

## EIA Worksheet to Track Spending

### Step 1 - Program

Project Name	
State(s) Served	
State with Most Project Spending	
Organization	
Purpose of Scenario (a short description of this project, which will be included in your report.)	

### Step 2 - Funding

HRSA Grant Funding	
Grant Name	
Project Year(s)	
Other Funding	

### Step 3 – Personnel expenses and fringe

Please add the personnel and fringe expenses for this project. Project employees should include managers, coordinators, medical personnel, and any other full- or part-time personnel working on and paid by the project. If you choose to list fringe as a separate line item, please use the industry code *561100 - Office Administrative*.

You will need to add a separate entry for each different industry code used. You can add more than one entry for the same code, if you want to use separate entries for each employee, for example. If a single employee does work matching more than one industry code, you may use multiple entries for that person, allocating salary/wages to the appropriate industries.

Enter spending *outside of the states you serve* as separate entries and circle “N” in the In-state(s) column for those items.

Title/Role	Salary/Wages/Fringe	In-State(s)	Industry Code
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	

## Step 4 – Equipment and supplies

Please add equipment and supply spending for this project, such as computers, educational brochures, paper, pens, books, and similar items.

You will need to add a separate entry for each different industry code used. You can add more than one entry for the same code, if you want to use separate entries for different purchases.

Enter spending *outside of the states you serve* as separate entries and circle “N” in the In-state(s) column for those items.

Title/Role	Amount	In-State(s)	Industry Code
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	

## Step 5 – Contract spending

Please add contract spending for this project. This includes spending for services provided by people or firms who are not regular employees, such as lawyers, accountants, computer systems experts, clinical personnel who are not employees, and ad agencies. It covers work done on a contract basis.

You will need to add a separate entry for each different industry code used. You can add more than one entry for the same code if you want to use separate entries for different contracts.

Enter spending *outside of the states you serve* as separate entries and circle “N” in the In-state(s) column for those items.

Title/Role	Amount	In-State(s)	Industry Code
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	

## Step 6 – Other spending

Please add other operational spending for this project. This includes any spending not fitting the categories of personnel/fringe, equipment/supplies, or contract spending. It may include travel, marketing, rent, utilities, overhead, indirect costs, and similar expenses. Consider the industry code *561100 - Office Administrative*, for expenses like indirects and overhead.

You will need to add a separate entry for each different industry code used. You can add more than one entry for the same code if you want to use separate entries for different expenses.

Enter spending *outside of the states you serve* as separate entries and circle “N” in the In-state(s) column for those items.

Title/Role	Amount	In-State(s)	Industry Code
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	
	\$	Y/N	

## Industry Codes

Industries chosen for the tool are those used most often by HRSA grant recipients. Some Industry Codes may not fully explain activities classified in that industry. If none of the industry codes fully applies to your item, use the closest matching category based on these definitions.

## Administrative / Support Services

- **561400 - Business support**

Routine business support functions that businesses and organizations traditionally do for themselves, such as document preparation and telephone call centers.

- Bookkeeper/Clerk

- **561200 - Facility support**

Support services within a client's facilities that typically include a combination of services, such as maintenance, mail routing, reception, laundry, and related services to support operations within facilities.

- **561100 - Office administration and management**

Includes a range of day-to-day office administrative services, such as financial planning; billing and recordkeeping; personnel; and physical distribution and logistics, may be on a contract or fee basis.

- CEO
- Grant Coordinator
- Administrative Assistant
- Project or Program Director/Manager

## Computer System-related

- **541511 - Computer Programming**

Programming services on a contract or fee basis. Services may include software design and analysis, software modification and training for software use. Examples include financial software and patient records solutions.

- **541512 - Computer Systems Design**

Planning computer systems that may integrate hardware, software, data, or communication technologies. Examples include local area network services, office automation systems, telemedicine infrastructure.

- **54151A - Other computer system-related**

Computer related services (except custom programming and computer system design), such as technical software and licenses, and installation or maintenance of equipment.

- IT support/consultant
- Website development/maintenance

## Healthcare-related Services

- **621600 - Home health providers**

Skilled nursing services in the home, also including services such as the following: personal care; homemaker and companion; physical therapy; medical social services; medications; medical equipment and supplies; counseling; nutritional services.

Providers include:

- Home healthcare agencies
- Visiting nurse associations
- Home infusion therapy services
- In-home hospice care services

- **622000 - Hospitals**

Medical, diagnostic, and treatment services that include physician, nursing, and other health services to inpatients and the specialized accommodation services required by inpatients.

- Registered Nurse
- Medical Director
- Medical Doctor
- Pharmacy Resident

- **621500 - Laboratories**

Services of medical laboratories primarily engaged in providing analytic or diagnostic services, including body fluid analysis, generally to the medical profession or to the patient on referral from a health practitioner.

- Blood analysis laboratories
- Medical pathology or bacteriological laboratories
- Dental or medical X-ray laboratories
- Diagnostic imaging centers

- **621200 - Offices of dentists**

Health-related services delivered by health practitioners having the degree of D.M.D. (Doctor of Dental Medicine), D.D.S. (Doctor of Dental Surgery), or D.D.Sc. (Doctor of Dental Science) primarily engaged in the independent practice of general or specialized dentistry or dental surgery.

- **621300 - Offices of other health practitioners**

Health-related services delivered by health practitioners other than physicians and dentists.

- Behavioral Health Consultant
- Nurse Practitioners

- **621100 - Offices of physicians**

Health-related services delivered by health practitioners having the degree of M.D. (Doctor of Medicine) or D.O. (Doctor of Osteopathic Medicine) primarily engaged in the independent practice of general or specialized medicine (except psychiatry or psychoanalysis) or surgery.

- **621900 - Other ambulatory healthcare services**

Health practitioners in this subsector that provide outpatient services, other than physicians, dentists, other health practitioners, outpatient facilities, laboratories, home health providers.

- Health screening services (except by offices of health practitioners)
- Community Health Coach/Coordinator
- Smoking cessation programs
- Community Health Coordinator
- Pharmacist
- Certified Diabetes Educator
- Behavioral Health Consultant
- Medical Outreach Programs
- Licensed Social Worker

- **621400 - Outpatient facilities**

Medical staff primarily engaged in providing a range of outpatient services, such as family planning, diagnosis and treatment of mental health disorders and alcohol and other substance use disorders, and other general or specialized outpatient care.

- Dialysis centers and clinics
- Outpatient biofeedback centers and clinics
- Freestanding ambulatory surgical centers and clinics
- Outpatient community health centers and clinics
- Freestanding emergency medical centers and clinics
- Outpatient sleep disorder centers and clinics
- Health maintenance organization (HMO) medical centers and clinics

- **624A00 - Social assistance**

Social assistance providers deliver a variety of social assistance services directly to their clients. Services include:

- Community food or housing services
- Community action services agencies
- Crisis intervention centers
- Multi-purpose social services centers
- Family social services agencies
- Family welfare services

- Suicide crisis centers
- Hotline centers

## **Professional / Technical / Educational**

- **541200 - Accounting**

Services, such as auditing, designing accounting systems, preparing financial statements, developing budgets, processing payrolls, bookkeeping, and billing.

- **541800 - Advertising**

Prepare advertising (copy, artwork, graphics, other creative work) and placement of advertising in various mediums; operate on a contract or fee basis.

- **611B00 - Educational Services**

Any instruction or training provided by specialized establishments, such as schools, colleges, universities, and training centers. This includes providing non-instructional services that support educational processes or systems.

- Staff and Provider Training
- Nutritional and Physical Activity Programs
- Rural Health Resource Training

- **541100 - Lawyers**

Legal advice and /or legal services, e.g., for contracting with consultants or healthcare service providers.

- **541610 - Management consulting**

Management, strategic and organizational planning; financial and budget planning; marketing objectives and policies; information systems planning; human resources policies and practices planning.

- Evaluator
- Data Management Consultant or Specialist
- Strategic Planning Facilitator
- Actuarial, benefit, and compensation consulting services
- Marketing consulting services
- Human resources consulting services

- **5419A0 - Other professional**

Professional, scientific, and technical services other than legal services, accounting, computer systems design and related services, management consulting, and advertising.

- Development of Advertising/Marketing materials
- Technology-related training
- Medical Translation/Transcription

## Retail

- **481000 - Air transportation**

Conference or other travel by plane.

- **447000 - Gas**

Retail purchase of automotive fuels (e.g., gasoline, diesel fuel) and oils for regional or local travel by automobile.

- **446000 - Health and personal care**

Retail health and personal care merchandise from fixed point-of-sale locations. Service providers may include pharmacists, opticians, and other professionals engaged in retailing, advising customers, and/or fitting the product sold to the customer's needs.

- Pharmacies and Drug Stores
- Optical Goods Stores
- Convalescent supply stores
- Prosthetic stores
- Sick room supply stores
- Hearing aid stores

- **721000 - Long distance travel accommodations**

Lodging and meals at accommodation or food services establishments.

- Hotel stays
- Meals purchased at restaurant
- Catering

- **4B0000 - Other retail, including computers**

Purchase of retail merchandise, such as Office, Educational and General Supplies, Computers and computer-related equipment.

- **323110 - Printing**

Printing or binding books and pamphlets without publishing. Printing of educational or other program materials.