

FIXED TERM TRAVEL EMPLOYEE DISCLOSURE AND CERTIFICATION FORM INSTRUCTIONS

Introduction:

If you are a Temporary Nursing Services (TNS) agency *and* employed one or more fixed term travel employees during calendar year 2017 you must submit the following two documents to the Massachusetts Center for Health Information and Analysis (CHIA) on or before **April 15, 2019**:

1) ***Fixed Term Travel Employee Disclosure Form (FTTED)***

This disclosure involves completing an Excel spreadsheet available on the CHIA's website at <http://chiamass.gov/fixed-term-travel-nursing-employee-disclosure-report/>. Alternatively, you may submit a comma delimited (CSV) file independent of the spreadsheet; however, all data fields must contain identical type information to the spreadsheet, including column headings and field lengths.

2) ***Fixed Term Travel Employee Disclosure Certification Form***

This form attests that all information provided in the *FTTED* is true, accurate, and prepared in accordance with applicable instructions and requires an agency representative signature. A signed copy can be sent to chia.data@state.ma.us

Due Date:

This information is due to CHIA on or before **April 15, 2019**:

Required Data:

Explanation of specific data to be submitted to the CHIA is below. Please note that for your convenience, drop down selection lists have been added in the Excel spreadsheet and are found in several of the data fields. **Please remember to save your entered information frequently.**

- ***TNS Name*** (Text Field, up to 100 characters)
Please select your *Temporary Nursing Services Name* from the drop down list of choices for each row of data. If your agency is not on the list, please contact CHIA's Pricing Cost Report Helpdesk at (617) 701-8156.
- ***CHIA Organization ID*** (Number Field, up to five characters)
This field will fill-in automatically once you have selected a Temporary Nursing Services Name. If you are submitting a CSV file independent of the

spreadsheet, a list of organizational identification numbers is available at the end of this document for your reference.

- *Travel Employee's First Name* (Text Field, up to 50 characters)
The first name of the travel employee employed by your agency.
- *Travel Employee's Last Name* (Text Field, up to 50 characters)
The last name of the travel employee employed by your agency.
- *Travel Employee's Mass. DPH License number* (Text Field, up to 10 characters)
The license number of the travel employee employed by your agency as issued by the Massachusetts Department of Public Health (DPH).
- *Travel Employee's Primary Residence* (Text Field, two characters)
The two letter abbreviation of the state where the travel Employee employed by your agency resides.
- *Organization or Facility where Travel Employee Provided Services* (i.e. hospital or nursing home) (Text Field, up to 100 characters)
Please select a name from the drop down list of choices. If the facility is not on the list, please contact CHIA's Pricing Cost Report Helpdesk at (617) 701-8156.
- *Total Hours Worked (2017)* (Number Field, up to five digits)
Please use whole numbers to indicate the total hours worked by the travel employee employed by your agency at each facility for the current reporting year of 2017.
- *Reporting Year* (Text Field, four digit year)
Reporting year of the FTED. The current reporting year is 2017.
- *Length of Contract (in Days)* (Number Field, up to five digits)
Please provide the length of the temporary nursing services contract in days.

Instructions for Data Submission:

- **Finding and completing your *FTED* Excel file**
 1. *Finding the Excel file:* To electronically file your data please go to <http://www.chiamass.gov/fixed-term-travel-nursing-employee-disclosure-report/> and click on the link *Fixed Term Travel Employee Disclosure Database*. This will download the file <NSR_orname_2017_travel.xlsx> to your computer.

2. *Saving the Excel file:* Now, open the file in Microsoft Excel. Then select File<Save as>. Note that when you are prompted to save the file, please change the “orgname” part of the file to reflect the name of *your* organization. For example, if you are filling out the file for ABC temporary nursing services agency, please save the file as <NSR_**ABC**_2017_travel.xls>.
3. *Completing the Excel file:* You must add a row of data for each facility (nursing home or hospital) a travel employee has provided services on behalf of your agency. If a traveling employee has been deployed by your agency to two different hospitals and three different nursing homes, you must add five rows of data; one for each facility where he/she has worked. **Please remember to save your entered information frequently.**

- **Creating and submitting your *FTTED* comma delimited (CSV) file**

1. *How to create the comma delimited (CSV) file:* After all necessary data is entered; you must save the spreadsheet as a CSV file <NSR_**ABC**_2017_travel.csv>. Select File<Save As> from the Excel spreadsheet menu.
 - Click in the “save as type” box and choose CSV (Comma delimited) *.csv.
 - Name the CSV file the same as your Excel file. You should notice a change in the file extension, which will now be .csv rather than.xls.
2. *How to submit your CSV file:* Please email a copy of your *FTTED* CSV file to CHIA and retain a copy of the completed file for your records. See below (“How to File”) for email address and additional instructions.
3. *Submission Requirements:* If you are submitting your *FTTED* independent of the provided CHIA Excel spreadsheet, make certain all data fields contain identical type information to the spreadsheet. All data submissions must be in CSV format.

- **Filing your *FTTED* and *Certification Forms* to CHIA**

There are two steps for filing this report. Providers can send both requirements to CHIA.Data@state.ma.us :

- 1) Please attach and email your completed ***Fixed Term Travel Employee Disclosure***. In the “Subject” line of the email, please type “Fixed Term Travel from...” and include the name of your facility. Also, in the body of the email, please include the sender’s name, facility, and telephone number.
- 2) Please e-mail your signed ***Fixed Term Travel Employee Disclosure Certification Form***

Further Information:

If you have questions regarding the submission of this information, please contact CHIA’s Pricing Cost Report Helpdesk at (617) 701-8156.

List of Temporary Nursing Service Agencies and Organization IDs.

TNS Organization	ORG ID
24 Hour Care	12516
360 Healthcare Staffing, LLC	9604
A Helping Hand	10052
A Medical Group, Inc.	11827
A PLUS MEDICAL GROUP	13149
A+ Triumphhealth Group, Inc.	12429
ACCESS MEDICAL STAFFING, INC	16557
Acclaim MSG, LLC	9684
Active Healthcare, Inc.	9809
Active Home Care	12517
Advanced Nursing Care, INC.	4948
Advantage Home Health Care Services, LLC.	9658
ADVANTAGE ON CALL	14447
ADVANTAGE RN	14316
Affordable Nursing Solutions, LLC.	12546
AGAPES MEDICAL STAFFING	13253
AHS STAFFING, LLC	14360
ALEGIANT SERVICES LLC	14416
All About You, LLC	9762
ALL NURSES INC	13178
Allcare	12524
Alliant Staffing, LLC	12271
Alternative Solutions, Inc	13070
Always On Call Health Services, Inc.	1466
American Bridge Healthcare / Frances Health Services, LLC	12849
AMERICAN NURSING GROUP AGENCY	13202
AMHERST CARE AND STAFFING	14415
AMN Healthcare, Inc.	6676
AMN Mobile Healthcare	4409
AMN Services, LLC	6768
AMN Staffing Services, LLC	8464
Angels With You LLC / Fidelia Osifo-Selormey	12850
AP Healthcare	470
Appromed Corp.	12272
ARBOR ASSOCIATES	14256
Arcadia Health Care - Weymouth	528
Arcadia New England - Worcester	4168

TNS Organization	ORG ID
At Work Medical Services	8676
ATLAS MEDSTAFF	14314
Aureus Nursing, LLC	4104
Authorized Home HealthCare, LLC.	12561
AVANT HEALTHCARE PROFESSIONALS LLC	14410
AZI and Associates, Inc.	4063
BELLA NURSING GROUP INC	16565
BEST CHOICE AGENCY	13153
Best Home Care N' More, Inc. - Middleton	9546
BETHEL STAFFING LLC	14355
Blue Radiant Care, LLC.	12613
BOSTON HEALTHCARE STAFFING AGENCY	14443
BRIDGE WISE STAFFING & HOME CARE, INC	14487
Bright Care Inc.	11835
Brightstar Care of Norwood	12639
BrightStar of Milford, Worcester & The Blackstone Valley	11815
BrightStar of Newburyport	11790
BROCKTON HOME HEALTH AGENCY LLC	13151
Capitol Services International, Inc.	3093
Care Plus Healthcare Staffing Inc	12851
Care Plus Partners Inc.	12397
CARE WITH CARE HOME HEALTH CARE LLC	14281
CAREPRO HEALTH SERVICES INC.	12902
CAREWELL STAFFING SOLUTIONS, INC	14346
CARIANT HEALTH PARTNERS	14356
CARIDAD INDEPENDENT LIVING	14361
CARIMAT HEALTHCARE SERVICES, LLC	14290
Caring R Us, LLC	11783
CC Staffing, Inc.	484
CCPDT	12328
Celtic Angels, Inc	12973
CENTRA HEALTHCARE SOLUTIONS INC	13177
CHG Medical Staffing, Inc. (dba: RN Network)	13020
Choice Healthcare Staffing Group	4174
CLIENTS FIRST CORPORATION	14311
Clinical One - Wakefield	4183
Clinical Resources LLC	11432
Commonwealth Nursing Services, Inc.	481
CONCENTRIC HEALTHCARE SOLUTIONS LLC	14352

TNS Organization	ORG ID
CONVERGENCE SERVICES GROUP, LLC	15526
CoreMedical Group	8355
Cross Country Per Diem (formerly MedStaff)	6621
CROSS COUNTRY STAFFING	14348
Cultured Care, Inc. - Swansea	485
DB Healthcare, Inc.	4098
DEDICATED NURSING ASSOCIATES, INC	14481
DELIGHTED CAREGIVERS INC	12944
Destiny Home Healthcare	11805
DISTINCTIVE HEALTHCARE SERVICES PLUS	14319
Divine Health, LLC	8678
DOCTORS ADVICE, LLC	13154
DOMINION HEALTHCARE LLC	13179
Ebenezer Homecare	11818
EDEN STAFFING LLC	14414
Emerald Isle Nursing Agency, LLC	12383
EMI Healthcare Staffing, LLC	8780
Ensure Healthcare Services, Inc. (TNS)	11820
Ensure Nursing Services (Framingham)	12595
Epic Health Services, Inc. - Waltham	472
EQUALIZER MEDICAL STAFFING INC	14353
EXCELSURE HOMES HEALTH CARE SOLUTIONS	14444
Expert Staffing LLC. (Framingham)	12611
Expert Staffing, LLC (W. Springfield)	12142
ExpertCare Nursing Services, Inc.	493
EXPRESS NURSE STAFFING	14363
Family Care Agency	8912
FASTAFF, LLC	6769
Favorite Healthcare Staffing, Inc.	13046
Favorite Healthcare Staffing, Inc. - Boston	495
Favorite Healthcare Staffing, Inc. - Manchester, New Hampshire	6289
Favorite Healthcare Staffing, Inc. - Springfield	496
Favoured Enterprises Staffing Solution	9751
Fireside Staffing, Inc.	6644
FLEXCARE MEDICAL STAFFING	14413
Focus Care, Inc.	4947
FORTUS GROUP TRAVEL INC	14485
Freedom Healthcare Staffing	11793
Frosty's New England Temps, Inc.	9717

TNS Organization	ORG ID
Fusion Medical Staffing LLC	12335
General Healthcare Resources, Inc.	6680
Genesis Staffing Services, LLC.	499
Good Hands Healthcare Staffing Agency	12813
Grace Health Services	10162
GRACIOUS TOUCH STAFFING LLC	14289
Greater Boston Home Health Care Services, Inc. - Norwood	3097
Greater Boston Home Health Care Services, Inc. - Vineyard Haven	11776
Greater Boston Home Health Care Services, Inc. - West Yarmouth	4042
GREATER HORIZON HEALTHCARE, LLC	13208
HALO HOME CARE LLC	13180
Hamilton Home Health, Inc.	11821
Handz-On Incorporated	12584
HARBEL MEDICAL STAFFING	14306
HARMONY STAFFING & HOMEMAKING AGENCY	6271
HEALTH ANGELS HOME CARE PROVIDERS	16559
HEALTH CAROUSEL TRAVEL NETWORK	14318
HEALTH CAROUSEL, LLC	14321
HEALTHCARE FOR HIRE INC	16575
Healthsource Global Staffing INC.	13093
HELPING ANGELS STAFFING AGENCY INC	13211
Holden Healthcare Services, Inc.	4151
HOLISTIC HOME HEALTH AGENCY, INC	16574
HOME CARE CONNECTION NETWORK LLC	12913
Home Care Plus, Inc.	10037
HOMELINK STAFFING	14257
HOMILY CARE AGENCY INC	14484
HOST HEALTHCARE INC	14279
INNOVATIVE EMPLOYEE SOLUTIONS INC	14368
Innovative Health Care Agency	10115
INTELYCARE	13181
Interim HealthCare of Hyannis (TNS)	514
Interim HealthCare of Rockland (TNS)	512
JACKSON NURSE PROFESSIONALS LLC	14362
JOSEPH CAN HELP HOME CARE	15530
KAVIDA HEALTHCARE, INC	14365
KEMM Care Medical Staffing	6663
Lahey Health at Home	10013
Lande Light Home Health LLC / Nerlande Descombes	12853

TNS Organization	ORG ID
Life Skills Staffing & Home Care Inc	12812
Lifeview Healthcare Services, Inc.	11823
Local Staff, LLC	13006
LOCORUM HEALTHCARE STAFFING INC	14280
Love 'N Care Healthcare	12605
Loyal Nursing Services Corporation	8703
LRS HEALTHCARE	14305
Malibu Health Care Agency, Inc.	8364
MAS Medical Staffing (Worcester, MA)	12185
MAS Medical Staffing Corporation (Londonderry, NH)	5045
Maxim Healthcare Services - Needham	12163
Maxim Healthcare Services - Springfield	12140
Maxim Healthcare Services - Wilmington	12141
Maxim Healthcare Services - Worcester	12164
Maxim Healthcare Services, Inc. - Tampa, FL	11829
Maxim Staffing Solutions, Inc - Boston	8462
Maxim Staffing Solutions, Inc - Providence RI	6282
Maxim Staffing Solutions, Inc. -Rocky Hill, CT	8650
MaxPro Services Inc.	12918
MED-CALL HEALTHCARE INC	14350
MEDICAL COMMUNITY STAFFING	13152
Medical Professional Services	8635
Medical Recruitment Strategies	10768
Medical Register, Inc.	527
MEDPRO HEALTHCARE STAFFING	14358
MEDTEMPS	14412
Merciful Hands Home Care	10200
Mercy Human Services and Home Health Care	10775
MERRIMACK HEALTH SOLUTIONS AND STAFFING INC	14308
MG Staffing Solutions, Inc.	10019
Molari Healthcare Services, Inc.	3121
MSG Staffing, Inc.	8915
MSG Staffing, Inc. - Worcester	10208
MSM GROUP INC	14409
MSN - Boca Raton	12539
MSN - Dallas	12540
New England Healthcare Services, Inc.	10627
New England Nurses, Inc.	4109
Nightingale Health Care, Inc.	4057

TNS Organization	ORG ID
Nightingale Nurses, LLC	11788
North East Med Staff / Kclia, Inc	12854
Norton and Associates, Inc. - Falmouth	4082
Norton and Associates, Inc. - New Bedford	4043
Norton Nursing Group - Cohasset	538
NURSE PLUS HOME CARE SOLUTIONS, LLC	14374
Nursefinders, LLC of Springfield	620
Nursefinders, LLC of Worcester	541
Nurses 24/7	8485
Nursing Works, Inc.	8677
NURSTEC HEALTHCARE PLACEMENTS INC	8621
O.O. Staffing	12633
O'Connell Professional Nurse Service, Inc.	548
Omni Healthcare Staffing INC	13049
Omnicare Healthcare Staffing, Inc.	8675
One On One Homecare Services	11795
ONESTAFF MEDICAL, LLC	14317
Parallon Workforce Management Solutions, LLC	11870
PARAMOUNT HEALTHCARE SERVIES INC	14347
PARTNERS HLTHCARE @ HOME-PRIVATE CR	4147
Partners Private Care, LLC	589
PATRIOTIC HOME HEALTH CARE	14486
PC Healthcare	13044
Peace At Home	12223
PEARLCARE STAFFING SOLUTIONS, LLC	14446
Peer Staffing Company	9749
People 2.0 Global, LLC	11780
PERDIEMER HEALTH	16566
PHARMACEUTICAL STRATEGIES, LLC	15527
PLUS CARE STAFFING AGENCY	14488
Preferred Health Care Services	564
Premier Health Care, Inc.	8993
Premier Medical Staffing	8590
Prestige Healthcare Resources Inc.	12161
PRIMA HEALTH SYSTEMS, INC	14313
Prime Time Healthcare	13045
PRN Health Services, Inc. dba Nurses PRN	8567
Professional Nurses Health Services, Inc.	4110
PROFESSIONAL NURSING PLACEMENT SERVICES INC	13183

TNS Organization	ORG ID
Professional Placement Resources (PPR)	9747
Professional Rehab Network, Inc.	3105
PROTHERAPY STAFFING LLC	15531
Providence Nursing Agency	11777
Pulse Nursing, LLC	8983
QUALICARE HEALTH LLC	13150
R N Coop	8734
RAISING STAFFING AGENCY INC	13231
Randstad Healthcare	12526
RCM HEALTH CARE SERVICES	14292
Ready Nurse Staffing Services (First Location)	12145
Ready Nurse Staffing Services (Main Location)	12144
Ready Nurse Staffing Services (Second Location)	12146
ReadyNurse Staffing Services - Andover	3103
ReadyNurse Staffing Services - Warwick, Rhode Island	6599
ReadyNurse Staffing Services - Windsor, Connecticut	6601
Reflectx Staffing Services	10708
RELIABLE HEALTHCARE SERVICES LLC	14310
Renaissance Health Care Agency	4205
REPUBLIC HEALTH RESOURCES, LLC	14445
Resuscitate Nursing Services	9359
RNCM BOSTON	14366
Rogers Nursing Group	12339
Sagent Healthstaff, LLC	8755
Seaside Psych Health & Wellness, LLC	12334
Seaside Psych Health & Wellness, LLC.	12571
SHC Services Inc	13075
SICILIAN COMFORT CARE AT HOME AND STAFFING	15525
Sigma Systems, Inc.	12617
Significare Staffing, LLC.	12533
SMARTER HEALTHCARE PARTNERS	14482
Soliant Health, Inc. - Georgia	6614
STC FOR ALL LLC	14359
STONEWELL CARE LLC	14364
Sunbelt Staffing, LLC	10051
Sunrise HealthCare Staffing, Inc.	4209
SUNRISE NURSING AGENCY INC	13209
SUPERIOR MEDICAL STAFFING	12914
Supplemental Health Care Services	8363

TNS Organization	ORG ID
Sylvia Nursing Services	8704
TALEMED, LLC	14307
TeamStaff Rx, Inc.	8362
TENDER CARE HELPING HANDS LLC	15529
The Nurse Network of East Hartford, CT LLC	10136
Therapy Resources Management, LLC	11775
Titan Medical Group, LLC	12925
Titan Nurse Staffing, LLC	12926
TRAVEL NURSE ACROSS AMERICA, LLC	12915
Travel Staff, LLC	13007
Trinity Health Services, Inc.	4164
TRUSTAFF TRAVEL NURSES, LLC	14480
U.S. Nursing Corporation	624
We Care Healthcare Services, LLC	10374
WELLS HEALTHCARE LLC	13212
WELLSPRING NURSE SOURCE	13088
Wonders Homecare	11800
Wonderstar Healthcare Staffing Agency	12428
XPRESS Health Care Staffing	11828
ZENA NURSE STAFFING AGENCY	14479
ZL Integrated Services, Inc.	6854