**CHIP H.S.I. Expenditure Tool for Immunizations**

This tool is being offered to assist Local Public Health Agencies in preparing the CHIP H.S.I. Expenditure quarterly report. If your agency enters 100% at the Program Participants section, this tool may not be a benefit to your agency in increasing CHIP expenditure reporting funds.

The following are step by step guidelines:

Row 12: Vaccine for Children: Column B-G

Enter the number of doses administered each month by the age categories

Row 13: Purchased Vaccine: Column B-G

Enter the number of doses administered each month by the age categories

Row 14: Totals

Column B: totals of 0-18 years for the quarter - will auto calculate

Column E: totals for 19 and older for the quarter - will auto calculate

Row 15: Total Immunizations: Column B – will auto calculate

Row 16: Percentage method: This will auto calculate

Column B: percentage of doses administered to children

Column E: percentage of doses administered to 19 and older

**Program Cost/Adjustments**

Row 19: Salaries and Wages: Enter the total salary and wages for children and adult vaccines administered**. If your agency time codes children vaccine time separate from adult vaccine time, this tool will not help you. This means you are already putting 100% at the Program Participant line.**

Row 20: CHIP Salaries and Wages: The tool will auto calculate the salaries and wages by the Children percentage from Row 16, Column B. This will be your CHIP salaries contribution.

Row 21: Fringe: Enter the total fringe for children and adult vaccine administered.

Row 22: CHIP Fringe: The tool will auto calculate the fringe by the Children percentage from Row 16, Column B. This will be your CHIP fringe contribution.

Row 24: Supplies: Enter the total supply expenses incurred for children and adults. IF YOUR AGENCY TRACKS THESE ITEMS SEPARATELY FOR CHILDREN VERSUS ADULTS, THIS CAN BE ENTERED UNDER DIRECT COSTS TO CHIP ROW 30

ROW 25: CHIP Supplies: The tool will auto calculate the supplies by the Children percentage from Row 16, Column B. This will be your supplies CHIP contribution.

Row 27: TRAVEL: Enter the total travel expenses for children and adults. IF YOUR AGENCY TRACKS THESE ITEMS SEPARATELY FOR CHILDREN VERSUS ADULTS, THIS CAN BE ENTERED UNDER DIRECT COSTS TO CHIP ROW 31

Row 28: CHIP Travel: The tool will auto calculate the travel by the Children percentage from Row 16, Column B. This will be your travel CHIP contribution.

**DIRECT COSTS TO CHIP**

Row 30: Supplies: Enter ONLY the supply cost for Children

Row 31: Travel: Enter ONLY the travel cost for Children

**PURCHASED VACCINE**

Rows 33-52 Data is for CHILDREN only

If your agency purchases vaccine, enter the COST PER DOSE including excise tax, shipping, handling etc. for each presentation in Column F.

Next enter (by month) in Column B, C and D the number of purchased vaccine doses administered to CHILDREN ONLY by each month. If you use the lump-sum method, you will have to prorate the cost of purchased vaccine based on the percentages above.

Row 53: Column G: Total Vaccine Cost. This will auto calculate your vaccine costs for children for the quarter.

Row 55: Column G: Contracted (Vendor) Services.

Row 56: Column G: Rent, Equipment, Leases.

Row 57: Column G: Other

Row 60: Column G: Auto calculates Subtotal Costs.

Row 61: Column G: Auto calculates Indirect Costs.

**PROGRAM REVENUES -** It is a necessity to break ALL revenues down to Children only.

Row 63: Medicaid

Enter Medicaid revenues received for the quarter for CHILDREN only.

Row 64: Medicare – DO NOT ENTER ANY REVENUES as Medicare does not cover Children.

Row 65: Other Insurers: Enter other insurer’s revenue for the quarter for CHILDREN only.

Row 66: Federal Grants: Enter the federal grants for the quarter for CHILDREN only. If the grant is for all ages, use the percentage from Row 16, Column B to calculate the CHILDREN revenue.

Row 67: Fees from participants: Enter the fees from participants for the quarter for CHILDREN only.

Row 68: Column G: Auto calculates Subtotal Program Revenues.

Row 71: Column G: Subtotal Costs Less Excluded Revenue: This will auto calculate your CHIP Net Allowable Expenses.

Row 75: Column G: You will enter 100%

Row 78: Column G: This will auto calculate your Net Claimable Expenditures.

**Transfer totals for all categories to the quarterly expenditure report. Enter all other information per instructions.**