



NEW JERSEY HOSPITAL ASSOCIATION

**DATE:** August 15, 2008  
**TO:** NJHA Member Hospitals  
**FROM:** Michelle Brewer, Director, Library & Corporate Information Services  
**SUBJECT:** NJHA Training Classes for *Community Benefit Inventory Social Accountability* (CBISA) Online

NJHA's Library and Training Department is offering classes to NJHA members that have purchased the Community Benefit Inventory Social Accountability (CBISA) software produced by Lyon Software.

CBISA software allows healthcare organizations to consistently and accurately record and report community benefit activities.

**CBISA Online for New Users** - This is a full-day session and is a fundamentals class for

anyone new to CBISA or for those not yet comfortable using the software.

The training is conducted at NJHA's Princeton offices in the Learning Lab with PCs equipped for hands-on instruction. Participants receive a course book, and scenarios used during class are based on practice and experience in N.J. hospitals. At the conclusion of the class participants will learn how to use and maintain their own community benefits inventories and maximize their use of this tool.

## CBISA Online for New Users

### *Who Should Take This Course?*

**A full-day training for new CBISA users or current users who would like a review of the material.**

### *Course Learning Objectives:*

- A review of Community Benefits, Materials, the CBISA Online environment
- How the 10 different user-access levels work
- Entering Data – **Activities & Occurrences, Outcomes, Leadership Journal**
- Creating and Exporting **Reports**
- How the approval process works between program managers (**Facility Reporters**) and CBISA managers (**Facility Coordinators**)

The one-day class will be offered **September 9, 11, 23, and 25** from **9 a.m. to 4 p.m.**

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.

If you have questions about the courses, scheduling or registration, please contact **Clifford Young**, *applications trainer & specialist*, at **(609) 275-4239** or by e-mail at **[cyoung@njha.com](mailto:cyoung@njha.com)**.

A confirmation e-mail will be issued to all those attending.

**About the trainer:** *Clifford Young, NJHA's applications trainer & specialist, is an expert in software training and computer use and has been training hospital, biotech and association staff for the past 13 years.*

**To register, please complete the registration form attached.**

# CBISA Online for New Users - Registration Form

*Please type or print clearly and fax  
to 609-275-4107 (NJHA Library).*

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)?

September 9

September 11

September 23

September 25

**FEE: \$50** for attendees from NJHA-member hospitals, **\$350** for attendees from non-member New Jersey hospitals.

*Fee includes CBISA training, cost of food, and course manual.*

Registration deadline is **Friday, August 29<sup>th</sup>**. Space is limited so register as early as you can. Registrants will receive a **Registration Confirmation** e-mail to confirm your seat in class. If we can't seat you for your selected date we will contact you for alternate choices. Also, if none of the dates fit your schedule contact Clifford Young ([cyoung@njha.com](mailto:cyoung@njha.com)) and he will re-schedule you.

Cancellations: Received by September 2 will receive a refund minus a \$35 per person service fee. No refunds after September 2.

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

Payment method:

**Make check payable to NJHA and mail to:**  
New Jersey Hospital Association  
P.O. Box 828776  
Philadelphia, PA 19182-8776

**If paying by credit card:**

- Call Linda Pinelli at 609 - 275 - 4168
- Fax this form to 609 - 275 - 4107

For questions or additional information, call Clifford Young (609) 275-4239.