Task:	Entering occurrences into CBISA		
Revision Date:	9/16/21	SWI Reference #:	
Description:	Entering community benefit information into CBISA online software		
Responsibility:	CBISA users, department directors and other assigned designees		
Frequency:	As needed		
Process Steps:	 Open CBISA online go to Links on TBH displayed along th Bellevue Hospital, tbh_923 in the UR User Name Password Sign on. If you for your password and reset your password and reset your password Once logged in, lo you are in correct necessary. 	e at <u>https://www.cbis</u> I Intranet. Be sure Th ie top of the screen. If you may have used t it tells CBISA which co CBISA The Bellevue Hospital ease enter user name and pa : : : : : : : : : : : : : : : : : : :	aonline.com/tbh 923 or the Bellevue Hospital is if it does not say The he wrong link. The ompany to open.

- 4. Be sure you have the Programs tab open. Along the left side of the screen you will see a list of community benefit programs that TBH provides. There is only one Program for each program that we do, but there may be many Occurrences for each Program.
- 5. You will be entering an Occurrence for a Program. Click on a Program from the list to highlight it, then click on the orange Occurrences for this Program box to open the Occurrences.



 Program: Morning Health Break Cocurrence Program: Morning Health Break Of (21/2021 "Morning health break") Of (21/2021	orts and Listings
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Meal served, lab and registration hours?	

	If you have 2 employees who each worked 2 hours for the
	event, you will enter 4 hours. Do not enter a number in
	Persons Served unless you are the Department in charge of the
	event. In this example, Jackie entered 25 because she knows
	how many people attended. Nutrition Services and Lab would
	keep this section blank. That is because if each department
	entered 25, then when we ran a report for this Program, it
	would show 75 people served.
10	The next two sections, for Total Expenses and Offsetting
	Revenues, may be opened or closed. If the two blue boxes
	shown above say Show Detail, you will click on the boxes to
	open up the space. If they say Hide Detail, they are opened an
	ready to enter data.
11	. In the Expense section, you will need to enter the same numbe
	of Chaff House that you antowed above into the bay helpsy for
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collecting fees for the event will enter any fees collected.

	Fees:	(490)	
	Restricted Contributions:	0	
	Restricted Grants:	0	
(Source of Grant)	Other:	0	
	Total Adjustments:	\$490	

- 13. At the bottom of the screen there is a Notes section. Please enter any additional information that will help the reviewer to confirm that all information has been gathered. For example, in the sample above, there is a note that meals were served and lab tests were given. This will help the reviewer to be sure that Occurrences have been entered by Nutrition Services for the food and by Lab for processing the lab tests.
- 14. When everything has been entered for the Occurrence, be sure to click on Save to save the entry. Click on the orange Program box to leave the Occurrences menu and return to the Program menu.

Program: Morning Health Break				
Occurrences				
Add Delete Undo Save Link More v 07/12/2021 "Morning health break" 06/21/2021 "Morning Health Break" 06/07/2021 "morning health break" 05/03/2021 "Morning Health break"				

***SPECIAL NOTE FOR CLINICAL SETTING FOR STUDENTS**: If you are entering an Occurrence for Clinical Setting for Students, be sure to only count staff hours at 25%. For example, if a student was here for 80 hours, you would only enter 20 hours in Staff Hours at the top of the Occurrence and 20 hours in the Department Hours section. Then please place a note in the Note section that student was here 80 hours and reporting staff hours at 25% so that the reviewer does not have to question if the hours are reported as total hours or 25%.

Needed	
Supplies/Resources:	
Кеу:	