

How to Complete the HEI 2024

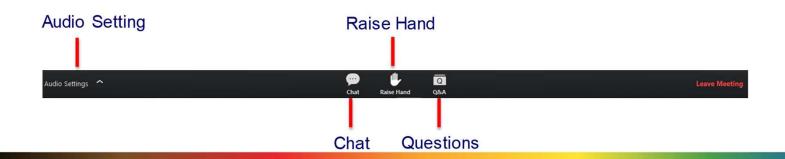
Tari Hanneman

Director, Health and Aging Program

She, Her, Hers

Housekeeping

- All lines are muted
- You can submit questions via Control Panel PLEASE USE THE Q&A function rather than chat for questions
- Use Zoom's "Audio Setting" to access audio via your Telephone or your computer's Speakers.
- We will share the slides and the recording after the presentation
- This is a recorded webinar





HEI 2024 Criteria Scoring Overview

Criteria 1

Non-Discrimination & Staff Training

- Foundational Non-Discrimination Policies
- Patient, Visitation, Employment
- Must have inclusive policy & communicate the policy
- LGBTQ+ Training
- √5 points for each policy & meeting the training requirement
- √5 points for communication of the policies and training

40 points total

Criteria 2

Patient Services & Support

- Four subsections/Two scoring sections :
- LGBTQ+ Patient Services& Support
- Transgender Patient Services & Support
- Medical Decision Making
 √18 scored questions
- $\sqrt{9}$ = full credit = 20 pts
- ✓5-8=partial credit =10pts
- Patient Self Identification and Data Collection
 - √10 scored questions
- $\sqrt{6+}$ = full credit = 10 pts
- ✓3-5=partial credit = 5 pts

30 points total

Criteria 3

Employee Benefits & Policies

- Two subsections:
- Employee Policies & Benefits
- Additional Support for LGBTQ+ Employees
- √15 scored questions
- $\sqrt{7}$ + = full credit = 15 pts
- √4-6 =partial credit =10 pts
- ✓Transgender Inclusive Healthcare Benefits is scored separately = 5 pts

20 points total

Criteria 4

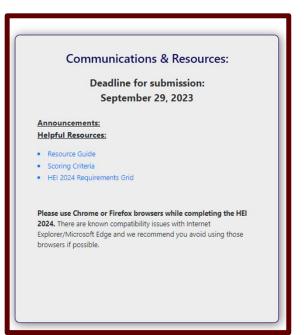
Patient & Community Engagement

- One section
- √12 scored questions
- \checkmark 6+ = full credit = 10 pts
- \checkmark 3-5 = partial credit = 5 pts

10 points total



Your Custom HEI Homepage



General information and resources



Login to continue to the HEI 2024 Survey

Login

Forgot Credentials?

Log in here

All contributors for your healthcare facility use the same Username and Password

Please reach out to us at HEI@HRC.ORG if you need assistance with the HEI 2024.

Tra	aining Requirement: Executive Briefing Required
	aining Hours Completed: We have not received this form to
	count for your training completion:
	tps://hrc.wufoo.com/forms/hei-executive-briefing-participants
	cility ID: (Control HRC)
-	conty neynoron ma
Tra	aining Hours Last Updated: 07/04/2023
Н	elpful Training Resources:
•	Training Credit Request Form
•	Submitting your Internal LGBTQ Training for HEI Consideration
•	Resources to Meet the Training Promotion Requirement
	resources to recet the manning promotion requirement

Training information and resources Including your specific training requirement and status

The Executive Briefing Training Requirement

For a healthcare facility to meet the Executive Briefing Training Requirement, at least one senior manager in each of the following work areas must complete the online, three-part training series entitled "LGBTQ Patient-Centered Care: An Executive Briefing" by the HEI survey deadline:

- Organization leadership (e.g., CEO, COO, medical director, vice president, counsel, or similar "C-suite" leader)
- Nursing management
- Patient relations/services management
- Admitting/registration management
- Human resources management

Executive Briefing Series:

3 online modules Total of 2.45 Hours

The senior managers that attend this training must be the highest ranking staff member from each of these work areas for the specific facility. Senior managers are typically at the level of Director or higher.

Training Information & Resources:

Training Requirement: Executive Briefing Required

Training Hours Completed: We have not received this form to account for your training completion:

https://hrc.wufoo.com/forms/hei-executive-briefing-participants/

Facility ID: 6

Security Keyword: HRC

Training Hours Last Updated: 07/04/2023

Helpful Training Resources:

- Training Credit Request Form
- Submitting your Internal LGBTQ Training for HEI Consideration
- Resources to Meet the Training Promotion Requirement

Welcome Page

Welcome

Welcome to the Healthcare Equality Index (HEI)--we're looking forward to working with you!

Before you get started, please take a moment to review our HEI 2024 scoring criteria. We also encourage you to review the HEI Resource Guide, our comprehensive instructional and reference accompaniment to the Healthcare Equality Index (HEI) Survey. You may also find it helpful to download this resource which outlines each scored question, the documentation that is required to be submitted for validation and whether or not a system-level response/materials will be accepted. We hope that you find this useful to help you gather the materials that are necessary to complete the HEI survey.

Our Confidentiality Commitment to You

As part of the Healthcare Equality Index (HEI) survey we collect a variety of information from healthcare facilities, some of which may be considered confidential in nature. The Human Rights Campaign Foundation limits access to such information to its employees or consultants who are subject to confidentiality obligations. We will not disclose Confidential Information to third parties, unless prior authorization is received from . "Confidential Information" means non-public information submitted by to the Human Rights Campaign Foundation as part of the Healthcare Equality Index, including, for example, patient policies and practices, diversity and cultural competency training, employee policies and benefits, marketing information, business policies and procedures, internal committee structures and membership and other documents submitted or made available to Human Rights Campaign Foundation in response to the HEI Survey.



Navigating the HEI

- Browser Compatibility
- Visual Cues
- Table of Contents
- Multiple Users
- Saving & Returning
- File Types
- Websites
- Help Guides





Navigating the HEI – Key Visual Cues



This image indicates that the question is a scored question that is required to achieve a score of 100 and be an LGBTQ+ Healthcare Equality Leader.



This image indicates that the question is a scored question that is among several in that criteria section that counts towards either full or partial credit for the section.



An asterisk indicates a required, non-scored question



This image indicates that you must provide some additional information or upload a document to validate a scored question.



A plus sign indicates a question that leads to a scored question.

All questions that contain one of the images above must be answered (or the requested materials must be uploaded) before you will be able to submit the survey



Survey Contributors

Survey Contributors

It is essential that all staff members from your healthcare facility that work on this survey submit their contact information so we can keep in touch with you and follow up if we have any questions or need any additional information.

Complete this section of the survey as soon as possible

- · It lets us know that you are working on the survey AND
- It helps us communicate with the correct people at your healthcare facility

We strongly encourage a minimum of two contributors

 While multiple people can work on the survey, try to avoid working on it at the same time





NAVIGATING THE HEI: returning to the survey

Welcome back to the Healthcare Equality Index!



You will be entering the HEI survey where you or one of your fellow survey contributors last left off. Please use the Table of Contents to move to any section of the survey that you would like to work on.

If you have not previously signed into the survey, we ask that you **first use the Table of Contents to go to the**Welcome page to review important survey information and then proceed to the Survey Contributors page and enter your contact information.

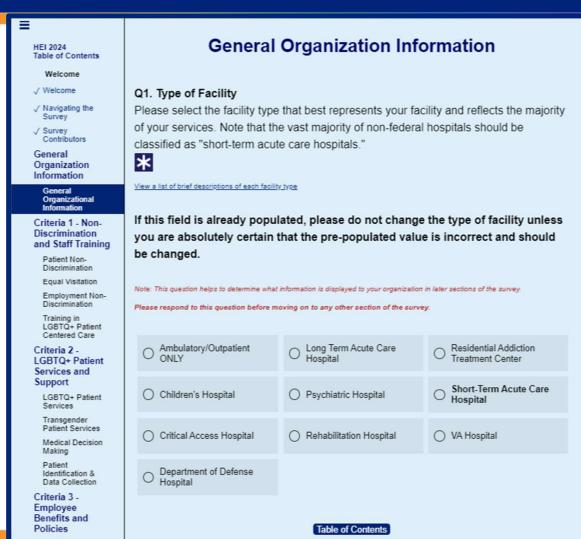
ENTER SURVEY

Navigating the HEI: The Table of Contents

Use the Table of Contents to move between sections of the survey

You can collapse the Table of Contents using the menu button ■

You can open the Table of Contents by either using the menu button or the Table of Contents button below the questions. Table of Contents



Navigating the HEI: Answering Questions

Employment Non-Discrimination Policy

Q1. Does your employment non-discrimination policy include the term "sexual orientation" AND the term "gender identity or expression" (or "gender identity")?

REQUIRED

View the HEI Resource Guide to see examples and resources for this question

Please select which terms your policy includes:

- Our policy includes BOTH the term "sexual orientation" AND the term "gender identity or expression" (or "gender identity")
- Our policy ONLY includes the term "sexual orientation"
- Our policy ONLY includes the term "gender identity or expression" (or "gender identity")
- Our policy DOES NOT includes either the term "sexual orientation" or the term "gender identity or expression" (or "gender identity")

If you answer a question affirmatively, then an additional question(s) will be displayed asking you to submit your validating information.

Q1a. To receive credit, please attach a copy of your employment nondiscrimination policy.

REQUIRED FOR VALIDATION

Drop files or click here to upload



Navigating the HEI: The HEI Resource Guide

LGBTQ+ Patient and Community Engagement Community Engagement, Marketing & Advertising Q2. Since January 1, 2022, has your organization engaged in marketing or advertising to the LGBTQ+ community (other than sponsorship or promotional materials for LGBTQ+ related events)? SCORED O View the HEI Resource Guide to see examples and resources for this guestion O Yes No, but interested No

There is an HEI Resource Guide Entry for every scored question in the survey.

Does your organization engage in marketing or advertising to the LGBTQ community (other than sponsorship of events)?

In order to receive credit, a facility must:

Describe efforts of marketing efforts and upload a sample of the creative content used to market or advertise to the LGBTQ community.

More information:

In many instances, hospitals advertise in local newspapers and magazines to promote their services, their HEI Leader status and to target the LGBTQ consumer. This is a great way to let the LGBTQ community know what services your facility provides while also reaching the LGBTQ consumer who is in the process of choosing where to receive their healthcare. Ad campaigns and marketing can further a message of a hospital's values around LGBTQ inclusion. Increasingly, ads with authentic images of LGBTQ people are featured in both LGBTQ media outlets and the general press alike.

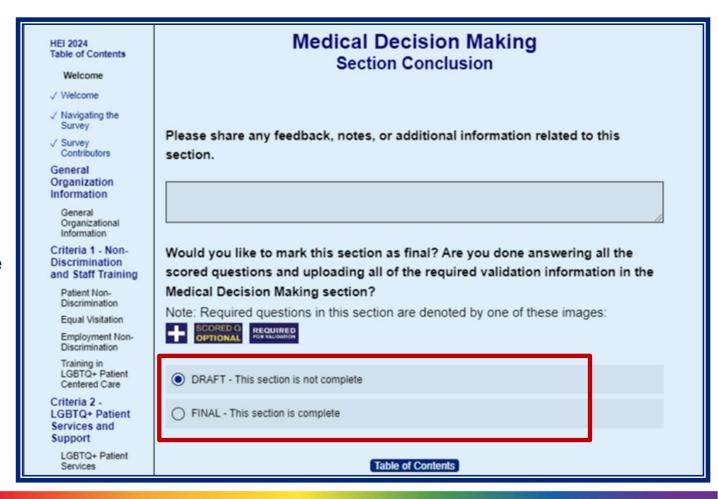
Check out this article entitled "Companies With LGBTQ-Inclusive Ads Can Increase Sales By 40%, And Here's Why".

Examples:

- Boston Children's Hospital used this ad to promote LGBTQ patients, families and staff.
- Broward Health Imperial Point uses <u>LGBTQ-affirming postcards</u> to illustrate their commitment to LGBTQ-patients and their families.
- The Children's Hospital of Philadelphia advertised their commitment to LGBTQ-patient services.
- Saint Luke's Health System developed this ad to promote their status as a Leader in LGBTQ Healthcare
 Equality.
- NYC Health and Hospitals system created this LGBTQ-inclusive image to affirm its commitment to LGBTQ patients and their families.

NAVIGATING THE HEI: Closing a Section

- You must close each section of the survey by marking it as final.
- In order to mark it as final and close the section of the survey, all required questions must be answered, and all validating information must be submitted.
- All sections of the survey must be marked as final and closed before you can submit the survey.



NAVIGATING THE HEI: Preliminary Score



HEI 2024 Table of Contents

Welcome

- √ Welcome
- Navigating the Survey
- √ Survey
 Contributors

General Organization Information

> General Organizational Information

Criteria 1 - Non-Discrimination and Staff Training

> Patient Non-Discrimination

Equal Visitation

Employment Non-Discrimination

Training in LGBTQ+ Patient Centered Care

Criteria 2 -LGBTQ+ Patient Services and Support

(LODTO Del

HEI 2024 Preliminary Score

Criteria 1 - Non-Discrimination and Staff Training

All of these items are scored (5 points each):

LGBTQ+ Inclusive Patient Non-Discrimination Policy (PND): 5

LGBTQ+ Inclusive PND Communicated: 5

Equal Visitation Policy: 5

Equal Visitation Policy Communicated: 0

LGBTQ+ Inclusive Employment Non-Discrimination Policy (END): 5

LGBTQ+ Inclusive END Communicated: 5

Training in LGBTQ+ Patient-Centered Care: 5

HEI Training Options Promoted to All Patient Care Staff: 0

Preliminary Total Criteria 1: 30

Criteria 2 - Patient Services and Support

Four subsections comprise this criteria: LGBTQ+ Patient Services and Support; Transgender Services and Support; Medical Decision Making; and Patient Identification and Data Collection. These criteria subsections are divided into two scoring sections for Criteria 2.

- You can access the preliminary score via the Table of Contents.
- Scores are calculated for each criteria section, and they will only calculate accurately once you have completed that criteria section (including all subsections) of the survey. All sections must be completed before a designation will be available.
- The preliminary score is a reflection your responses only and does not necessarily reflect what you will ultimately get credit for once we review your survey and validating materials.



Submitting your Survey

Preliminary Score
Preliminary Score
Survey
Affirmation and

Submission

Contributors and Official Submitter Sign & Submit Subsection 2 Requires the provision of transgender-inclusive healthcare benefits and worth 5 points.

Subsection 2 - Preliminary Score: 0

Preliminary Total Criteria 3: 0

Criteria 4 - Patient and Community Engagement

There are 9 scored questions in this section. In order to receive the full 10 points, your facility must have at least 4 of these best practices in place. Facilities that have 2 or 3 of these best practices in place will receive a partial score of 5 for this criterion.

Criteria 4 Count: 0

Preliminary Total Criteria 4: 0

Total Preliminary HEI Score: 10
Preliminary Tier: No Tier Designation

Click here for an explanation of the HEI 2022 Tier Designations

Note: If the total preliminary score is not calculating correctly, please click on the previous page button and then click save and continue to return to this page to refresh the score.

If a specific section does not appear to be calculating correctly, please go back to the beginning of that section and click through the entire section.

Please keep in mind that this is a preliminary score only and it is solely based on your responses to this survey. Your HEI score will not be considered final until the HEI Team has reviewed and confirmed your responses. You will be notified of your score after our review and have an opportunity to address any items that were not counted for credit.



Submitting your Survey: Contributors & Official Submitter

Review your list of contributors to make sure everyone that worked on the survey has been entered

You will then be asked to select the HEI Primary Contacts as well as the Official Submitter.

The HEI Official Submitter is the person at your organization who is authorized to review and submit the HEI 2024 survey on behalf of your organization. The Official Submitter must be an employee of the organization who is vested with the authority to submit responses and supporting documentation on behalf of the organization.

Contributors and Official Submitter Contributor Review Table Contributor Name Contributor Title Contributor Email Tari Hanneman Director Health and Aging t.hanneman@xyz.com Jane Smith Assistant to the Director J.Smith@xyz.com Please review the contributor information in the table above. Have all of the contributors signed in and are all of the names, titles and email addresses correct? * Yes, all of our contributors have signed in and the information above is correct No, I need to go back to the Contributor section to make some changes

Submitting your Survey: Survey Completion Status

HEI 2022 Table of Contents Welcome

Navigating the Survey

Survey

General Organization Information

> General Organizational Information

Criteria 1 - Non-Discrimination and Staff Training

√ Patient Non-Discrimination

> Equal Visitation Employment Non-Discrimination

Training in LGBTQ Patient Centered

Criteria 2 -LGBTQ Patient Services and Support

- √ LGBTQ Patient Services
- Patient Services
- √ Patient Self-Identification

 √ Medical Decision

Criteria 3 -Employee Benefits and Policies

Equal Benefits

Additional Support for LGBTQ

Criteria 4 - Patient and Community

Survey Completion Status

Before you can submit your HEI 2022 survey, you must mark every section of the survey as final. To successfully mark a section as final you must make sure that you have responded to every required or scored question that is displayed and upload all of the required validation documentation.

Below is a summary of your survey completion status. If any of the sections are noted as being in draft or are blank, you will be unable to submit your survey. Please use the Table of Contents to navigate back to those sections to complete them. Once all sections are completed you will be able to submit your survey.

Section	Completion Status
General Organization Information	
Criteria 1	
Patient Non-Discrimination	DRAFT - This section is not complete
Equal Visitation	
Employment Non-Discrimination	
Training in LGBTQ Patient-Centered Care	
Criteria 2	
LGBTQ Patient Services	FINAL - This section is complete
Transgender Patient Services	FINAL - This section is complete
Patient Self Identification	FINAL - This section is complete
Medical Decision Making	SINAL - This section is complete

Remember: All sections of the survey must be finalized and closed to be considered complete.

This table will show you the status of each section.

If the box next to the section name is either blank or says "DRAFT – This section is not complete" then you need to go back to that section and close it.

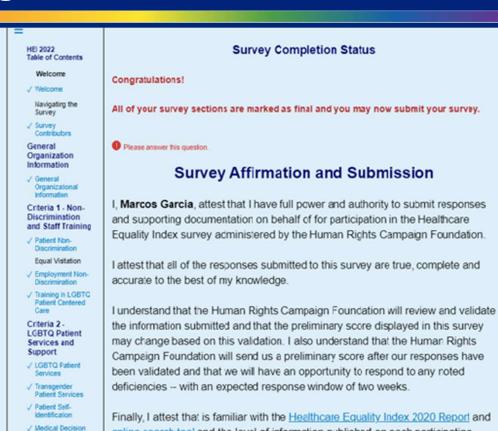
If the section says "FINAL – This section is complete" then you are good to go for that section.



Submitting your Survey: Sign & Submit

Once all the sections of the survey have been finalized and closed, you will see this message and you may submit your survey.

The official submitter needs to review the affirmation statement and then provide an electronic signature and submit the survey.



information submitted in this year's survey.

Criteria 3 -Employee

Benefits and Policies

√ Equal Benefits

for LGBTQ

online search tool and the level of information published on each participating healthcare facility rated as part of that report, also understands that the Human

the Healthcare Equality Index 2022 and subsequent reports based on the

Rights Campaign Foundation will release the same level of information about it in

Post Submission Process

- After you submit your HEI survey, the HEI Team will review it to ensure that everything you submitted meets the HEI criteria
- Surveys will be reviewed in approximate order of submission
- After our review we will send you a preliminary score and designation that includes notes about any items that did not meet our criteria and/or requests for additional information to help us determine if something meets our criteria
- You will have approximately 2 weeks to respond to our email and submit any updated validating information
- After you reply we will assess that information and add it to your survey if it meets the HEI criteria and then send you a final score and designation



HEI 2024 Criteria Scoring Overview

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Criteria 4

Patient & Community Engagement

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10 points total



TIERS OF RECOGNITION



Full credit in Criteria 1



- Full credit in Criteria 1
- At least partial credit in Criteria 2, 3, 4
- Score of 80 to 95



- Full credit in each criteria section
- Transgender inclusive healthcare benefits for employees
- Top score of 100



Online Resources for LGBTQ+ Consumers

Facility Name Wake Forest Baptist Medical Center Standing TOP PERFORMER

Health System Name

Atrium Health

Address

1 Medical Center Blvd, Winston Salem, NC, 27157

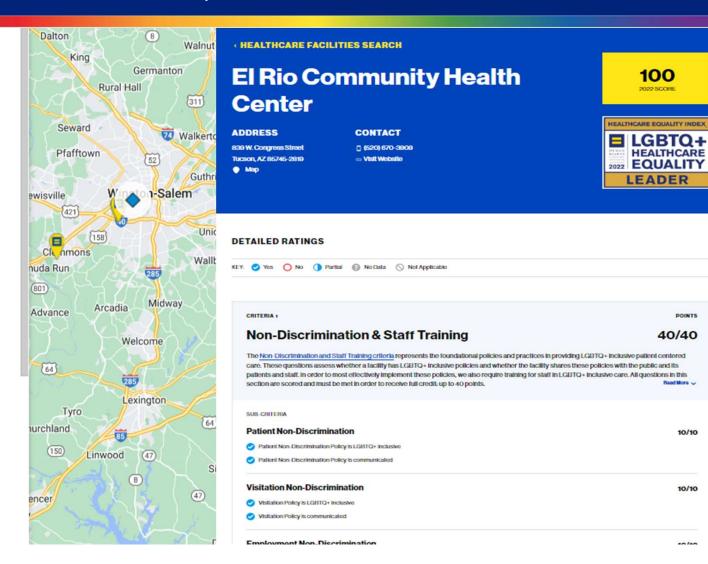
Website

www.wakehealth.edu

Total Score 95/100

HEI SCORE BREAKDOWN

Patient Non-Discrimination Score 10/10



40/40

10/10

10/10

HEI 2024 Timeline

- Deadline for submission of new individual surveys September 29, 2023
- Training completion deadline October 31, 2023
- Survey validation period September December 2023
- All surveys finalized final scores and designations completed end of January 2024
- HEI 2024 Report released early May 2024



?????? Questions ?????



Thank You!

