Scorecard User Guide  
2020 HAP Donate Life Hospital Challenge & HRSA Workplace Partnership for Life Hospital Challenge

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, you must use the provided scorecard in its Microsoft Excel format. The scorecard is on HAP’s website: www.haponline.org/hapchallenge

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:
   - Documentation can include photos, rosters, agendas, meeting minutes, fliers, emails, screenshots, CEO letters, ads/articles or other forms of documentation.
   - Your supporting documentation should be placed in an electronic document.
   - Submit supporting documentation via email, thumb drive, disc, or cloud storage app 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?
   - Some activities are common to both the HAP and HRSA scorecards. Enter the item on the HAP scorecard; the automated scorecard will tally points for HRSA except for two items:
     - The below areas of the HRSA Scorecard must still be filled by each individual hospital:
       1. Cell M32: Donor Registrations Total
       2. Section 1, Line 40: You must select if you met the goal of registrations.

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?
   - Select the “HAP 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 (whether participating in a system or not) will be eligible for an award.
   - Hospital System Awards: Each participating system will be eligible for an award.
   - Point ranges: Titanium (5,000+ points), Platinum (1,000-4,999 points), Gold (750-999 points), Silver (350-749 points) or Bronze award (200-349 points.)
   - Recognition: The top scoring hospitals and systems will be recognized by HAP in a 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.