



2018 HAP Donate Life Hospital Challenge 2018 HRSA Workplace Partnership for Life Hospital Challenge

Activity Scorecard User's Guide

The **Hospital Challenge Scorecard** you'll be using has been specially designed to make the process easy for you and consistent across all users. To enter the competition, **your team *must* use the provided automated scorecard in its Microsoft Excel format.** The scorecard is on HAP's website: www.haponline.org/hapchallenge

1. **Demographic Information (On the Cover Page):**

- **Please fill out this section completely**, including hospital name, hospital contact name and email address, OPO name, OPO contact name and email address. If applicable, notate your affiliated hospital system.
- **Each hospital must submit a separate scorecard, even if you're participating within a Hospital System.**

2. **Entering Activities:**

- Enter the **total # of activities** completed in each category. Points will automatically compute and populate the scorecard.

3. **Supporting Documents:**

- Supporting documentation can include photos, rosters, agendas, meeting minutes, fliers, email correspondence, screenshots, copy CEO letters, written ads/articles or other written documentation.
- Your supporting documentation shall be placed in a separate electronic document (one document, preferably a pdf). Each item should be numbered to match the corresponding line item on the scorecard.
- Email it or place it on a thumb drive or disc. Submit it to your OPO Hospital Service Coordinator or Hospital Liaison.
- If the only option is paper, you may submit a binder organized with numbered items corresponding to line items on the scorecard.

4. **How does the scorecard delineate points for the HAP Challenge AND points for the HRSA Challenge?**

- Since some activities are common to both the HAP and HRSA scorecards, **you only have to enter them in one place** on the scorecard. The automated scorecard will tally them and give you credit for both challenges.

5. **Why is there a limit on community relations activities on the HAP scorecard and not the HRSA scorecard?**

- The decision to cap the number of community-related activities on the HAP scorecard was made to enable a more equal opportunity for all hospitals to be competitive despite their range of resources.

6. **How can I see our subtotals and total points for the HAP and the HRSA challenge?**

- Notice the tabs at the bottom of the scorecard. **By clicking on the "HAP Scorecard" or "HRSA Scorecard" tab** you will be able to see the scores from activities you entered.

7. **How do we qualify for awards?**

- **Individual Hospital Awards:** Every Individual Hospital (whether participating in a system or not) will be eligible for a titanium, platinum, gold, silver, or bronze award.
- **Hospital System Awards:** Every Hospital System will be eligible for a titanium, platinum, gold, silver or bronze award.
- **Point ranges for awards are:** Titanium (1,250+ points), Platinum (500-1249 points), Gold (350-499 points), Silver (200-349 points) or Bronze award (100-199 points.)
- **Recognition:** The top scoring Hospitals and Hospital Systems will be recognized by HAP in their publication at the conclusion of the challenge. Top scoring Hospital Systems will be awarded based on the average score of the total number of participating hospitals.