

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 2013 you must submit the following two documents to the Massachusetts Center for Health Information and Analysis (CHIA) on or before August 8, 2014:

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

This disclosure involves completing an Excel spreadsheet available on the Commonwealth's website at www.mass.gov/chia/nursingservices. 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 8, 2014**.

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) 988-3297.

- *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) 988-3297.
- *Total Hours Worked (2013)* (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 2013.
- *Reporting Year* (Text Field, four digit year)
Reporting year of the FTTED. The current reporting year is 2013.
- *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 www.mass.gov/chia/nursingservices and click on the link *Fixed*

Term Travel Employee Disclosure Form. This will open the file, <NSR_orname_2013_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**_2013_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**_2013_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 hcf.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 conventionally mail your signed ***Fixed Term Travel Employee Disclosure Certification Form*** to:

Report Submission
Center of Health Information and Analysis
2 Boylston Street, 5th Floor
Boston, MA 02116

Further Information:

If you have questions regarding the submission of this information; please contact CHIA’s Pricing Cost Report Helpdesk at (617) 988-3297.

List of Temporary Nursing Service Agencies and Organization IDs.

TNS Organization	ORG ID
360 Healthcare Staffing, LLC	9604
A & B Registry of Healthcare Services, Inc.	594
A Helping Hand	10052
A Plus Medical Group	11827
A+ Triumphhealth Group, Inc.	12429
Abbey Rd. Home Care Services, Inc.	8739
Acclaim MSG, LLC	9684
Active Healthcare, Inc.	9809
Advanced Nursing Care	4948
Advantage Health Care Resources, LLC	9658
Afcare, Inc.	10166
All About You, LLC	9762
All Star Staffing, LLC - Boston	595
All Star Staffing, LLC - Quincy	4037
Alpha Staffing	8691
Always On Call Health Services, Inc.	1466
American Personnel Health Care Services, Inc.	470
Angel Homecare and Staffing	3126
Anodyne Medical Services Corporation	475
Appromed Corp.	12272
ARC Institute And Healthcare LLC	12350
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

TNS Organization	ORG ID
At Work Medical Services	8676
AZI and Associates, Inc.	4063
Best Home Care N' More, Inc. - Middleton	9546
Best Medical Staffing Services	8679
Beyond Healthcare Agency	11807
Bright Care Inc.	11835
Brightstar Boston North	11816
BrightStar of Milford, Worcester & The Blackstone Valley	11815
BrightStar of Newburyport	11790
Capitol Services International, Inc.	3093
Care Plus Partners Inc.	12397
CareLink Services, Inc.	4170
CarePro Health Services, Inc.	3119
Caring R Us, LLC	11783
CC Staffing, Inc.	484
Choice Healthcare Staffing Group	4174
Clinical One - Wakefield	4183
Coastal Care Associates, LLC	12333
Commonwealth Nursing Services, Inc.	481
Compassionate Care Home Health, LLC	10430
Cultured Care, Inc. - Swansea	485
DB Healthcare, Inc.	4098
Destiny Home Healthcare	11805
Divine Health, LLC	8678
East Coast Staffing Solutions, Inc.	11819
Ebenezer Homecare	11818
Emerald Isle Nursing Agency, LLC	12383
EMI Healthcare Staffing, LLC	8780
Enhanced Staffing	491
Ensure Healthcare Services, Inc. (TNS)	11820
Epic Health Services, Inc. - Waltham	472
Excel Nursing Services, Inc.	6291

TNS Organization	ORG ID
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
Favorite Healthcare Staffing, Inc. - Boston	495
Favorite Healthcare Staffing, Inc. - Springfield	496
Favorite Healthcare Staffing, Inc. - Worcester	497
Favoured Enterprises Staffing Solution	9751
First Quality Staffing, Inc.	9645
Focus Care, Inc.	4947
Freedom Healthcare Staffing	11793
Genesis Healthcare, LLC	499
Gomez Home Health Care, LLC	12375
Grace Health Services	10162
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
Hamilton Home Health, Inc.	11821
Health Care Staffing Services, Inc.	503
Helpful Hands, Inc.	12165
Holden Healthcare Services, Inc.	4151
Home Care Plus, Inc.	10037
Home Health Mates	10682
HW Home Care, Inc.	11779
Innovative Health Care Agency	10115
Innovative Resources, LLC	4177

TNS Organization	ORG ID
Interim HealthCare of Hyannis (TNS)	514
Interim HealthCare of Rockland (TNS)	512
Interim HealthCare of Worcester (TNS)	517
KEMM Care, Inc.	6663
Keystone HomeCare Services - Stow	10003
Liferview Healthcare Services, Inc.	11823
Loving Care	9509
Loyal Nursing Services Corporation	8703
MAS Medical Staffing (Worcester, MA)	12185
Maxim Healthcare Services, Inc. - Boston	8462
Medical Professional Services	8635
Medical Recruitment Strategies	10768
Medical Register, Inc.	527
Medix Staffing Solution Inc.	12166
Merciful Hands Home Care	10200
Mercy Human Services and Home Health Care	10775
MG Staffing Solutions, Inc.	10019
Molari Healthcare Services, Inc.	3121
MSG Staffing, Inc.	8915
MSG Staffing, Inc. - Worcester	10208
New England Healthcare Services, Inc.	10627
New England Nurses, Inc.	4109
Nightingale Health Care, Inc.	4057
North Shore PRN	10013
Norton and Associates, Inc. - Falmouth	4082
Norton and Associates, Inc. - New Bedford	4043
Norton Nursing Group - Cohasset	538
Nursefinders, LLC of Springfield	620
Nursefinders, LLC of Worcester	541
Nurses Care, Inc.	6631
Nursing Works, Inc.	8677

TNS Organization	ORG ID
Nurstec Healthcare Placements, Inc.	8621
O'Connell Professional Nurse Service, Inc.	548
Omnicare of Worcester	11806
Omnicare Staffing, Inc.	8675
One On One Homecare Services	11795
Optimum Health Care Services	9815
Parallon Workforce Management Solutions, LLC	11870
Partners HealthCare at Home - Private Care	11778
Partners Private Care, LLC	589
Peace At Home	12223
Peer Staffing Company	9749
Personal Touch Home Aides of Massachusetts - North Dartmouth (TNS)	4178
Platinum Choice Staffing, Inc.	11747
Preferred Health Care Services	564
Premier Health Care, Inc.	8993
Premier Medical Staffing	8590
Prestige Healthcare Resources Inc.	12161
Professional Nurses Health Services, Inc.	4110
Professional Rehab Network, Inc.	3105
Providence Nursing Agency	11777
Pulse Nursing, LLC	8983
R N Coop	8734
ReadyNurse Staffing Services - Wakefield	3103
Reliable Staffing Network, LP	12143
Renaissance Health Care Agency	4205
Resuscitate Nursing Services	9359
Rogers Nursing Group	12339
Sagent Healthstaff, LLC	8755
Savvy Medical Staffing	9642
Seaside Psych Health & Wellness, LLC	12334
Seraphic Springs Health Care	575
Shining Agency	8652
Sunrise HealthCare Staffing, Inc.	4209

TNS Organization	ORG ID
Supplemental Health Care Services	8363
Sylvia Nursing Services	8704
Therapy Resources Management, LLC	11775
Total Care	8818
Trinity Health Services, Inc.	4164
Universal Staffing Services Corporation	625
We Care Healthcare Services, LLC	10374
Wonders Homecare	11800
Wonderstar Healthcare Staffing Agency	12428
Worldwide Staffing	562
XPRESS Health Care Staffing	11828
Zenith Health Care	9360
ZL Integrated Services, Inc.	6854