

# Policy

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**POLICY # 0086140.011**  
**EFFECTIVE 11/2006**  
**REVISED**  
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**APPROVAL**

**SUBJECT:**           **REPORTING AND DISSEMINATION OF COMMUNITY BENEFIT INFORMATION**

**APPLICATION:**    CEO/President, Vice President and Director responsible for Community Benefits

**PURPOSE:**        To ensure compliance with regulations pertaining to the reporting of community benefits and to share community benefit information with diverse community stakeholders.

- POLICY:**
- 1.1    The PIH Organization is to remain in compliance with regulations pertaining to the reporting of community benefits and, further to disseminate community benefit information as appropriate to diverse community stakeholders.
  - 1.2    Findings of The PIH Organization's tri-annual Community Needs Assessment and the annual Community Benefit Report & Plan will be disseminated as required by CALIFORNIA SENATE BILL 697 (SB 697) and as deemed otherwise appropriate by The PIH Organization.

**PROCEDURE:**    2.1    To ensure adherence to the policy and in keeping with the requirements of CALIFORNIA SENATE BILL 697 (SB 697), the PIH Board of Directors shall require from the CEO/President and designated staff, a tri-annual Community Needs Assessment as well as an annual Community Benefit Report & Plan. Further, in accordance with state-mandated regulations, the annual Community Benefit Report & Plan will be submitted to Office of Statewide Health Planning & Development (OSHPD) within 150 days following The Organization's fiscal year-end. By way of example, the schedule is outlined as follows:

February, 2007—Annual Community Benefit Report & Plan due to OSHPD  
Spring-Summer, 2007—Conduct tri-annual Community Needs Assessment  
February, 2008—Annual Community Benefit Report & Plan due to OSHPD (based upon findings of most-recent assessment conducted in 2007)  
February, 2009—Annual Community Benefit Report & Plan due to OSHPD  
February, 2010—Annual Community Benefit Report & Plan due to OSHPD  
Spring-Summer, 2010—Conduct tri-annual Community Needs Assessment

Note: Schedule cycles continuously or until such time as regulations change.

- 2.2 The Community Benefits Report & Plan will be prepared in consultation with the Community Needs Assessment and contain:
- A summary of findings from the tri-annual Community Needs Assessment;
  - A financial summary of monies expended for community benefit activities;
  - An inventory of programs and activities being claimed as community benefit;
  - A summary of relationships with other community-based organizations establishing The PIH Organization's collaboration within its service area.
- 2.3 The Director responsible for Community Benefits will ensure that either comprehensive versions of the tri-annual Community Needs Assessment and annual Community Benefit Report & Plan are distributed or made available to The Board of Directors and Community Benefits Oversight Committee (CBOC). In addition, either comprehensive or abridged formats shall be made available to other identified community stakeholders which may include:
- Regulatory bodies
  - Public and private area helping agencies
  - Local libraries
  - Area physicians
  - Other hospital boards and/or committees
  - Other members of PIH organization (i.e., PIH Foundation, Auxiliary, Volunteers and Management Staff)
  - Other community stakeholders as identified or upon request