

## Other Government Sponsored Health Care Programs – Part 1

- Obtain this information from your 2006 audited financial statements or contact the hospital's finance/reimbursement department.

### Program Examples

- CHAMPUS
- State Children's Health Insurance Programs (SCHIP)
- Insurance programs for the medically indigent
- Local and state programs that provide payments to health care providers to persons NON eligible for Medicaid

### What NOT to Include

- Losses on private third-party payers, such as Blue Cross and Blue Shield, or managed care organizations
- Contractual allowances
- Losses on Medicaid or Medicare
- Worker's compensation losses
- Loss on charity care or bad debt

## Community Health Education – General Part 2a

### Program Examples

Health education classes

- Health fairs
- Outreach programs
- Parish nursing
- CPR/First Aid classes
- Lectures
- Web-based consumer health education
- Work-site health education programs
- Public service announcements with health messages
- Education on specific disease conditions

### What NOT to Include

- **School-based clinics or other community-based clinics**, as they should be reported under **Part 3, section A, Community-based Clinical Services – nonbilled and reduced fee clinics.**
- Health education programs designed to increase market share
- Community calendars and newsletters if the primary purpose is marketing
- Programs in which a profit is realized
- In-house pastoral education programs
- Programs for low-income populations that are reimbursed
- Hospital volunteer time for parish and congregation-based programs
- Patient educational services (i.e. diabetes education for patients) that are considered necessary for comprehensive patient care
- Programs in which a profit is realized
- Programs that generate an inpatient or outpatient hospital bill
- Cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service
- Program or service NOT being conducted under the auspices of the hospital (e.g. hospital employee provides nutrition education to his Boy Scout troop)
- Marketing activities or loss leaders
- Mandated services

## Support Groups – Part 2b

### Program Examples

- Substance abuse support
- Disease or condition-specific groups
- Grief or bereavement group support

### What NOT to Include

- Support given to patients or families in the course of their inpatient or outpatient encounter
- In-house pastoral care
- Programs in which a profit is realized
- Programs that generate an inpatient or outpatient hospital bill
- The cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides asthma support group to child's day care center)

## Nonbilled / Reduced-Fee Clinics

### Part 3a

#### Program Examples

- Hospital-based clinics that are free or reduced fee and open to all in the community
- School or faith-based free or reduced fee clinics
- Community based free clinics
- Migrant or special population's clinics
- Mobile units (vans or other vehicles) that are used to deliver primary care services

#### What NOT to Include

- The cost of medical or other health professionals if they are NOT employed by the hospital
- The cost of volunteers by other community partners
- Clinics for which an inpatient or outpatient bill is generated (these should be reported under unprofitable/subsidized clinics)
- Mobile specialty care units (mammography, radiology, lithotripsy, etc.) that are an extension of the hospital's outpatient department
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee participates in health clinic in local school that is NOT provided by the hospital)
- The cost of hospital volunteer time when calculating the community benefit cost of a program or service

## Health Screening – Part 3b

### Program Examples

- Behavioral screenings
- Blood pressure
- Eye exams
- General screening programs
- Health risk appraisals
- Hearing (NOT mandated)
- Mammography (if NOT free-standing breast diagnostic center)
- School physicals
- Skin cancer
- Osteoporosis

#### What NOT to Include

- Screenings associated with a health fair (***Report these under Community Health Education – General***)
- Screenings in which a profit is realized
- Screenings that result in referrals only to the hospital or its physicians
- Screenings that generate an inpatient or outpatient bill
- Mandated screenings
- Mobile units (mammography, lithotripsy, radiology) that are an extension of the organization's outpatient department
- The cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee volunteers for health screening at his/her place of worship)

## Immunization – Part 3c

### Program Examples

- Adult immunizations
- Hepatitis B
- Flu shots
- Child immunizations

#### What NOT to Include

- The cost of the vaccine in the cost of the program, if the vaccine is provided to you by any source at no charge
- Immunizations for which an inpatient or outpatient bill is generated
- The cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service
- ***Hospital employee, volunteer or auxiliary vaccinations (or for their families)***
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides free immunizations to child's school)

## **Counseling – Part 4a**

### **Program Examples**

- Crisis intervention
- Chronic disease counseling
- Family counseling
- Nutrition counseling (NOT considered education)
- Tobacco cessation
- Grief counseling

### **What NOT to Include**

- Counseling provided in the course of inpatient or outpatient treatment
- Counseling that generates (or is part of) an inpatient or outpatient bill
- The cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides smoking cessation counseling to local high school teens)

## **Family Support Services**

### **Part – 4b**

### **Program Examples**

- Enrollment assistance in public programs, including state, indigent and Medicaid and Medicare programs
- Information and referral to community resources
- Telephone information services such as poison control centers
- Ask-a-Nurse or other hotlines
- On-site housing for family members
- Hospital library services if they are available to the entire community, regardless of ability to pay

### **What NOT to Include**

- Support given to patients and families in the course of their inpatient or outpatient treatment
- Enrollment assistance programs designed to increase facility revenue
- Physician referral if it is primarily an internal marketing effort
- Routine discharge planning
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides financial counseling in his church)
- The cost of hospital volunteer time when calculating the community benefit cost of a program or service

## **Free or Discounted Prescriptions or Supplies to Patients – Part 4c**

**Program Examples** *(should be provided to persons who are unable to pay or are medically underserved)*

- Prescription drugs
- Hearing aids
- Wheel chairs
- Crutches
- Bandages
- Wigs
- Layettes

### **What NOT to Include**

- Supplies given to patients and families in the course of their inpatient or outpatient treatment for which a bill is generated
- The cost of prescriptions provided to the hospital and distributed at no charge (such as pharmaceutical company samples)
- Durable medical equipment services for which an inpatient or outpatient bill is generated (this should be reported under unprofitable/subsidized health services)
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee collects and provides eyeglasses to local Lions club)
- The cost of hospital volunteer (auxiliary) time when calculating the community benefits cost of a program or service

## In-Home Services – Part – 4d

### Program Examples

- Respite care
- Emergency response system for shut-ins

### What NOT to Include

- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides meals to neighbor on a regular basis)
- The cost of hospital volunteer time when calculating the community benefit cost of a program or service
- Programs or services for which an inpatient or outpatient bill is generated (these should be reported under unprofitable/subsidized health services)
- Visiting nurse or hospice programs for which an inpatient or outpatient bill is generated (these should be reported under unprofitable/subsidized health services)
- An unprofitable home care service for which an inpatient or outpatient bill is generated (these should be reported under unprofitable/subsidized health services)

## Meals and Nutrition Services

### Part – 4e

### Program Examples

- Free food service for special groups such as Rotary, Alcoholics Anonymous, or other nonprofit groups either within or outside of your hospital
- Food donations made by the hospital
- Meals-on-wheels
- Free meals provided to inpatient and outpatient families
- Participation and donations to soup kitchens, senior meals, holiday meals for indigent, etc. if given by the hospital, NOT staff
- Cost of coordinating Iowa Food Bank programs or community food drives if the coordinator is an employee of the hospital and is participating at the direction of the hospital

### What NOT to Include

- Discounts or free meals provided to visitors, volunteers, employees, or employee or volunteer banquets
- A program or service if it is NOT being conducted under the auspices of the hospital (e.g. hospital employee provides holiday basket to local needy family)
- The costs of hospital volunteer (auxiliary) time when calculating the community benefit cost of a program or service
- Food donations given by employees
- Nutrition counseling or education (this should be included in the appropriate category such as community education – general, counseling, etc)
- Iowa Food Bank donations, unless this food is provided by the hospital and NOT the community or employees
- The cost of administering the Iowa Food Bank program if the coordinators are volunteers of the hospital

## Transportation Services

### Part – 4f

### Program Examples

- Ambulance service for which a bill is NOT generated
- Transportation between physician offices and the hospital
- Emergency cash/bus tokens
- Cab vouchers for patients and families
- Free prescription delivery for indigent shut-ins

### What NOT to Include

- ***Valet parking or courtesy vans or coaches*** where the primary objective is to provide a courtesy service to patients and their families and NOT the community at large

## Health Professions Education

### Part 5a

#### Physicians/Medical Students Education

##### Program Examples

- Clinical settings for undergraduate training
- Internships, clerkships, residencies and/or fellowships
- CME classes offered to physicians outside of the medical staff on subjects that the organization has special expertise
- Scholarships or tuition payments for medical education to individuals within the community
- Funding to outside organizations to provide medical education

##### What NOT to Include

- Costs of physician and medical student in-service training
- Orientation programs
- Costs of CME restricted to staff members

#### Nurses /Nursing Students Education

##### Program Examples

- Clinical settings for undergraduate or vocational training to students from outside organizations
- Internships and externships when on-site training of nurses is subsidized
- Costs associated with underwriting faculty positions in schools of nursing in response to nurse or nurse faculty shortages
- Scholarships or tuition payments for nursing education to individuals within the community
- Funding to outside organizations to provide or support nursing education

##### What NOT to Include

- Costs of education required by nursing staff, such as orientation or in-service
- Expenses for in-house mentoring programs
- Costs of in-house nursing and nursing assistants
- Scholarships or tuition payments provided to employees

## Part 5a Continued - Other Health Professional Education

### Program Examples

- Costs of providing a clinical setting for undergraduate training for lab or other technicians, dietitians, physical therapist, pharmacists and other health professionals
- Costs of training for health professionals in special settings such as occupational health or outpatient facilities
- Unpaid costs of medical translator training beyond what is mandated
- Costs associated with underwriting faculty positions in schools of nursing in response to nurse or nurse faculty shortages
- Scholarships or tuition payments for individuals within the community for various health professional education
- Funding to outside organizations to provide or support health professions education
- Program costs associated with high school job shadowing or mentoring
- Funding, including registration fees, expenses, travel, etc. for staff education that is directly related to community health and health improvement
- Special education programs made available to other professionals in the community

### What NOT to Include

- Costs of education required by staff such as in-service, orientation, etc.
  - On-the-job training costs
  - Staff time delivering care concurrent with job shadowing
  - Costs for staff conferences other than those related to community health improvement
  - Staff tuition reimbursement or financial assistance to employees
- Tuition reimbursement or scholarships to families of employees, unless the opportunity is available to the entire community

## Research – Part 5b

### Program Examples

- Costs associated with studies on therapeutic protocols and evaluations of innovative treatment
- Costs associated with the development of research papers for professional journals that are prepared by staff and shared outside the organization
- Costs related to research studies on innovative health delivery models
- Costs related to studies on health issues for vulnerable populations

### What NOT to Include

- Costs related to research where findings are used only internally

## Financial and In-Kind Contributions For the Community – Part 5c

### Program Examples

- Hospital contributions or matching funds provided nonprofit community organizations
- Contributions for nonprofit event sponsorship such as Relay for Life
- Contributions or fees paid for nonprofit concerts, galas, dinners and other charity events after subtracting the value of participation
- Contributions to individuals (NOT employees) for emergency assistance
- Scholarships to the community that are NOT specific to health care
- Contributions or funds provided to the community in the form of grants including, program, operating, education and training, and matching grants
- Event sponsorship contributions or general contributions made by the hospital to nonprofit/community organizations
- Meeting room overhead/space for nonprofit organizations
- General contributions to nonprofit organizations and community groups
- Equipment and medical supplies donated
- Emergency medical care provide at a community events
- Costs of coordinating a community event NOT sponsored by the health care organization such as Relay for Life
- Costs associated with board involvement in community health or welfare improvement organizations while serving on behalf of the hospital
- Laundry services for community organizations
- Technical assistance such as information technology, accounting, human resource process support, planning and marketing
- Costs of grant writing and other fund-raising costs specific to community programs and resource development assistance

## Financial and In-Kind Contributions For the Community – Part 5c Continued

### What NOT to Include

- Donations or activities provided by or conducted by **employees** (such as adopt-a-family, holiday food baskets, United Way contributions, Food Bank of Iowa contributions, etc.)
- Emergency funds provided to employees
- Health and fitness club memberships or subsidies for employees
- Fees for sporting events
- Employee costs associated with board and community involvement when it is the employee's own time and he or she is NOT engaged on behalf of the hospital
- Volunteer hours provided by hospital employees on their own time for community events
- Salary expenses paid to employees employed on military service or jury duty
- Promotional or marketing costs

## Community-Building Activities

### Part 6a

### Program Examples

- **Physical improvements** such as community gardens, neighborhood revitalization, public works, lighting, tree planting, housing rehabilitation, Habitat for Humanity activities
- **Economic development** such as small business development, participation in chamber of commerce
- **Community support** such as child care for community residents with a qualified need, mentoring programs, neighborhood watch, youth development, or disaster readiness *over and above licensure requirements*
- **Environmental improvements** such as efforts to reduce pollution in air, water; lead or radon programs; toxin removals, waste reduction
- **Leadership development** such as conflict resolution, cultural skills training, language skills, life or civic skills development, medical interpreter training for community members
- **Coalition building** such as hospital representation on community coalitions, collaborative partnerships with community groups to improve community health, costs for community coalition meetings, costs for task force specific projects
- **Community health improvement advocacy** that relates to improving access to care, public health, transportation or housing
- **Workforce development** activities that address the workforce needs of the entire community, NOT the hospital, such as recruitment of physicians and other health professionals to areas identified by the government as medically underserved; recruitment of underrepresented minorities, job creation and training programs, participation in community workforce boards or partnerships, partnerships with colleges and universities, programs to teach staff members languages spoken in the community, community based

## **Community-Building Activities**

### **Part 6a Continued**

career mentoring and support, school based programs on health care careers

#### **What NOT to Include**

- Housing projects for employees
- Health facility construction improvements
- Routine financial investments in the community
- Costs related to employee military or jury duty
- Costs associated with routine disaster preparedness
- Costs related to interpreter training for hospital employees as required by law
- Costs associated with advocacy activities specific to hospital operations and financing
- Routine staff recruitment and retention
- Costs related to programs designed to address workforce issues specific to the organization
- Any costs associated with training, scholarships or tuition reimbursement. Report in Part 5: Health Professions Education
- Costs associated with staff service on the MHA, AHA, or other local, state or national health care professional organizations, task forces or committees

## **Community Benefit Operations**

### **Part 6b**

#### **Program Examples**

- Costs associated with management and oversight of community benefit programs, and staff time to coordinate community benefit volunteer programs
- Costs related to conducting a community health needs assessment or developing a community benefit plan
- Costs of overhead and office expenses associated with community benefit operations exclusive of fundraising
- Costs of fundraising or grant writing for hospital-sponsored community benefit programs

#### **What NOT to Include**

- Staff time to coordinate in-house volunteer programs (including outpatient volunteer programs), or the hospital volunteer time for community benefit programs
- Market assessments or economic impact survey costs
- Recognition/awards for hospital volunteers (auxiliaries)
- Grant writing and other fund-raising costs of hospital projects such as capital funding of buildings that are NOT community benefit programs