

## II) Non-profit Survey Instrument:

### 1. Organizational information

Organization: _____		
Name of person completing survey: _____		Title: _____
Telephone: _____	Fax: _____	E-mail: _____
Address: _____		
City: _____	County: _____	Zip Code: _____
EIN # _____	(ties to Guidestar 990s)	

2. Please check the one (only one) classification that best describes your agency's primary focus of service.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Animal Related       | <input type="checkbox"/> Environmental  | <input type="checkbox"/> Legal/Advocacy/Civil Rights |
| <input type="checkbox"/> Arts/Culture         | <input type="checkbox"/> Funder         | <input type="checkbox"/> Recreation                  |
| <input type="checkbox"/> Children & Youth     | <input type="checkbox"/> Health         | <input type="checkbox"/> Religion                    |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Housing/ Food  | <input type="checkbox"/> Other _____                 |
| <input type="checkbox"/> Education            | <input type="checkbox"/> Human Services |  |

3. In regard to your organization's primary facilities, do you (check all that apply):

- Rent       Own       Use donated facilities       Don't have facilities

4. If you have the information, please provide the following:

- \_\_\_\_\_ Number of employees  
\_\_\_\_\_ Number of full-time employees  
\_\_\_\_\_ Number of part-time/seasonal employees  
\_\_\_\_\_ Number of independent contractors

5. How many employees left during the year last year? \_\_\_\_\_  
How many hires did you make to replace people who left? \_\_\_\_\_

6. Has your agency experienced a change in budget or staffing recently? (Please check all that apply)

- We increased our budget during the last two years..      What percent of increase? \_\_\_\_\_
- We have added more positions (staff or contract).
- Our budget has decreased during the last two years.      What percent of decrease? \_\_\_\_\_
- We have a lot of staff turnover.
- We lost some of our funding sources (grant ran out, contract not renewed)..
- Our government funding has been cut (we still have the grants/contracts, but at reduced levels).
- Our budget is tight.

7. What is your budget size?

- |  |   |
|--|---|
| <input type="checkbox"/> Under \$100,000           | <input type="checkbox"/> Over \$1 million |
| <input type="checkbox"/> \$100,000 to \$249,000    | <input type="checkbox"/> Over \$5 million |
| <input type="checkbox"/> \$250,000 to \$499,000    |   |
| <input type="checkbox"/> \$500,000 to \$ 1 million |   |

8. We provide health insurance as an employee benefit. (yes/no/unsure)
9. We used to provide insurance, but we have dropped insurance (yes/no/unsure).

### Insurance Options

10. Which of the following benefits do you provide?
- Health insurance
  - An employer contribution toward health insurance, including Health Savings Accounts
  - Catastrophic coverage, focused primarily on covering hospitalization and related surgery.
  - Annual leave
  - Sick leave
  - Flex time
  - Holidays
  - Compensatory time
  - Lump sum benefit to use as employee wishes
  - Other (Please explain) \_\_\_\_\_
11. Please rate the following on a scale of 0 to 5 (0=no interest, 1 is lowest; 5 is highest)
- Our agency understands benefits available (health, liability, directors & officers, property & casualty).
  - Our agency understands health insurance coverages and options.
  - Our agency understands how to access health insurance resources.
  - Our agency understands the administrative and paperwork requirements related to insurance.
  - Our agency has the staff capability to handle the paperwork and administrative requirements.
  - Our agency has the financial resources to provide health insurance coverage.
  - Our employees have the financial resources to cover their share of premiums, deductibles and co-pays.

### Health Insurance Coverage

12. What are the primary barriers to providing health insurance to employees? (rate on a scale of 0 to 5, with 0= no interest, 1 low and 5 high)
- The cost of health insurance is too high for the agency.
  - It is too difficult to handle the administrative requirements.
  - It is difficult gathering the information an insurance company needs to provide a quote.
  - It is difficult to know how to discuss issues with the insurance company.
  - We do not understand insurance coverage options available to employees.
  - We are concerned that future cost increases will soon make health coverage too expensive.
  - The cost of the health insurance co-payment for employees makes it prohibitive.
  - We have found it difficult to obtain a carrier to write coverage.
  - We are not aware whether or not there are groups that might provide insurance at a discount.
  - Employees have a hard time paying the increases in their portion of coverage.
  - Employees don't have a significant interest.
  - Employees are covered through other family members.
  - We don't need to offer health insurance to attract workers.
  - We were denied by a health insurance company.
  - It is difficult to have the payroll company handle deductions for insurance.
  - Our employees prefer that funds go into salaries rather than benefits.

- Employee turnover makes coverage difficult.
- We have too many part time and contract workers to develop an insurance program.

13. With which of the following health insurance resources are you familiar? :

- Health Insurance Alliance
- Chambers of Commerce
- State programs (S-CHIP) – New MexiKids
- Medicaid – SALUD
- NGO New Mexico
- NM Medical Insurance (high risk) Pool
- Other \_\_\_\_\_

14. How significant are benefits to employee retention (or turnover)? (circle one number)

0	1	2	3	4	5
No	Not		Neutral		Extremely
Interest	Important				Important

15. Approximately how many employees do you have that earn:

- a. Under \$8 per hour \_\_\_\_\_
- b. \$8 to \$15 per hour \_\_\_\_\_
- c. Over \$15 per hour \_\_\_\_\_

16. The New Mexico state government will be considering ways to encourage employers to offer health care insurance for employees. Listed below are several ways in which the state assistance could be structured. Please rate your level of interest for each item on a scale of 0 to 5 (0 = no interest; 1=not important; 5=extremely important).

- Tax relief in the form of state income tax credits, or a state subsidy for low income employees, paid directly to the employee to help offset the cost of the employee's portion of the insurance premium.
- Tax relief in a payment from the government to agencies to help defray the costs of insurance coverage for all employees.
- Insurance policies provided to a group of agencies creating purchasing power and reducing administrative costs.
- Administrative support and technical assistance to establish employee health insurance programs.
- Administrative support and ongoing technical assistance to agencies to help them sustain their insurance programs.
- A third party that will handle all facets of insurance, thus reducing the administrative burden on the agency.

17. What is the maximum per member per month amount your agency could pay toward coverage? \_\_\_\_\_  
What is the maximum per member per month you believe employees could contribute? \_\_\_\_\_

18. Would your organization be able to pay at least \$300 per member per month toward the cost of insurance?  
(Yes/No/Maybe)

19. Sometimes employers find that that administrative and paperwork requirements make it difficult to provide insurance coverage to employees. If you have fewer administrative requirements, would you be able to increase the amount of the agency contribution toward insurance? (yes/no/maybe)

20. Do you think your agency would be interested in a policy with limited coverage if it provided some coverage for key areas, such as hospitalization? (yes/no/maybe)

22. Please rank the following 10 items in order of importance for you: (0=no interest, 1 is least important; 10 most important) (Each item receives one ranking; no number can be used more than one time)

- Cost to the agency
- Cost for the employee portion of the premium
- Co-pay costs for employee
- Deductible costs for employee
- Range of options – cafeteria plan that provides employees choices for a set price of coverage
- Catastrophic policy that would protect employees against a major health issue, often covering just hospitalization
- Comprehensive insurance that provides substantial coverage, including but not limited to: doctors' visits, prescription drugs, behavioral health, hospitalization, physical therapy.
- Sliding fee scale and/or discounts for primary health care through the network of federally funded clinics such as Health Centers of Northern New Mexico, Ben Archer Clinic, PMS(doctor visits, preventive care, etc.)
- A flat fee payment to employees, or Health Savings Account, which they can use for insurance.
- Access to a wide range of practitioners and methods
- A way to reduce administrative and paperwork challenges

23. Catastrophic insurance coverage provides little for doctor visits or regular care, but does pay for hospital expenses. Comprehensive insurance covers outpatient and inpatient care. Which kind do you provide?

- Catastrophic: Kicks in w/ accident or incident
- Comprehensive: Broad range of Coverage (incl preventive)
- Unsure

**If you do provide health insurance** for your employees, please provide information about your coverage types, costs, and fill in the amounts in the appropriate column and checking the boxes to reflect whether coverage is traditional comprehensive, or catastrophic covering hospitalization.

Average amount employer pays per member per month? \_\_\_\_\_  
Average amount employee pays per monthly? \_\_\_\_\_  
Average plan deductibles for employees per year? \_\_\_\_\_

23. Have your health insurance premiums increased in the pas two years? (Yes/No/Unsure)

By what percent? \_\_\_\_\_

24. Have you increased the employee's portion of insurance payments? (Yes/No/Unsure)

By what percent? \_\_\_\_\_

25. Have you reduced the amount, types or options for health coverage in order to create cost savings? (Yes/No/Unsure)

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