, etc)</li> <li>Disaster readiness preparedness activities <b>over and above</b> licensure requirements. Be careful not to double-count with in-kind donations or grants. See CHA What Counts website for full recommendation on what to count.</li> <li>Staff time and associated expenses in sponsoring and coordinating a Volunteer Income Tax Assistance Program for low-income families.</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Participation in an all day community-wide disaster preparation event with local law enforcement, medical rescue teams and fire department</li> <li>In partnership with SG Co Public Health Dept, pilot testing of disaster training software to track patients</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Mentoring of at-risk youth by bringing them into VCH's long-term care facilities to interact with the senior residents.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Costs associated with subsidizing salaries of employees deployed in military action (This is considered employee benefit.)</li> <li>Costs associated with routine and mandated disaster preparedness</li> </ul>			
	<b>F4</b>	<b>Environmental Improvements</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Efforts to reduce community environmental hazards – air/water/ground</li> <li>Residential improvements such as helping to paint public housing apartments or lead or radon programs</li> <li>Neighborhood and community improvements such as toxin removal in parks</li> <li>Health care facility environmental responsibility beyond “business as usual” such as waste, energy and emissions reduction, efforts to reduce air pollution (except when part of community-wide asthma program – report in Category A), efforts to reduce the amount of mercury and other toxins in local water, green purchasing and other ecology initiatives. See CHA website for additional recommendations for what to count as environmental responsibility.</li> </ul>			
	<b>VCHS COUNTS</b>	<ul style="list-style-type: none"> <li>Time spent collecting and delivering recyclables to plant – includes glass, paper, aluminum can and tab recycling, (If mileage is reimbursed by the organization and collection is done on normal work time.)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Environmental responsibility activities expected of all prudent providers (e.g. sharps disposal)</li> </ul>			
	<b>F5</b>	<b>Leadership Development &amp; Leadership Training for Community Members</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Conflict resolution training</li> <li>Community leadership development</li> <li>Cultural skills training</li> <li>Language skills development</li> <li>Life or civic skills training programs</li> <li>Medical interpreter training for community members</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Leadership training classes conducted by VCH employees for community organizations</li> <li>Participation on selection committees for positions of leadership in the community (e.g. not-for-profit, university, state-wide, chamber, etc)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Above services for employees</li> <li>Interpreter training programs for hospital staff as required by law</li> </ul>			
	<b>F6</b>	<b>Coalition Building</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Hospital representation to community coalitions related to community health</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Collaborative partnerships with community groups to improve community health</li> </ul>			
		<ul style="list-style-type: none"> <li>Costs for community coalition meetings</li> </ul>			
		<ul style="list-style-type: none"> <li>Costs for task force-specific projects and initiatives</li> </ul>			
	<b>VCHS COUNTS</b>	<ul style="list-style-type: none"> <li>Attendance at community coalition meetings that promote a better quality of life for low-income or vulnerable populations</li> </ul>			
	<b>F7</b>	<b>Advocacy for Community Health Improvement &amp; Advocacy for Social Justice &amp; Human Rights</b>			
		<b>CBISA "ACTIVITY" STANDARD:</b> <b>Community-Building: Advocacy: Health</b> <b>Community-Building: Advocacy: Social Justice</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Local, state and national advocacy on behalf of such areas as: access to health care, public health, transportation and housing</li> </ul>			
		<ul style="list-style-type: none"> <li>Dues, grants and gifts to organizations that support social justice</li> </ul>			
		<ul style="list-style-type: none"> <li>Costs associated with advocating for social justice, environmental responsibility, and human rights through investments as shareholders, including: dues to organizations such as the Interfaith Center for Corporate Responsibility, voting proxy management fees, consultant fees, staff time.</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Advocacy specific to hospital operations and financing</li> <li>Advocacy related to community building (report as community building).</li> </ul>			
		<ul style="list-style-type: none"> <li>Normal investing costs (only additional costs specifically related to socially responsible investing should count as community benefit)</li> </ul>			
	<b>F8</b>	<b>Workforce Development</b> – These programs address community-wide workforce issues – not the workforce needs of the health care organization, which should be considered human resource activities rather than community benefit.			
		<b>CBISA "ACTIVITY" STANDARD:</b> <b>Community-Building: Workforce</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Recruitment of physicians and other health professionals for areas identified by the government as medical underserved (MUAs) or other community needs assessment</li> </ul>			
		<ul style="list-style-type: none"> <li>Recruitment of underrepresented minorities</li> </ul>			
		<ul style="list-style-type: none"> <li>Job creation and training programs</li> </ul>			
		<ul style="list-style-type: none"> <li>Participation in community workforce boards, workforce partnerships and welfare-to-work initiatives</li> </ul>			
		<ul style="list-style-type: none"> <li>Partnerships with community colleges and universities to address the health care workforce shortage</li> </ul>			
		<ul style="list-style-type: none"> <li>Workforce development programs that benefit the community – English as a Second Language (ESL)</li> </ul>			
		<ul style="list-style-type: none"> <li>School-based programs on health care careers</li> </ul>			
		<ul style="list-style-type: none"> <li>Health career mentoring projects</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Community programs that drive entry into health careers and nursing practice</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Time spent on Wichita Area Technical College board of directors meetings</li> <li>Time spent at area schools talking about workforce issues in a health care setting</li> <li>Time spent in chamber meetings where workforce issues are discussed</li> <li>Time supervising elementary, middle and high school students who are exploring health careers through visiting VCH/VCV facilities</li> <li>Expenses associated with recruiting physicians in specialties that are underserved in and around service areas</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Programs primarily designed to address workforce issues of the health care organization</li> <li>Routine staff recruitment and retention initiatives</li> <li>In-service education and tuition reimbursement programs for current employees</li> <li>Scholarships for nurses and other health professionals (Report this in Category B)</li> <li>Scholarships for community members not specific to health care professions (Report this in Category E1)</li> <li>Employee workforce mentoring, development and support programs</li> </ul>			
	<b>F9</b> (Unique to VCH Ministries ONLY)	<b>Appreciation &amp; Recognition</b> – Appreciation and recognition events hosted, coordinated and/or celebrated with other community not-for-profits that partnered on particular community needs that meet the definition of community benefit. Personal recognitions or appreciation for services provided that <b>do not meet the definition of community benefit</b> , should be recorded as Leadership Journal entries.			
		<b>CBISA “ACTIVITY” STANDARD: Community-Building: Appreciation &amp; Recognition</b>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Luncheon held in honor of an employee who has been a long-time contributor to a not-for-profit organization meeting a community need</li> <li>Anniversary celebration held to recognize the contributions of community partners (of which VCH was one) on the success of a program addressing safety needs of children</li> </ul>			
	<b>G</b>	<b>Community Benefit Operation</b> – Include costs associated with assigned staff and community health needs and/or health asset assessments, as well as other costs associated with community benefit strategy and operations. ( <i>Guide</i> pgs 106, 109 & 301)			
	<b>G1</b>	<b>Assigned Staff</b>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<b>CBISA "ACTIVITY" STANDARD: Community Benefit: Assigned Staff</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Staff costs for managing or overseeing community benefit program activities that are not included in other categories of community services</li> <li>Staff costs for internal tracking and reporting of community benefit</li> <li>Staff costs to coordinate Community Benefit volunteer programs</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Time spent on training for Community Benefit tracking and reporting of activities/occurrences</li> <li>Time spent on monthly CBISA conference calls where Community Benefit issues are discussed and new information shared</li> <li>Time spent assisting other not-for-profits on Community Benefit topics via emails, personal presentations and phone conferences</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Volunteer time of individuals for community benefit volunteer programs</li> <li>Staff time to coordinate in-house volunteer programs</li> </ul>			
	<b>G2</b>	<b>Community Health Needs/Health Assets Assessment</b>			
		<b>CBISA "ACTIVITY" STANDARD: Community Benefit: Health Assessment</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Community health needs assessment</li> <li>Community assessments (e.g. youth asset survey)</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Costs associated with accessing community health data for developing a Community Benefit plan</li> <li>Time and costs associated with interviewing community representatives on community needs</li> <li>Time and costs associated with making public presentations on community health assessment findings</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Costs of a market share assessment</li> <li>Marketing surveys</li> </ul>			
	<b>G3</b>	<b>Fundraising &amp; Other Resources</b>			
		<b>CBISA "ACTIVITY" STANDARD: Community Benefit: Fundraising &amp; Other Resources</b>			
	<b>COUNT</b>	<ul style="list-style-type: none"> <li>Cost of fund raising for "internal" hospital-sponsored community benefit programs, including grant writing and other fund raising costs</li> <li>Costs associated with community benefit evaluation</li> <li>Grant-writing and other fundraising costs related to equipment used for hospital-sponsored community benefit services and activities</li> <li>Costs associated with developing a community benefit plan, conducting community forums and reporting community benefit</li> </ul>			

CBISA Category	CBISA Sub-Category	Community Benefit Categories, Sub-Categories & Definitions Activity STANDARDS CBISA Occurrences	Promote health/healing in response to identified need	Improve access to health services; enhance health of community	Advance medical or health knowledge or reduce gov't burden
		<ul style="list-style-type: none"> <li>Overhead and office expenses associated with community benefit operations</li> </ul>			
		<ul style="list-style-type: none"> <li>Dues to an organization that specifically support the community benefit program, such as the Association for Community Health Improvement</li> </ul>			
		<ul style="list-style-type: none"> <li>Software that supports the community benefit program, such as CBISA by Lyon Software</li> </ul>			
		<ul style="list-style-type: none"> <li>Cost associated with attending educational programs to enhance community benefit program planning and reporting</li> </ul>			
	<b>VCH COUNTS</b>	<ul style="list-style-type: none"> <li>Costs associated with CBISA software and other community benefit expenses not already captured within other activities</li> </ul>			
		<ul style="list-style-type: none"> <li>Time spent on coordinating give-away items for auction fundraiser for an affiliated organization for unwed mothers</li> </ul>			
		<ul style="list-style-type: none"> <li>Time spent by employees on the annual VCH One Community Campaign (Report 50% here for VCH internal programs and report 50% of the costs in E3: Donations: In-Kind for time spent as United Way Ambassadors in the coordination and solicitation for this campaign effort)</li> </ul>			
	<b>DON'T COUNT</b>	<ul style="list-style-type: none"> <li>Grant writing and other fundraising costs of hospital capital projects (such as funding of buildings and equipment) that are not hospital community benefit programs</li> </ul>			
		<ul style="list-style-type: none"> <li>Dues to hospital and professional organizations not specifically and directly related to community benefit</li> </ul>			
		<ul style="list-style-type: none"> <li>Advocacy related to community benefit (Report as F7: Community-Building: Advocacy)</li> </ul>			

**NOTE: Before starting new programs or activities, please refer to your ministry's health assessment report and priority plan to make sure your new activity is in line with the Via Christi Health's mission and strategic plan.**