



**DATE:** September 30, 2008

**TO:** NJHA Member Hospitals

**FROM:** Michelle Brewer, Director, Library & Corporate Information Services

**SUBJECT:** **NJHA Fall Training Classes on Lyon Software – *Community Benefit Inventory Social Accountability (CBISA) Online***

NJHA's Library and Training Department is now offering training classes to healthcare organizations on Lyon Software's *Community Benefit Inventory Social Accountability (CBISA) Online*. This valuable tool allows healthcare organizations to consistently and accurately collect, quantify and report community benefit activities and assist in the vital task of defining and communicating the hospitals' mission of meeting community health needs and supporting their tax-exempt status.

#### **COURSE OBJECTIVES**

This training is designed as a full-day session offered by NJHA's expert software trainer. Through this training, participants will learn about the basic principles of community benefits, data collection forms and how to use the CBISA tool in tracking and maintaining their own community benefit inventories. Specifically, participants will learn to:

- Use the CBISA online environment and set up their organization
- Identify the 10 user-permission levels for staff and how to assign them
- Understand the role of the facility coordinator and facility reporters and how the approval process works between them
- Enter community benefit data using activities and occurrences, outcomes, leadership journal forms
- Create and export reports.

As part of this training, participants will also receive a course book including class worksheets, forms to track and document community benefit activities as well as references and links to other relevant tools and resources.

#### **TARGET AUDIENCE**

This training is designed for community benefit coordinators and other healthcare staff involved in the collection and reporting of community benefit data. It is a fundamental class for anyone new to CBISA software or for those not yet comfortable using it.

**FALL CLASSES:** Oct. 9, 15, 21, 23; Nov. 6, 11, 18, 20; Dec. 9 and 11 from 9 a.m. to 4 p.m. To register, please complete the registration form attached and fax it to (609) 275-4228 no later than *two weeks before* each class session.

**FEE:** The course is offered free of charge to NJHA members. Member hospitals only pay \$50 per attendee to cover the cost of lunch and materials. The fee for non-member hospitals is \$350 per attendee.

**FOR MORE INFORMATION ABOUT THE COURSE, SCHEDULING OR REGISTRATION, PLEASE CONTACT THE HRET RESEARCH DEPARTMENT (609) 275-4145 OR AT [research@njha.com](mailto:research@njha.com).**

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# CBISA Online for New Users - Registration Form

**Please type or print clearly and fax your completed form to 609-275-4228 at least TWO WEEKS PRIOR to the selected course date.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Hospital \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please complete additional forms if there is more than one registrant per hospital.

**Which day will you be attending (check one)?**

October:  9  15  21  23      November:  6  11  18  20

December:  9  11

**FEE:** The course is offered free of charge to NJHA members. Members only pay **\$50** per attendee to cover the cost of lunch and materials. The fee for non-member hospitals is **\$350** per attendee.

*Payment by credit card or check is required for registration. Please select payment method.*

Payment method:

**Make check payable to HRET and mail to:**  
Health Research and Educational Trust of NJ  
P.O. Box 828691  
Philadelphia, PA 19182-8776

**If paying by credit card:**

- Call Linda Pinelli at 609 – 275 – 4168  
OR
- Fax this form to 609 – 275-4228

Space is limited so register as early as you can. Registrants will receive a **Registration Confirmation** e-mail one week prior to the class date. If we cannot seat you for your selected date we will contact you for alternate choices.

For cancellations made one week in advance of class date, organizations will receive a refund minus a \$35 per person service fee. There will be no refunds for any other cancellations.

For questions or additional information, call the research department at 609-275-4145.