

# CBISA Community Benefit Reporting



**Lyon Software**

The information provided in this presentation does not constitute legal or tax advice. The material is provided for informational/educational purposes only.

# Setting the Fiscal Year



- Log into CBISA
- Select the proper fiscal year from the dropdown
- Hover over Defaults > Select Reporting Unit
- Select Financial Defaults
- Select the Fiscal Year Start Date
- Verify the Fiscal Year End Date is correct
- Click Save

Customer ID: 0    Current User: dzeman@zeman.com    Logout    Help

Defaults    **Reporting System**    Open - 2023

& Measurements    Outcome    **Reporting Unit**    Reports & Listings

Name	City	State	Region	Entity
Search Name	Search City	Search State	Search Region	Search Entity
Unit Name:	Zeman Hospital			
Email:	dzeman@lyonsoftware.com			
City:	Sylvania			
State:	OH			
Community Needs Link One:	https://www.lyonsoftware.com			
Community Needs Link Two:				
Publishing Enabled:*	<input checked="" type="checkbox"/>			
Region:	None Apply			
Entity:	None Apply			
Groups:				

Financial Defaults    Save    Cancel

**Fiscal Year 2023 Status: Open**

Fiscal Year Start Date: 7/1/2022

Fiscal Year End Date: 6/30/2023

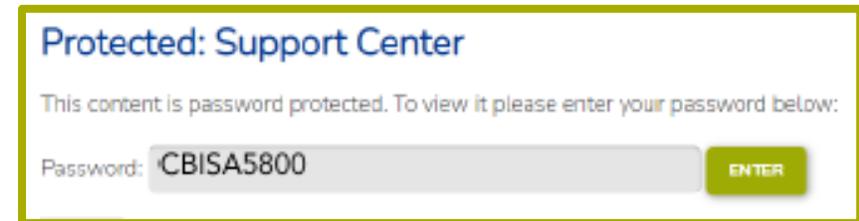
Save

For this example, Fiscal Year 2023 is being updated from the delivered calendar year default.

# Capturing Salary Expenses in CBISA



- Visit the **CBISA Support Center** to view the “Capturing Salary Expense in CBISA” resource.
- **Password**: CBISA5800
- View **Capturing Salary Expenses in CBISA**



## Resources

### System Administrator

- [CBISA Role Based Access](#)
- [Capturing Salary Expenses in CBISA](#)
- [CBISA User Access for Modules](#)
- [CBISA User Access for Defaults](#)

# Program Module



CBISA was delivered with a Pre-Populated list of program names.

The programs were assigned to a Community Benefit Category.

This list is for ideas to think about what you could be tracking and collecting. You are not limited to just this program list. You can add, edit, and delete this list.

CBISA version 1.7.4 Lyon Software Customer ID: 0 Current User: dzeman@zeman.com Logout Help

Defaults Zeman Hospital Open - 2023

Community Needs Goals Partnerships Programs Financial Services Indicators & Measurements Outcomes Narratives Reports & Listings

### Programs

Filter Programs: 1. All Approved, active programs (default) Help

Menu Actions	Title	Category	Description	IRS Reportable	In... M...	Focus Population	D...	Record Status	Occurren...
Add	Search Title	Search Additional Information	Search Description		S	Search Focus Pc		Search	Search
Edit Delete Links More...	Adolescent Healt...	A1 - Community Health Education	Universal school-based programs have...	<input checked="" type="checkbox"/>	In ...	Living In Poverty	A...	Active	0
Edit Delete Links More...	Asthma Education	A1 - Community Health Education		<input checked="" type="checkbox"/>	In ...	Broader Community	Be...	Active	0
Edit Delete Links More...	Behavioral Health...	C8 - Behavioral Health Services		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Behavioral Health...	C8 - Behavioral Health Services		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Breastfeeding Ed...	A1 - Community Health Education		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Burn Units	C4 - Burn Units		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Cancer Education	A1 - Community Health Education		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Cash Donations/...	E1 - Cash Donations		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Cash Donations/...	E1 - Cash Donations		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0
Edit Delete Links More...	Clinical Research	D1 - Clinical Research		<input checked="" type="checkbox"/>	Sel...	Broader Community	N...	Active	0

Page 1 of 13 (129 items) [1] 2 3 4 5 6 7 ... 11 12 13 Page size: 10

History Panel

Programs can be broad or detailed. The preference is based on how you would like to view CBISA reports.

The assigned Category is what is important for reporting community benefit.

Community Benefit reports and IRS 990 Schedule H reports will use the category to know where to apply it on reports.

# Updating the Programs List



CBISA version 1.7.4 Lyon Software

Community Needs | Goals | Partnerships | Programs

**Filter Programs:** 1. All Approved, active programs (default)

Menu Actions	Title	Category
<b>Add</b>	Search Title	Search Additional Information
Edit Delete Links More...	Adolescent Healt...	A1 - Community Health Education
Edit Delete Links More...	Asthma Education	A1 - Community Health Education
<b>Edit</b> Delete Links More...	Behavioral Health...	C8 - Behavioral Health Services
Edit <b>Delete</b> Links More...	Behavioral Health...	C8 - Behavioral Health Services
Edit Delete Links More...	Breastfeeding Ed...	A1 - Community Health Education
Edit Delete Links More...	Burn Units	C4 - Burn Units
Edit Delete Links More...	Cancer Education	A1 - Community Health Education
Edit Delete Links More...	Cash Donations/...	E1 - Cash Donations
Edit Delete Links More...	Cash Donations/...	E1 - Cash Donations
Edit Delete Links More...	Clinical Research	D1 - Clinical Research

Page 1 of 13 (129 items) << < [1] 2 3 4 5 6 7 ... 11 12 13 > >>

**History Panel**

- Delete any Pre-Populated programs you know you will not use
- Edit any Pre-Populated programs from the list to give them a Title that is familiar to you and your team
- Add any new programs

CBISA needs the program to exist so that you can add Occurrences to the program. Year after year the program will be in the program module. You will just add the Occurrence each year to the correct program.

# Occurrences



CBISA version 1.6.1 Lyon Software Customer ID: 0 Current User: Sys\_Admin@cbisa.com Logout Help

Defaults Medical Center Open - 2023

Community Needs Goals Partnerships Programs Financial Services Indicators & Measurements Outcomes Narratives Reports & Listings

### Programs

Filter Programs: 1. All Approved, active programs (default) Help

Menu Actions	Title	Category	Description	IRS Reportable	Indirect Method	Focus Population	Department	Record Status	Occurrences
<a href="#">Add</a>	<input type="text" value="Search Title"/>	<input type="text" value="Search Additional Informat"/>	<input type="text" value="Search Description"/>	<input type="text"/>	<input type="text" value="Search Indire"/>	<input type="text" value="Search Focus"/>	<input type="text" value="Department"/>	<input type="text" value="Search Re"/>	<input type="text" value="Search Oc"/>
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	Adolescent Health: Reducing Violen...	A4 - Social and Environmental I...	Universal school-based programs have been proven to ...	<input checked="" type="checkbox"/>	In Community	Living In Poverty	Social Services	Active	36
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	AHA Basic Life Support (CPR)	A3 - Health Care Support Servi...	Community CPR training	<input checked="" type="checkbox"/>	In Unit	Broader Comm...	Administration	Active	26
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	Asthma Education Program	A1 - Community Health Educati...	School based asthma education program	<input checked="" type="checkbox"/>	In Community	Broader Comm...	Community W...	Active	28
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	Behavioral Health Services	C8 - Behavioral Health Services	Behavioral health focuses on how a person's behaviors...	<input checked="" type="checkbox"/>	In Unit	Broader Comm...	Behavioral Hea...	Active	9
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	Board Participation: Community Ben...	E3 - In-kind Donations	Community organizations are important because they f...	<input checked="" type="checkbox"/>	None	Broader Comm...	Administration	Active	35
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Links</a> <a href="#">More...</a>	Burn Unit	C4 - Burn Units		<input checked="" type="checkbox"/>	Direct Entry	Broader Comm...	None Apply	Active	4

- Make sure you are working in the proper **fiscal year**
- Select the **Program** from the grid
- Open **Occurrences** for the selected **Program** (2 different ways!)

1. From the Program record (top or bottom right)

Program Classifications

Select All Classifications Expand All Collapse All

- II. Promote Healthy & Safe Communities
- III. Improve Systems for Personal & Public Health
- IV. Prevent & Reduce Diseases & Disorders
- V. Other

Record Created by: Sys\_Admin

**Occurrences (23)** Save Cancel

2. From the selected Program on the grid

Focus Population	Department	Record Status	Occurrences
<input type="text" value="Search Focus"/>	<input type="text" value="Department"/>	<input type="text" value="Search Re"/>	<input type="text" value="Search Oc"/>
Living In Poverty	Social Services	Active	36
			26
			37
Broader Comm...	Community W...	Active	28
Broader Comm...	Behavioral Hea...	Active	9
Broader Comm...	Administration	Active	35
Broader Comm...	None Apply	Active	4

# Occurrences



Occurrence Identity:

Date:

Description:

Zip Code:

Focus Population:

Assignment:

Department:

Hours

Staff Hours:  Volunteer Hours:

Outputs

Persons Served:

\*For an Occurrence to be included on a standard report, one of the following statistics must be entered: **Persons Served**, **Expenses** or **Offsetting Revenue**.

Expenses: **\$ 0**

Fringe Percent:

Dollars Reported:

Hours \* Rates

Department Hours:	<input type="text" value="0.00"/>	@ Rate:	<input type="text" value="38.66"/>
Physicians Hours:	<input type="text" value="0.00"/>	@ Rate1:	<input type="text" value="95.00"/>
Nurses Hours:	<input type="text" value="0.00"/>	@ Rate2:	<input type="text" value="33.85"/>
CNA Hours:	<input type="text" value="0.00"/>	@ Rate3:	<input type="text" value="18.25"/>
Admin Hours:	<input type="text" value="0.00"/>	@ Rate4:	<input type="text" value="0.00"/>
C-Suite Hours:	<input type="text" value="0.00"/>	@ Rate5:	<input type="text" value="0.00"/>
Clerical Supp. Hours:	<input type="text" value="0.00"/>	@ Rate6:	<input type="text" value="0.00"/>

Total Hours \* Rates: \$ 0

Fringe Benefits:

Purchased Services:

Supplies:

Other Direct:

Indirect Method:

Indirect Expenses:

Total Expenses: \$ 0

Revenues: **\$ 0**

Fees:

Restricted Contributions:

Restricted Grants:

Source of Grant:

Other:

Total Revenues: \$ 0

Net Benefit: **\$ 0**

# Occurrence Data Entry



Occurrence Identity:	<input type="text" value="0"/>
Date:	<input type="text" value="1/1/2023"/>
Description:	<input type="text"/>
Zip Code:	<input type="text"/>
Focus Population:	<input type="text" value="Living In Poverty"/>
Assignment:	<input type="text" value="None Apply"/>
Department:	<input type="text" value="Social Services; 7922"/>

Hours

Staff Hours:	<input type="text" value="0.00"/>	Volunteer Hours:	<input type="text" value="0.00"/>
--------------	-----------------------------------	------------------	-----------------------------------

Outputs

Persons Served:	<input type="text"/>
-----------------	----------------------

Complete the applicable fields

- Date: *Calendar dropdown, date of the event or summary date*
- Description: *Title for event*
- Primary Service Zip Code: *(optional)*
- Focus Population: *Defaults from Program, may be changed (used for Classified reports)*
- Assignments: *(optional)*
- Input Hours: *What your staff "puts in" to each event*
- Output (Persons Served): *Count people when you can!*

# Occurrences Data Entry for Expenses



Expenses: **\$ 0**

Fringe Percent:

Dollars Reported:

Hours \* Rates

Department Hours:	<input type="text" value="0.00"/>	@ Rate:	<input type="text" value="38.66"/>
Physicians Hours:	<input type="text" value="0.00"/>	@ Rate1:	<input type="text" value="95.00"/>
Nurses Hours:	<input type="text" value="0.00"/>	@ Rate2:	<input type="text" value="33.85"/>
CNA Hours:	<input type="text" value="0.00"/>	@ Rate3:	<input type="text" value="18.25"/>
Admin Hours:	<input type="text" value="0.00"/>	@ Rate4:	<input type="text" value="0.00"/>
C-Suite Hours:	<input type="text" value="0.00"/>	@ Rate5:	<input type="text" value="0.00"/>
Clerical Supp. Hours:	<input type="text" value="0.00"/>	@ Rate6:	<input type="text" value="0.00"/>

Total Hours \* Rates: \$ 0

Fringe Benefits:

Purchased Services:

Supplies:

Other Direct:

Indirect Method:

Indirect Expenses:

Total Expenses: \$ 0

Complete the applicable fields

- Salary Expenses: *Dollars Reported, Department Hours, or Customized Group Rates*
- Fringe Benefits: *CBISA calculates based on the default set*
- Purchased Services: *Third party charges*
- Supplies: *Average supply costs*
- Other Direct Expenses: *Vehicle or travel reimbursement, donation amount or value*
- Indirect Expenses: *Defaults from Program, may be changed*

# Occurrences Data Entry for Revenues



Revenues: **\$ 0**

Fees:	<input type="text"/>
Restricted Contributions:	<input type="text"/>
Restricted Grants:	<input type="text"/>
Source of Grant:	<input type="text"/>
Other:	<input type="text"/>
Total Revenues:	\$ 0

Net Benefit: **\$ 0**

This example is for category A.

Category B & C will be different.

Complete the applicable fields

- Fees: *Any fees that we collected*
- Restricted Contributions: *Any restricted contributions applied*
- Restricted Grants: *Any restricted grants applied*
- Other: *Any other way this event had an offsetting revenue*

# Occurrences – Additional Fields



County:

Gender:

Ages

Formats

Metrics

Settings

User Codes

Vulnerable Populations

Attach a File(s):

Attached Files  
No data to display

Maximum file size: 4 MB.  
Maximum of 5 files per record.  
Be sure NOT to attach documents that contain any Protected Health Information (PHI) -- that includes patient or community member names.

Notes:

Complete the applicable fields

These fields are optional but can help provide detailed reporting.

- County: *Type in County Name*
- Gender: *Drowndrop list to select gender*
- Ages: *Checkboxes (customizable in Defaults by Admin)*
- Formats: *Checkboxes (customizable in Defaults by Admin)*
- Metrics: *Checkboxes (customizable in Defaults by Admin)*
- Settings: *Checkboxes (customizable in Defaults by Admin)*
- User Defined Codes: *Checkboxes (customizable in Defaults by Admin)*
- Vulnerable Populations: *Checkboxes (customizable in Defaults by Admin)*
- Attach a File: *Supporting documentation (no PHI)*
- Notes: *Any additional information to share about the occurrence*

# Reports & Listings for Programs & Occurrences



Reports & Listings

Reports Help Screen

- Community Needs
- Goals
- Partnerships
- Programs**
- Summaries
- Statistics
- IRS 990 Schedule H
- Indicators
- Outcomes
- Narratives
- Other
- Multi-Unit
- Report Designer - WIP

Page size: 10

## Programs Reports:

Cumulative total for the Program. CBISA takes all the Occurrences tied to the Program and provide a total.

## Statistics Reports:

Occurrences Reports

Details from each Occurrence record

Open - 2023

Reports & Listings

Reports Help Screen

- Community Needs
- Goals
- Partnerships
- Programs
- Summaries
- Statistics**
- IRS 990 Schedule H
- Indicators
- Outcomes
- Narratives
- Other
- Multi-Unit
- Report Designer - WIP

Page size: 10

# Financial Services



Complete the applicable records for Financial Assistance, Medicaid, Means-Tested Programs, Medicare, and Bad Debt

Programs	Financial Services	Indicators & Measurements
	Financial Assistance	
	Medicaid	
	Means-Tested Programs	
	Ratios	
	Medicare	
	Bad Debt	
	IRS 990 Questions	
	Joint Ventures	

Finance may provide this information by logging into CBISA or while in one of the financial services records click "**Help**" and download the Excel file. The Excel file can be given to finance and then sent back to the Administrator or Coordinator to Import into CBISA.

Filter Financial Assistance:		
Menu Actions		
Add	Import	
Edit	Delete	More...
Edit	Delete	More...

# Financial Services



Programs	Financial Services	Indicators & Measurements
	Financial Assistance	
	Medicaid	
	Means-Tested Programs	
	Ratios	
	Medicare	
	Bad Debt	
	IRS 990 Questions	
	Joint Ventures	

- Financial Assistance: IRS 990H Part I #7, line a and Worksheet 1
- Medicaid: IRS 990H Part I #7, line b and Worksheet 3
- Means-Tested Programs: IRS 990H Part I #7, line c and Worksheet 3
- Ratios: IRS Worksheet 2
- Medicare & Bad Debt: IRS 90H Part III
- IRS 990 Questions: IRS 990H Part I, Part III, and Part VI Questions
- Joint Ventures: Qualifying Joint Ventures to add to 990H reports

## Reports & Listing for IRS 990 Schedule H

The screenshot shows a software interface with a navigation menu on the right side. The menu is titled 'Reports & Listings' and includes the following items: Reports Help Screen, Community Needs, Goals, Partnerships, Programs, Summaries, Statistics, **IRS 990 Schedule H** (highlighted in orange), Indicators, Outcomes, Narratives, Other, Multi-Unit, and Report Designer - WIP. The main content area on the left shows a list of worksheets and reports, including 'Worksheet 1 Financial Assistance', 'Worksheet 2 Ratio of Patient Care Cost to Charges', 'Worksheet 3 Medicaid', 'Worksheet 3 Other Means Tested Government Programs', 'Worksheet 4 Comm. Health Improvement & Operations', 'Worksheet 5 Health Professions Education', 'Worksheet 6 Subsidized Health Services', 'Worksheet 7 Research', 'Worksheet 8 Cash and In-Kind Contributions', 'Bad Debt Worksheet - Cost', 'Bad Debt Worksheet - Statement 15', 'Worksheet - Medicare Part III', 'IRS Questions - Part I', 'IRS Questions - Part III', 'IRS Questions - Part VI', 'Joint Venture', 'Reconciliation', and 'Subsidized Health Services List'. The interface also features search filters for 'Method', 'Focus Population', 'Department', and 'Reconciliation', and a 'Page size' dropdown set to 10.

# Narratives



CBISA version 1.7.4 Lyon Software Customer ID: 0 Current User: dzeman@zeman.com Logout Help

Defaults | Zeman Hospital | Open - 2023

Community Needs | Goals | Partnerships | Programs | Financial Services | Indicators & Measurements | Outcomes | **Narratives** | Reports & Listings

## Narratives

**Filter Narratives:** 1. All Approved Narrative records (DEFAULT) [Help](#)

Menu Actions	Date	Narrative Title	Department	Keyword/Person	Subject Count	Narrative	Record Status
<b>Add</b>	Search	Search Narrative Title	Search Department	Search Keyword	Search Subject	Search Narrative	Search
Edit Delete	8/13/2021	Cleaning Ottawa Park	Administration	None Apply	2	Sylvania Hospital was o...	Active

Page 1 of 1 (1 items) << < [1] > >> Page size: 20

**History Panel**

Narratives are the additional stories you collect or stories you want to tell to the community.

- Select the Narrative module
- Click Add

# Narratives



## Narratives

**Filter Narratives:** 1. All Approved Narrative records (DEFAULT)

Menu Actions	Date	Narrative Title	Departments	Keyword/Person	Subject Count	Narrative	Record Status
Add							

**Date:** 4/15/2020

**Narrative Title:** Cleaning Bancroft Street

**Departments:** Nursing Education

**Keyword/Person:** Cherry Bancroft Summit

**Hours(optional):** 0

### Narrative Subjects

Select All Subjects Expand All Collapse All

- General
  - Advocacy
  - Annual Report
  - Community Involvement
  - Conduit for Donated Funds
  - Economic Impact
  - Good Neighbors
  - Partners

### Narrative Text

**Narrative:** Sylvania Hospital was one of many organizations who participated in cleaning the Bancroft Street area. In approximately three hours, more than 75 cubic yards of litter and debris were picked up by 36 individuals representing various members of the CBS to help make this event a true success.

Include this Narrative in the CBISA Association Rollup snapshot

**Attach a File(s):** [Click here to Attach a File or Files](#)

Attached Files	#
No data to display	

Maximum file size: 4 MB.  
Maximum of 5 files per record.  
Be sure NOT to attach documents that contain any Protected Health Information (PHI) -- that includes patient or community member names.

**Record Created by:** Student1@seniorliving.org

[Save](#) [Cancel](#) [Delete](#)

- Date: *Narrative Date*
- Narrative Title: *Title for narrative*
- Departments: *Dropdown*
- Keyword/Person: *Dropdown (customizable in defaults by the admin)*
- Hours: *Optional*
- Narrative Subjects: *Checkboxes (customizable in defaults by the admin)*
- Narrative Text: *Type, Copy/Paste the story – This is the field that shows on Reports. Attached files do not show on CBISA reports. The user must come back to the narrative to open the attached file. Therefore, it is important to type the narrative in the freeform text box.*
- Attach a File(s): *attach support documentation (no PHI)*



## Narrative Reports

ents	Outcomes	Narratives	Reports & Listings
			<b>Reports Help Screen</b>
			Community Needs ▶
			Goals ▶
			Partnerships ▶
			Programs ▶
			Summaries ▶
			Statistics ▶
			IRS 990 Schedule H ▶
			Indicators ▶
			Outcomes ▶
			<b>Narratives</b> ▶
		Narratives - Selected Departments	
		Narratives - Selected Keywords	
		Narratives - Selected Subjects	
		Narratives - Pending Narratives	



## CBISA Support Center



### Protected: Support Center

This content is password protected. To view it please enter your password below:

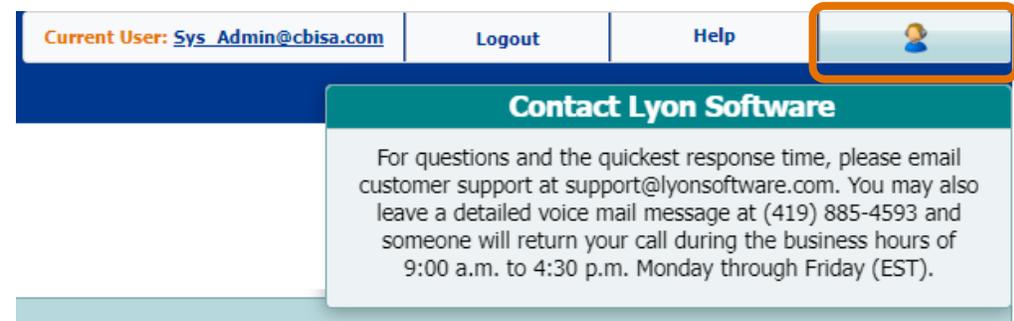
Password:

ENTER

[Narrated Powerpoints](#)

[Free Web Training](#)

## CBISA Support



## CBISA Community

Join the [CBISA Community](#) (an email forum where CBISA System Administrators and Coordinators can share ideas for best practices, ask questions and receive answers) Contact our Customer Support team for additional information and to get signed up!