

# Community Benefit Inventory Template



**INSTRUCTIONS:** Use this form to document programs or services that your organization provides for the benefit of the community. Here are some criteria you can use to determine if the program or service qualifies as community benefit:

- The program or activity addresses a community need. The IRS states that community need can be demonstrated through the following:
  - A CHNA developed or accessed by the organization.
  - Documentation that demonstrated community need or a request from a public agency or community group that was the basis for initiating or continuing the activity or program.
  - The involvement of unrelated, collaborative tax-exempt or government organizations as partners in the activity or program.
- The program or activity seeks to meet at least one of these community benefit objectives:
  - Improve access to health services
  - Enhance public health
  - Advance increased general knowledge
  - Relieve or reduce the burden on government to improve health
- The program was started or is provided primarily to benefit the community as opposed to benefiting the organization (such as marketing or case-finding).

→ **FIND SPECIFIC EXAMPLES** in the *Community Benefit Categories and Definitions* section of CHA's *A Guide for Planning and Reporting Community Benefit*.

## Community Benefit Inventory Template

<b>Program name:</b>
<b>Community health need being addressed and how the need was demonstrated:</b>
<b>Program objective and brief program description:</b>
<b>Focus population:</b>
<b>Community benefit category:</b>
<b>Program site (community, hospital, campus):</b>
<b>Number of persons served or other unit of service:</b>
<b>Cost (if known):</b>
<b>Funding/revenue (if known):</b>
<b>Sponsoring department:</b>
<b>Contact person name, phone number and email address:</b>
<b>Community partners:</b>
<b>Comments:</b>

Community Benefit ✦ A Mission to Care: A Commitment to Community



### About The Catholic Health Association of the United States (CHA)

For over 35 years, CHA has been the leading source of information and tools for planning and reporting hospital community benefit. In 2008, CHA's accounting system for reporting community benefit was used in the development of the IRS Form 990 Schedule H.

CHA represents more than 650 hospitals and 1,600 long-term care and other health facilities in all fifty states. Our hospitals were established to address health needs in their communities and that tradition continues today. Catholic hospitals are a critical source of care and services in their communities. This includes community-based services that address significant health and health-related needs reported as community benefit.

**Note:** The information provided in this document does not constitute legal or tax advice. The information is provided for informational/educational purposes only. Please consult with counsel regarding your organization's particular circumstances.