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

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
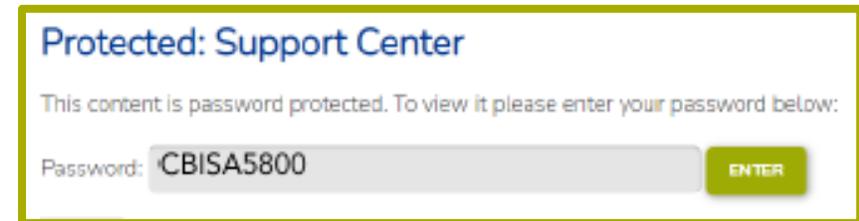
Program Module

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.

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

- 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
Add	Search Title	Search Additional Informat	Search Description		Search Indire	Search Focus	Department	Search Re	Search Oc
Edit Delete Links More...	Adolescent Health: Reducing Violen...	A4 - Social and Environmental I...	Universal school-based programs have been proven to ...	✓	In Community	Living In Poverty	Social Services	Active	36
Edit Delete Links More...	AHA Basic Life Support (CPR)	A3 - Health Care Support Servi...	Community CPR training	✓	In Unit	Broader Comm...	Administration	Active	26
Edit Delete Links More	AmeriCorps Environmental Improve...	F4 - Environmental Improveme...	Community Service Activites that provide assistance to...	✓	None	Broader Comm...	Construction P...	Active	27
Edit Delete Links More...	Asthma Education Program	A1 - Community Health Educati...	School based asthma education program	✓	In Community	Broader Comm...	Community W...	Active	28
Edit Delete Links More...	Behavioral Health Services	C8 - Behavioral Health Services	Behavioral health focuses on how a person's behaviors...	✓	In Unit	Broader Comm...	Behavioral Hea...	Active	9
Edit Delete Links More...	Board Participation: Community Ben...	E3 - In-kind Donations	Community organizations are important because they f...	✓	None	Broader Comm...	Administration	Active	35
Edit Delete Links More...	Burn Unit	C4 - Burn Units		✓	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!)

Program Classifications

Expand All   Collapse All

Select All Classifications

- 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

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

2. From the selected Program on the grid

Focus Population	Department	Record Status	Occurrences
Search Focus	Department	Search Re	Search Oc
Living In Poverty	Social Services	Active	36
			26
			27
Broader Comm...	Community W...	Active	28
Broader Comm...	Behavioral Hea...	Active	9
Broader Comm...	Administration	Active	35
Broader Comm...	None Apply	Active	4

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Occurrences

Occurrence Identity:	0
Date:	1/1/2023
Description:	
Zip Code:	
Focus Population:	Living In Poverty
Assignment:	None Apply
Department:	Social Services; 7922

Hours

Staff Hours: 0.00   Volunteer Hours: 0.00

Outputs

Persons Served: [____]

Expenses:

$ 0

Fringe Percent:	21.50
Dollars Reported:	

Hours * Rates

Department Hours:	0.00	@ Rate:	38.66
Physicians Hours:	0.00	@ Rate1:	95.00
Nurses Hours:	0.00	@ Rate2:	33.85
CNA Hours:	0.00	@ Rate3:	18.25
Admin Hours:	0.00	@ Rate4:	0.00
C-Suite Hours:	0.00	@ Rate5:	0.00
Clerical Supp. Hours:	0.00	@ Rate6:	0.00
		Total Hours * Rates:	$ 0

Fringe Benefits:	
Purchased Services:	
Supplies:	
Other Direct:	
Indirect Method:	In Community
Indirect Expenses:	
Total Expenses:	$ 0

Revenues:

$ 0

Fees:	
Restricted Contributions:	
Restricted Grants:	
Source of Grant:	
Other:	
Total Revenues:	$ 0

Net Benefit:

$ 0

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

Occurrence Data Entry

Occurrence Identity:	0
Date:	1/1/2023
Description:	
Zip Code:	
Focus Population:	Living In Poverty
Assignment:	None Apply
Department:	Social Services; 7922

Hours

Staff Hours: 0.00   Volunteer Hours: 0.00

Outputs

Persons Served:

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: 21.50
Dollars Reported: [   ]

Hours * Rates

Department Hours:	0.00	@ Rate:	38.66
Physicians Hours:	0.00	@ Rate1:	95.00
Nurses Hours:	0.00	@ Rate2:	33.85
CNA Hours:	0.00	@ Rate3:	18.25
Admin Hours:	0.00	@ Rate4:	0.00
C-Suite Hours:	0.00	@ Rate5:	0.00
Clerical Supp. Hours:	0.00	@ Rate6:	0.00

Total Hours * Rates: $ 0

Fringe Benefits: [   ]
Purchased Services: [   ]
Supplies: [   ]
Other Direct: [   ]
Indirect Method: [In Community ▾]
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:		
Restricted Contributions:		
Restricted Grants:		
Source of Grant:		
Other:		
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

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

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

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

Reports & Listing for IRS 990 Schedule H

- 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

Narratives

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

- Select the Narrative module

- Click Add

Narratives

- 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)*

Reports & Listings for Narratives

Narrative Reports

CBISA Resources

CBISA Support Center

Narrated Powerpoints

Free Web Training

CBISA Support

Contact Lyon Software

For questions and the quickest response time, please email customer support at support@lyonsoftware.com. You may also leave a detailed voice mail message at (419) 885-4593 and someone will return your call during the business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday (EST).
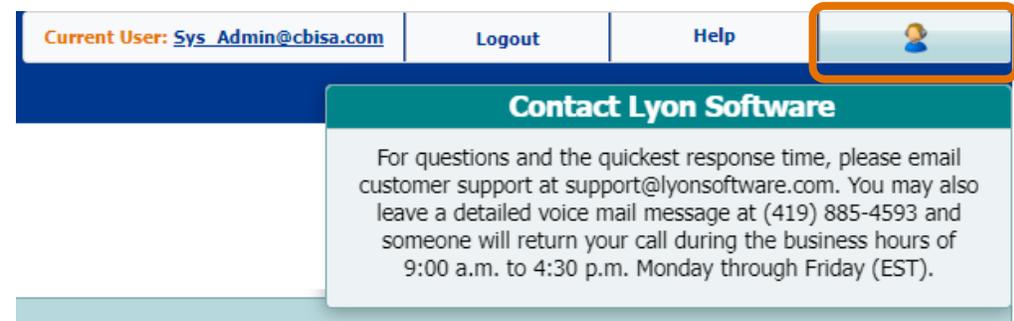
CBISA Community

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!