

# FIXED TERM TRAVEL EMPLOYEE DISCLOSURE AND CERTIFICATION FORM INSTRUCTIONS

## ***Introduction:***

If you are a Temporary Nursing Service (TNS) agency *and* employed one or more fixed term travel nurses during calendar year 2014 you must submit the following two documents to the Massachusetts Center for Health Information and Analysis (CHIA) on or before August 10, 2015:

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. As the Certification Form must be returned to CHIA in hard-copy form, you may conventionally mail or hand-deliver the form.

## ***Due Date:***

This information is due to CHIA on or before **August 10, 2015**.

## ***Required Data:***

Explanations of specific data to be submitted to the Center are 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) 701-8297.

- *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 Nurse First Name* (Text Field, up to 50 characters)  
The first name of the travel nurse employed by your agency.
- *Travel Nurse Last Name* (Text Field, up to 50 characters)  
The last name of the travel nurse employed by your agency.
- *Travel Nurse Mass. DPH License number* (Text Field, up to 10 characters)  
The license number of the travel nurse employed by your agency as issued by the Massachusetts Department of Public Health (DPH).
- *Travel Nurse Primary Residence* (Text Field, two characters)  
The two letter abbreviation of the state where the travel nurse employed by your agency resides.
- *Organization or Facility where Travel Nurse 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) 701-8297.
- *Total Hours Worked (2014)* (Number Field, up to five digits)  
Please use whole numbers to indicate the total hours worked by the travel nurse employed by your agency at each facility for the current reporting year of 2014.
- *Reporting Year* (Text Field, four digit year)  
Reporting year of the FTTED. The current reporting year is 2014.
- *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 *FTTED* 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 Form*. This will open the file, <NSR\_orname\_2014\_travel.xls>, in your computer's web browser.

2. *Saving the Excel file*: Now, with the file open in your web browser, click on the menu bar at the top of your browser and save the file to your computer. To do this, select File<Save as<. Note that when you are prompted to save the file, please change the "orname" 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**\_2014\_travel.xls>.
3. *Completing the spreadsheet*: You must add a row of data for each instance of a travel nurse employed by your agency *for each different facility* (nursing home or hospital) he/she has provided services. If a traveling nurse 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**\_2014\_travel.csv>. Select File<Save As< from the Excel spreadsheet menu.
  - Click in the "save as type" box and choose CSV (Comma delimited) \*.cvs.
  - 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:

- 1) Please attach and email your completed ***Fixed Term Travel Employee Disclosure*** CSV file to [CHIA.data@state.ma.us](mailto:CHIA.data@state.ma.us) . 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*** to: [CHIA.Data@state.ma.us](mailto:CHIA.Data@state.ma.us)

***Further Information:***

If you have questions regarding the submission of this information; please contact CHIA’s Pricing Cost Report Helpdesk at (617) 701-8297.

## List of Temporary Nursing Service Agencies and Organization IDs.

TNS Organization	ORG ID
24 Hour Care	12516
360 Healthcare Staffing, LLC	9604
A & B Registry of Healthcare Services, Inc.	594
A Helping Hand	10052
A Plus Medical Group	11827
Abbey Rd. Home Care Services, Inc.	8739
Able Home Care, LLC	10405
ABP Best Home Care Agency, Inc.	8908
Acclaim Home Health Care, Inc.	10411
Acclaim MSG, LLC	9684
ACE Medical Services, LLC	9519
Active Healthcare, Inc.	9809
Acton Public Health Nursing Services	4352
Advanced Nursing Care	4948
Advantage Health Care Resources, LLC	9658
Afcare, Inc.	10166
All About You, LLC	9762
All Care Visiting Nurse Association of Greater Lynn (HHA)	3186
All Care Visiting Nurse Association of Greater Lynn (CSN)	4436
All Star Staffing, LLC - Boston	595
All Star Staffing, LLC - Quincy	4037
Alliant Staffing, LLC	12271
Allied Home Health Care, Inc.	12219
ALPHA CARE HOME HEALTH AGENCY, INC.	11849
Alpha Staffing	8691
Alternative Home Healthcare	12184
Always On Call Health Services, Inc.	1466
America at Home Healthcare and Nursing Services	9636
American Personnel Health Care Services, Inc.	470
American Traveler Staffing Professionals	4105
AMN Healthcare, Inc.	6676
AMN Mobile Healthcare	4409
AMN Services, Inc.	6768
AMN Staffing Services, LLC	8464
O'Grady-Peyton International (USA), Inc.	6600
Angel Homecare and Staffing	3126
Anodyne Medical Services Corporation	475
Appromed Corp.	12272
Arcadia Health Care - Weymouth	528
Arcadia New England - Agawam	10684
Arcadia New England - Danvers	531
Arcadia New England - Dedham1	618
Arcadia New England - Dedham2	12147
Arcadia New England - Worcester	4168
Area Staffing Agency	10767

<b>TNS Organization</b>	<b>ORG ID</b>
Art of Care, Inc.	10408
At Work Medical Services	8676
Auburn VNA Health Network, Inc.	4357
Aureus Nursing, LLC	4104
AZI and Associates, Inc.	4063
BAYADA Home Health Care, Inc. - Auburndale	12225
BAYADA Home Health Care, Inc. - Falmouth	8817
BAYADA Home Health Care, Inc. - Hyannis (HHA2)	11488
BAYADA Home Health Care, Inc. - Plymouth (HHA1)	8815
BAYADA Home Health Care, Inc. - Plymouth (HHA2)	11489
BAYADA Home Health Care, Inc. - Quincy (HHA2)	11487
BAYADA Home Health Care, Inc. - Worcester	12224
BAYADA Home Health Care, Inc.. - Hyannis (HHA1)	6492
Baystate Visiting Nurse Association and Hospice - Springfield	3966
Baystate Visiting Nurse Association and Hospice - Ware	8601
Berkshire Visiting Nurse Association	6835
Best Home Care N' More, Inc. - Middleton	9546
Beyond Healthcare Agency	11807
Boston Home Health Aides, LLC	12220
Bright Care Inc.	11835
Brightstar Boston North	11816
BrightStar of Milford, Worcester & The Blackstone Valley	11815
BrightStar of Newburyport	11790
Brockton Visiting Nurse Association	3264
Capitol Services International, Inc.	3093
Capitol Home Health, Inc.	4359
Capuano Home Health Care, Inc. (CSN)	4134
Capuano Home Health Care, Inc. (HHA)	4360
CareGroup Home Care	6811
CareLink Services, Inc.	4170
CarePro Health Services, Inc.	3119
Caretenders	4361
Caretenders of Boston, Inc. - Braintree	10870
Caretenders of Boston, Inc. - Newton (CSN)	4443
Caretenders of Boston, Inc. - North Andover	10183
Caring R Us, LLC	11783
CC Staffing, Inc.	484
CCPDT	12328
Centrus Premier Home Care, Inc. - Plymouth	4434
Centrus Premier Home Care, Inc. - Franklin	12162
Centrus Premier Home Care, Inc. - Needham	12163
Centrus Premier Home Care, Inc. - West Springfield	12140
Centrus Premier Home Care, Inc. - Wilmington	12141
Centrus Premier Home Care, Inc. - Worcester	12164
Charlesbank Home Care - Waltham	9854
Charlesbank Home Care - Norton	9855
Chicopee Visiting Nurse Association	3308

<b>TNS Organization</b>	<b>ORG ID</b>
Choice Healthcare Staffing Group	4174
Circle Home, Inc.	3971
Clinical One - Wakefield	4183
Clinical Resources LLC	11432
Comfort Home Care, LLC	10410
Commonwealth Nursing Services, Inc.	481
Community Nurse and Hospice Care, Inc.	6379
Community VNA, Inc.	3334
Compassionate Care Home Health, LLC	10430
Compassionate Homecare, LLC	12183
CoreMedical Group	8355
Cross Country Per Diem (formerly MedStaff)	6621
Cultured Care, Inc. - Swansea	485
DB Healthcare, Inc.	4098
Destiny Home Healthcare	11805
Diversified Visiting Nurse Association	4364
Divine Health, LLC	8678
Divine Home Health Care, LLC	10412
Dynamic Visions Home Health Services	10407
East Coast Staffing Solutions, Inc.	11819
Ebenezer Homecare	11818
Emerson Hospital Home Care	6801
EMI Healthcare Staffing, LLC	8780
Enhanced Staffing	491
Ensure Healthcare Services, Inc. (TNS)	11820
Epic Health Services, Inc. - Shrewsbury (HHA)	4356
AmeriCare At Home, Inc. - Newton (CSN)	9683
AmeriCare at Home, Inc. - Newton (HHA)	9538
AmeriCare at Home, Inc. - Shrewsbury (CSN)	4133
Epic Health Services, Inc. - Waltham	472
Excel Home Care (HHA)	6501
Excel Home Care (CSN)	9996
Excel Nursing Services, Inc.	6291
Excel Home Care Services, Inc.	10404
Executive Staffers, Inc.	6589
Expert Staffing, LLC	12142
ExpertCare Nursing Services, Inc.	493
Express Employment Professionals	10872
EZ Healthcare of Boston Group, Inc.	10001
Family Care Agency	8912
Family Care Extended, Inc.	10096
FASTAFF, LLC	6769
Favorite Healthcare Staffing, Inc. - Springfield	496
Favorite Healthcare Staffing, Inc. - Boston	495
Favorite Healthcare Staffing, Inc. - Manchester, New Hampshire	6289
Favorite Healthcare Staffing, Inc. - Providence	6288
Favorite Healthcare Staffing, Inc. - Worcester	497

<b>TNS Organization</b>	<b>ORG ID</b>
Favoured Enterprises Staffing Solution	9751
Fireside Staffing, Inc.	6644
Focus Care, Inc.	4947
Franciscan Hospital for Children Home Health Services (HHA)	4136
Franciscan Hospital for Children Home Health Services (CSN)	4437
Freedom Healthcare Staffing	11793
Frosty's New England Temps, Inc.	9717
General Healthcare Resources, Inc.	6680
Genesis Healthcare, LLC	499
Gentiva Health Services - Fall River	6804
Gentiva Health Services - Pittsfield (HHA)	6806
Gentiva Health Services - Pittsfield (CSN)	6838
Gentiva Health Services - South Yarmouth (HHA)	6803
Gentiva Health Services - South Yarmouth (CSN)	4457
Gentiva Health Services - Springfield (HHA)	6502
Grace Health Services	10162
Greater Boston Home Health Care Services, Inc. - Norwood	3097
Greater Boston Home Health Care Services, Inc. - West Yarmouth	4042
Greater Boston Home Health Care Services, Inc. - Vineyard Haven	11776
Guardian Healthcare, LLC	12218
Guardian Home Health Care, LLC	10409
GVNA HealthCare, Inc. (HHA)	3431
Hallmark Health Visiting Nurse Association and Hospice, Inc.	6503
Hamilton Home Health, Inc.	11821
Hampden County Home Care Services	4367
Hampstead Nursing Services, Inc.	4173
Health Care Staffing Services, Inc.	503
Helpful Hands, Inc.	12165
Holden Healthcare Services, Inc.	4151
Holyoke Visiting Nurse Association	6818
Home and Community Health Services, Inc. (HHA)	6500
Home and Community Health Services, Inc. (CSN)	4137
Home Care Plus, Inc.	10037
Home Care Solutions, Inc.	6348
Home Health Mates	10682
Home Health VNA, Inc.	3523
HW Home Care, Inc.	11779
Innovative Health Care Agency	10115
Interim HealthCare of Hyannis (TNS)	514
Interim HealthCare of Hyannis (CSN)	4438
Interim HealthCare of Hyannis (HHA)	4370
Interim HealthCare of Rockland (TNS)	512
Interim HealthCare of Rockland (CSN)	4138
Nightingale Home Healthcare of Massachusetts, Inc.	4371
Interim HealthCare of Worcester (TNS)	517
Interim HealthCare of Worcester (CSN)	4440
Interim HealthCare of Worcester (HHA)	4416

<b>TNS Organization</b>	<b>ORG ID</b>
International Health Solutions, Inc. - Lawrence	10413
International Health Solutions, Inc. - Springfield	8881
Jewish Family and Children's Services Home Health	4422
Kelly Services Inc. - MI	10873
KEMM Care, Inc.	6663
Keystone HomeCare Services - Stow	10003
Lee Visiting Nurses, Inc.	3584
Life Care at Home of Massachusetts	6505
Liferview Healthcare Services, Inc.	11823
Loving Care	9509
Loving Care Agency	10645
Loyal Nursing Services Corporation	8703
Malibu Health Care Agency, Inc.	8364
Mary Lane Hospital -- Home Health Agency	6827
MAS Medical Staffing (Worcester, MA)	12185
MAS Medical Staffing Corporation (Londonderry, NH)	5045
Maxim Healthcare Services, Inc. - Tampa, FL	11829
Maxim Staffing Solutions, Inc. - East Hartford	8650
Maxim Healthcare Services, Inc. - Boston	8462
Medford Visiting Nurse Association, Inc.	6371
Medical Professional Services	8635
Medical Recruitment Strategies	10768
Medical Register, Inc.	527
Medical Resources Home Health Corporation	8406
Medix Staffing Solution Inc.	12166
Memorial Hospital Home Care	6810
Merciful Hands Home Care	10200
Mercy Human Services and Home Health Care	10775
MetroWest Homecare and Hospice	6836
MG Staffing Solutions, Inc.	10019
Molari Healthcare Services, Inc.	3121
Morton Hospital, A Steward Family Hospital, Inc. (HHA)	6828
MSG Staffing, Inc.	8915
MSG Staffing, Inc. - Worcester	10208
Multicultural Community Services of the Pioneer Valley, Inc.	6812
Multicultural Community Services of the Pioneer Valley, Inc. (CSN)	4139
Multicultural Home Care, Inc.	4379
Nashoba Nursing Service and Hospice	4380
Natick Visiting Nurse Association, Inc.	4381
New England Healthcare Services, Inc.	10627
New England Home Health Services (HHA)	6813
New England Home Health Services, Inc. (CSN)	4459
New England Nurses, Inc.	4109
Nightingale Health Care, Inc.	4057
Nightingale Nurses, LLC	11788
Nizhoni Health Systems, LLC	8985
Noble Visiting Nurse and Hospice Services, Inc.	4384

<b>TNS Organization</b>	<b>ORG ID</b>
North Shore PRN	10013
Northeast Clinical Services, Inc. - Danvers	8111
Northeast Clinical Services, Inc. - Dedham	10774
Northeast Clinical Services, Inc. (CSN)	6842
Northeast HomeCare	10406
Norton Nursing Group - Cohasset	538
Norton and Associates, Inc. - Falmouth	4082
Norton and Associates, Inc. - New Bedford	4043
Nursefinders, LLC of Worcester	541
Nursefinders, LLC of Springfield	620
Nurses 24/7	8485
Nurses PRN	8567
Nurses R Us Health Care Staffing & Home Care Services	9998
Nursing Works, Inc.	8677
Nurstec Healthcare Placements, Inc.	8621
NVNA and Hospice	3766
O'Connell Professional Nurse Service, Inc.	548
Omnicare of Worcester	11806
Omnicare Staffing, Inc.	8675
One On One Homecare Services	11795
Onward Healthcare, Inc.	8490
Optimum Health Care Services	9815
Overlook Visiting Nurse Association, Inc. - Worcester (HHA)	6495
Overlook Visiting Nurse Association, Inc. - Chelmsford	6496
Overlook Visiting Nurse Association, Inc. - Hingham	8557
Overlook Visiting Nurse Association, Inc. - Mashpee (CSN)	567
Overlook Visiting Nurse Association, Inc. - New Bedford	8556
Overlook Visiting Nurse Association, Inc. - West Springfield	8555
Overlook Visiting Nurse Association, Inc. - West Yarmouth	6491
Overlook Visiting Nurse Association, Inc. - Worcester (CSN)	4141
Parallon Workforce Management Solutions, LLC	11870
Parallon Workforce Management Solutions, LLC	11870
Parmenter VNA and Community Care, Inc.	6372
Partners Healthcare At Home - Home Care, Inc. - Braintree	4383
Partners HealthCare at Home - Private Care	11778
Partners Home Care, Inc. - Waltham	8112
Partners HealthCare at Home - Home Care, Inc. - Chelsea	9763
Partners Private Care, LLC	589
Peace At Home	12223
Peer Staffing Company	9749
People 2.0	11780
Pernet Family Health Service	4388
Personal Touch Home Aides of Massachusetts - Brighton	4390
Personal Touch Home Aides of Massachusetts - Beverly	9264
Personal Touch Home Aides of Massachusetts - North Chelmsford	8618
Personal Touch Home Aides of Massachusetts - North Dartmouth (TNS)	4178

<b>TNS Organization</b>	<b>ORG ID</b>
Personal Touch Home Aides of Massachusetts - North Dartmouth (HHA)	4428
Personal Touch Home Aides of Massachusetts - West Springfield	6814
Physicians Healthcare, LLC - Quincy	10385
Physicians Healthcare, LLC - Longmeadow	10372
Physicians Healthcare, LLC - New Bedford	6497
Physicians Healthcare, LLC - Woburn	10386
Platinum Choice Staffing, Inc.	11747
Preferred Health Care Services	564
Preferred Home Healthcare Services	10206
Preferred Home Healthcare Services (CSN)	9999
Premier Health Care, Inc.	8993
Premier Medical Staffing	8590
Prestige Healthcare Resources Inc.	12161
Professional Nurses Health Services, Inc.	4110
Professional Placement Resources (PPR)	9747
Professional Rehab Network, Inc.	3105
Providence Home Care, Inc.	6506
Providence Nursing Agency	11777
PSA Home HealthCare - Brockton (HHA)	4387
PSA Home HealthCare - Brockton (CSN)	8883
PSA Home HealthCare - Shrewsbury (CSN)	9595
PSA Home HealthCare - Shrewsbury (HHA)	9588
Pulse Nursing, LLC	8983
Quaboag Valley Visiting Nurse Association and Hospice	6507
R N Coop	8734
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
REHAB AT HOME	11834
Reliable Staffing Network, LP	12143
Renaissance Health Care Agency	4205
Resuscitate Nursing Services	9359
RN Network	8492
Roxsom Home Care LLC	11702
Sagent Healthstaff, LLC	8755
Salmon Home Care	12252
Savvy Medical Staffing	9642
Seraphic Springs Health Care	575
Seraphic Springs Home Health Care (CSN)	4441
Seraphic Springs Home Health Care (HHA)	10403
ServiceNet, Inc.	6373
Shriver Nursing Services Family Lives (HHA)	6815
Shriver Nursing Services Family Lives (CSN)	6841
Soliant Health, Inc. - Georgia	6614

<b>TNS Organization</b>	<b>ORG ID</b>
Souhegan Home and Hospice Care	4394
South Shore Visiting Nurse Association	3866
South Shore Home and Health Resources	4444
Southcoast Visiting Nurse Association, Inc.	6832
Southcoast Visiting Nurse Association, Inc.	3974
Spectrum Home Health Care	3873
Steward Home Care at Norwood	6499
Steward Home Care at Fall River	10395
Steward Home Care at Methuen	10393
Steward Home Care at Waltham	10394
Stoughton Public Health Association VNA	6375
Suburban Home Health Care, Inc.	4399
Sunbelt Staffing, LLC	10051
Sunrise HealthCare Staffing, Inc.	4209
Supplemental Health Care Services	8363
Sylvia Nursing Services	8704
Synergy Home Health Care, Inc.	10401
TeamStaff Rx, Inc.	8362
Tender Loving Care Home Health Care - Agawam	4465
Tender Loving Care Home Health Care - Waltham	8777
The Nurse Network of East Hartford, CT LLC	10136
Therapy Resources Management, LLC	11775
Trinity Health Services, Inc.	4164
U.S. Nursing Corporation	624
UMass Memorial Home Health	6809
United Home Care Services	6508
Uphams Home Health Care	4431
Vine Homecare and Staffing Inc.	12201
Vineyard Nursing Association, Inc.	3957
Visiting Nurse Association and Hospice of Greater Milford	6353
Visiting Nurse Association and Hospice of Northern Berkshire	4404
Visiting Nurse Association of Boston	3168
Visiting Nurse Association of Cape Cod (HHA)	3968
Visiting Nurse Association of Cape Cod, Inc. (CSN)	4458
Visiting Nurse Association of Eastern Massachusetts	3970
Visiting Nurse Service of Greater Rhode Island	6511
Visiting Nurse Services of Newport and Bristol Counties	4407
VitalSigns Homecare, Inc.	9997
VNA and Hospice of Cooley Dickinson, Inc.	4406
VNA Care Network, Inc. - Worcester	3967
VNA Care Network, Inc. - Needham	3960
VNA Care Network, Inc. - Needham (CSN)	4146
VNA of Southern Worcester County	3975
Walpole Area Visiting Nurse Association	4408
We Care Healthcare Services, LLC	10374
Whittier Home Health Care Agency	6834
Winchester Home Care	6513

<b>TNS Organization</b>	<b>ORG ID</b>
Wonders Homecare	11800
Worldwide Staffing	562
XPRESS Health Care Staffing	11828
Zenith Health Care	9360
ZL Integrated Services, Inc.	6854