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 Donate Life WV website: DonateLifeWV.org

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

3. Supporting Documents:
*Given the demands on hospitals to address the on-going needs of the Coronavirus pandemic we have opted to eliminate the need to provide supportive documentation with this campaign. It is our hope that hospitals will accurately complete the scorecard to reflect those activities/outreach they completed during the challenge.

4. How does the scorecard delineate points for the DLWV Challenge AND points for the HRSA Challenge?
*Some activities are common to both the DLWV and HRSA scorecards. Enter the item on the DLWV scorecard; the automated scorecard will tally points for HRSA as well.

5. Why is there a limit on community relations activities on the DLWV 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 DLWV and the HRSA challenge?
*Select the "DLWV Scorecard" worksheet or "HRSA Scorecard" worksheet. You will be able to see scores for both.

7. How do we qualify for awards?
*Individual Hospital Awards: Each registered, individual hospital will be eligible for an award.
*Point ranges: Titanium (1,250 + points), Platinum (500-1,249 points), Gold (350-499 points), Silver (200-349
points) or Bronze award (100-199 points.)
*Recognition: The top scoring hospitals and systems will be recognized in a publication at the conclusion of the challenge. Top scoring hospital/system will be awarded based on the average score of the total number of participating hospitals.

2022 Donate Life WV (DLWV)/HRSA Scorecard Q & A

1. When are scorecards due?
Scorecards are due on Wednesday, May 4, 2022. Scorecards need to be submitted to your respective OPO's Hospital Service Coordinator or Hospital Liaison.

2. Do I need to fill in the HRSA demographic information on the HRSA tab?
Yes. Although all data (scoring) will automatically transfer, you should manually enter the demographic information on the top of the first page of the HRSA scorecard, including email address of the hospital contact, name of the OPO, contact person at the OPO and email address of contact person at the OPO.

3. In line item #2, who is considered Ancillary/Support Staff?
Ancillary/Support Staff are those individuals who may have direct patient contact, such as respiratory therapists, chaplains, social workers, pharmacists, nurse's aides.

4. When the hospital sends letters/emails about the campaign to their vendors, does that count as one event? Should we just apply the same standards as we do to other communications, for example, CEO emails to employees counting as 1 event?
When the CEO sends out a letter to employees that counts as one activity. (See line item #20) However, each vendor who received a letter from the CEO counts as one activity, so if three individual vendors each received a letter, you can take 3 X the point value. (See line item #30) Please provide a copy of the letter and the vendor distribution list.

5. Case Reviews (After Action Reviews): Does the hospital get points for each case that was discussed?
No. Each case review meeting counts as one activity, regardless of how many cases are discussed during that meeting or how many people are present.

6. Are we counting every time we round as one activity?
Yes. The line item says rounding in hospitals is to "share information about donation, the DLWV campaign and/or register employees as donors." If that's what happened in the rounding activity, then your hospital can take points for it. Rounding is per hospital on any given day, not for each unit visited.

7. If a hospital offers a donation eLearning course, does the hospital get points for each person who takes it?
No. When multiple people participate in an in-service via eLearning it counts as one in-service for that unit or support staff. One in-service per unit/support staff department is worth 30 points. For example, if 3 people from ICU, 10 people from the ED, and 1 person from 4A take the eLearning course, that would be 3 nursing in-services (90 points in line item #1.) If it were 2 taken by chaplain and respiratory care staffers, then 2 support staff in-service activities occurred, and the hospital can claim 60 points in line item #2.

8. If the hospital, outpatient clinics, surgi-centers, etc. have placed a donation message on the screensavers of employees' computers. They want to enter this for points in the section marked "other." Do they take points for every screensaver?
The hospital takes 25 points per facility, not per computer/screensaver. If the hospital is part of a multi-hospital system, the hospital that facilitated this activity is eligible to take the points (or as decided upon by hospital system members.)

15. If we placed organ donation information on the hospital system's Facebook page, etc., how do we garner points?
If a health system posts on any given social media platform, each hospital in the health system can take points for each unique post per platform up to 10 postings. (See line item #30.)

16. Can my hospital get points for physician meetings?
Yes, line item #9 includes physician leader meeting.

Thank you for your enthusiasm, great questions and competitive spirit that makes this campaign successful in saving lives through organ and tissue donation.