

**Small Hospital Improvement Program (SHIP)**  
2012-2013 Expense and Activity Reporting Form Instructions

1. Enter Hospital and Point of Contact information in first section of form.
2. Complete the Reporting End Date field.
  - a. For Mid-year reports this end date should be no later than March 15, 2013.
  - b. For Year-end reports the end date should be no later than August 31, 2013.
3. Report how award funds were spent in Sections 2 and 3. Select the activity category that best fit what your hospital used its funds for. Enter the amount (\$\$) of the SHIP-award spent according to the type of goods/services your hospital purchased.

For reporting ease, six different categories of SHIP activities have been pre-listed in the expense report:

- Planning and Preparation for ICD-10 Transition
- Improve Data Collection & Reporting to CMS Hospital Compare
- Electronic Health Records/Meaningful Use/Health Information Exchange
- Maintain and Improve Billing & Coding Systems
- Lean Six Sigma/Other Performance Management Activity
- Other Quality Improvement/Continuity of Patient Care Activity

These six categories represent hospital activities under the federal SHIP core areas:

- improving quality data collection (VBP)
- improving quality outcomes (ACO)
- maintaining accurate billing & coding (PPS); and
- building accountability across the continuum of care (Payment Bundling).

Hospitals must use at least \$1,000 towards Planning and Preparation for ICD-10 Transition, and/or Improve Data Collection and Reporting to CMS Hospital Compare. (SECTION 2)

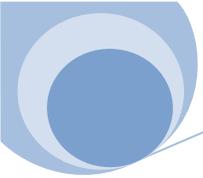
Hospitals may use up to \$7,525 towards activities that fall under the remaining four categories listed. (SECTION 3)

***IMPORTANT: SHIP funds may be used to purchase training and education, computer hardware and software, technical assistance (i.e. consultant services/assessments). SHIP funds cannot be used to supplement hospital employee salaries but can be used to contract with consultants for education and training.***

4. Fully answer the three questions listed in Sections 2 and 3

*Two example of completed sections 2 and 3 are provided on the next page*

5. Compare the expense report with your Hospital's 2012-2013 SHIP application (submitted in spring 2012) and answer Section 4 accordingly.
6. Identify the person submitting the report, title, and email address.
7. Save form as “(INSERT HOSPITAL NAME)\_12-13ProgRpt.pdf”
8. Email, Fax or Mail Progress Report with copy of documentation showing receipt of those goods/services purchased.
  - a. The document must show a date of purchase, which must fall between the terms of the contract –September 1, 2012 through August 31, 2013.



## Small Hospital Improvement Program (SHIP) 2012-2013 Expense and Activity Reporting Form Instructions

### **Instructions (continued): Example for Completing Sections 2 and 3**

Instructions: Please indicate items/services purchased with grant funds using the categories listed below. Attach documentation showing receipt of goods/services purchased.

Hospital A used \$3,525 for billing and coding training for business support staff and used \$5,000 towards vendor to collect HCHAPS data on the facility.

	Education/ Training	Hardware/ Software	Technical Assistance	Total
Planning and Preparation for ICD-10 Transition				
Improve Data Collection and Reporting to CMS to Hospital Compare				
<b>Sub-Total</b>	(Note: must be equal or greater than \$1,000 at year-end)			

Explain how your hospital's SHIP Grant Award was spent to address one or both of the above categories (text field will expand).

	Education/ Training	Hardware/ Software	Technical Assistance	Total
Electronic Health Records/Meaningful Use/Health Information Exchange				
Maintain and Improve Billing and Coding Systems				
Lean Six Sigma/Other Performance Management Activity				
Other Quality Improvement/Continuity of Patient Care Activity				

Hospital B received at total of \$8,525. The hospital used \$250 to towards ICD-10 training for management staff and \$750 toward software upgrades to improve data collection and reporting to CMS. The rest of the SHIP award funds were used towards purchasing a medication dispensing system.

	Education/ Training	Hardware/ Software	Technical Assistance	Total
Planning and Preparation for ICD-10 Transition	250			250
Improve Data Collection and Reporting to CMS to Hospital Compare		750		750
<b>Sub-Total</b>	(Note: must be equal or greater than \$1,000 at year-end)			1,000

Explain how your hospital's SHIP Grant Award was spent to address one or both of the above categories (text field will expand).

	Education/ Training	Hardware/ Software	Technical Assistance	Total
Electronic Health Records/Meaningful Use/Health Information Exchange				
Maintain and Improve Billing and Coding Systems				
Lean Six Sigma/Other Performance Management Activity				
Other Quality Improvement/Continuity of Patient Care Activity		7,525		7,525
<b>Sub-Total</b>				7,525
<b>Total Contract Amount</b>	(this amount should equal \$8,525 at Year-End)			8,525

If activities listed fall under "Other Quality Improvement/Continuity of Patient Care," fully answer the next two questions. Which of the following health issues/outcomes did the activity address? (select all that apply)

- AMI/Heart/Pneumonia Care   
  Healthcare Associated Infections/Hospital Acquired Conditions   
  Patient Falls & Injuries  
 Medication Errors/Adverse Drug Event   
  Preventable Hospital Readmissions   
  Transitions of Care   
  Other (list below)

Describe how funds were used to improve outcome of care selected above (text field will expand).

Purchased medication dispense/system to administer and verify medication given to patients.