# New Jersey Department of Health & Senior Services (NJDHSS) Nursing Home Resident Care Staffing Reporting System

(Manual)

The New Jersey State Department of Health and Senior Services (DHSS) has established a web-based reporting system for nursing homes to submit their nursing staffing data as required by law P.L.1971, c136 (C.26:2H-1 et seq.). Nursing Home Resident Care Staffing reporting is scheduled to begin January 1, 2012.

This new reporting system is designed to help nursing homes submit and print their patient and staff information on each shift to fulfill the mandatory reporting requirements.

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#### I. Overview

- a. Submission of Staffing Report
  - i. Submissions should be made every day, and for every shift. Changes in staff or patient numbers should be updated within two hours of event.
  - ii. Data can be updated/added for one month after the end of the quarter.
  - iii. Data will be published on the DHSS website one month after the end of the quarter.
- b. Authorized Users:
  - i. Each Facility should have at least two Facility Admin Users (Nursing Home Liaison).
  - ii. DHSS will set up access for Facility Admin Users. If an Admin User leaves for any reason, DHSS staff should be contacted so that their access can be revoked.
  - iii. Facility Admins will be able to add Datawriters (data entry persons) to the system, who will be able to enter/edit data and print out reports to post.

#### II. Accessing the System

- a. Facility Admins will receive an e-mail from DHSS which includes a **one time User ID and Authorization Key**.
- b. Once they get the e-mail from DHSS, Facility Admin Users are required to register themselves to the system.
- c. To register
  - i. Click on "Register" in the e-mail received; OR
  - ii. Go to this web address: https://healthapps.state.nj.us/nhstaffing/welcome/register.aspx

#### **Registration process screen shots:**

#### **STEP 1: E-Mail Invitation**



	Registration Information
usiness Name	Keyisti duon information
ontact Name	
mail Address	
eenter Email Address	
ser ID	
ne time user authorization key	
Submit Registration key	port Form Registration Information
ne time user authorization key Submit Registration Nursing Home Staffing Re Business Name	port Form Registration Information Burlington Woods - TEST
Nursing Home Staffing Re	eport Form Registration Information Burlington Woods - TEST
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ne time user authorization key Submit Registration Nursing Home Staffing Re Business Name Contact Name Email Address Reenter Email Address	eport Form Registration Information Burlington Woods - TEST Herline Wade Herline.Wade@doh.state.nj.us
Ine time user authorization key Submit Registration Nursing Home Staffing Re Business Name Contact Name Email Address Reenter Email Address	eport Form Registration Information Burlington Woods - TEST Herline Wade Herline.Wade@doh.state.nj.us Herline.Wade@doh.state.nj.us User ID from Email
Ine time user authorization key Submit Registration Nursing Home Staffing Re Business Name Contact Name Email Address Reenter Email Address User ID	Export Form     Registration Information     Burlington Woods - TEST     Herline Wade     Herline.Wade@doh.state.nj.us     Herline.Wade@doh.state.nj.us     User ID from Email
Ine time user authorization key Submit Registration Nursing Home Staffing Re Business Name Contact Name Email Address Reenter Email Address User ID One time user authorization key	Port Form  Registration Information Burlington Woods - TEST Herline Wade Herline.Wade@doh.state.nj.us Herline.Wade@doh.state.nj.us User ID from Email

## STEP 2: Registration using the "Register" link from the e-mail

## **STEP 3: myNewJersey Registration**

<ol> <li>Request access to Nursing Home Sta</li> </ol>	fing 2. Link your	Nursing Home Staffing service to your myNewJersey account
Do you have a myNewJersey Logo O Yes	ID? If you already registered to login to http://nj.gov.portal If you have never logged into http://nj.gov	
More information:		
What is myNewJersey? It's a system a business, you can access taxes, pe can get pension and payroll information resources when you're not in the office	that uses a single ID to let you access many services. If you have mits, payments, and other information. If you're an employee, you , and for many departments, access your email and other	How does myNewJersey help me? It lets you access all of you remember separate account IDs and passwords for each service. "session" (each time you need any one of the services). You can same session, without having to log in again.
Do I have to do this each time? No.	you only have to request access to Nursing Home Staffing once, an	d you only have to link it to your myNewJersey account once. Each

If you already have a myNewJersey Logon ID use that Logon ID and password here.

Request access to Nursin	g Home Staffing	2. Link your Nursing Home Staffing service to your myNewJersey account
o you have a myNewJe	rsey Logon ID?	
● Yes © No		
gon information about y	your existing myNewJersey account	
Logon ID Hwade		
-		

## If you don't have a myNewJersey LogonID:

<ol> <li>Frequent access to Nu</li> </ol>	rang Here Stalling	Z. Link your	Rursing Hone Staffing service to your mythew.larsey acco	NAME .	
Do you have a myfile	wheney Lagan 107				
O'Yes					
@ No.					
Information for your re	est replicationey acc	Tream You can citate your own logor use the one we send you	n ID of		
Pick a Logon E	Hilliota	¥ Yyu tayat yaur b	D or password later, we'll ask you the following question: If you i	enswer it correctly, we'll send your ID or a new	e paraward to your areal address.
Fick a password	-	-	Generative pair want as to and	what is your boorto calor?	
Ratger pay passed	-	You create your own password	Year manner	paliced	
Fair same	Hartina		Emid address	Harline Webs@rish.state	
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Do I have to she this a Home Staffing informat	such thread? File, you net ion. Counting micro that	By Nave to required access to Navering Home Staffing unco. In Internet myNamiliestery account in versionalisary and well cause	nd you only have to lost it to your mytheuderkey account once : container for you take	Each time you need to use Nature Three Sto	afteg in the Lifami just une year repliculering t

**STEP 4:** Registration complete – redirected to Nursing Home Staffing Reporting System

Nursing Home Staffing Report	Form
Logged in as: HWade	Home Staffing Report User Maintenance Log Out
Nursing Home is required to report starting le DHSS. DHSS has designed this web-based re	wells daily, provide the information when requested by the public, and report the data to porting system to simplify the process.

**STEP 5:** Access the Reporting System later - can be done through "myNewJersey" Network (portal) <u>www.nj.gov/</u>

	THE OFFICE THE S	AL WEB SITE I	or F NEW JE	RSEY			NJ Home   S
Home	About NJ	Business	Community & Wellness	Education	Employment	Government	NJ Green
T	HE GARDE	N STATE			GREAT DEST	INATIONS	



After logging in you will see the link to the Nursing Home Resident Care Staffing Report

#### III. Adding/Updating Staffing Report

#### **STEP 1: Select Staffing Report**

lursing Home Staffing Re	port Form
Logged in as: HWade	Home Staffing Report User Maintenance Log Out
This site is designed for Nursing Homes Nursing Home is required to report staff DHSS. DHSS has designed this web-bas What would you like to do? Select fro Staffing Report (Click here to ent	to submit staffing reports as required by the New Jersey law enacted in 2005. By law, each fing levels daily, provide the information when requested by the public, and report the data to sed reporting system to simplify the process. om below.

#### STEP 2: Select the facility you would like to work with

	Name	Address	City	State	Zip
Select	ALLENDALE NURSING HOME	85 HARRETON ROAD	ALLENDALE	СИ	07401
Select	ANDOVER SUBACUTE AND REHAB I	1 O'BRIEN LANE	ANDOVER	U	07821
Select	ANDOVER SUBACUTE AND REHAB II	99 MULFORD ROAD	ANDOVER	U	07821
Select	BURLINGTON WOODS	115 SUNSET ROAD	BURLINGTON	Ŋ	08016

STEP 3: Enter the shift hours and shift times (NOTE: this needs to be done only the first time you access the system for that facility. Once entered it cannot be chanaged. If you need to change the shift hours, please contact DHSS Admin)

Logged in as						<u></u>	
			Bu	rlington Wo	oods		
Enter the shift shift hours cha	type, s anges. I	start time and end time n that case you will h	e for each shift for ave to notify us to	your facility. T make the cha	his information nges to your s	is entered taff hours.	d only once for your facility, unless the
* Required Fie	lds						
		St	nift type for the fa	cility			
Facility S	hift Inf	ormation:				<u></u>	Start & End times for each shift
				Start Time	End Time		
		● 8 hr ◎ 12 hr	*Day Shift:	11:00 PM 🔻	07:00 AM 🔻	×	
*Shift Ty	ype:	00012	*Evening Shift:	07:00 AM 🔻	03:00 PM 💌		SAVE & CONTINUE
			*Night Shift:	03:00 PM 🔻	11:00 PM 💌		

## **STEP 4:** Select the <u>date and shift</u> to add/update.

Logged III as. Hwade											<u>Home</u>	Staffing Report	<u>User Maintenar</u>
						Bu	urling	ton Wood	5				
What would you like to d	o? Sele	ect from	m bel	ow.									
,			-										
<ul> <li><u>Add/Update Shift Det</u></li> </ul>	tails 🗲		10 80	dd or e	edit st	affin	g rep	ort					
<ul> <li><u>View/Print Nursing Ho</u></li> </ul>	me Res	sident (	Care S	Staffing	<u> Repo</u>	ort 🗲		-To print	or vie	w stat	fing re	port	
What would you like to do	? Select	t from l	below										
Add/Update Shift Deta	ails												
	se	lect the	date o	f shift b	y clicki	ng on	calend	lar icon		The second second second		14	
Required Fields									ac an ci	hoose o	ne more	shifts at a time	
				1						100000		AND A CONTRACTOR	
			/	/				/					
Select the date and	l shift fr	rom belo	ow fine	f click o	n *CO	NTINI	JE" to	add a new	shift or	to upd	ate an e	disting shift.	
Select the date and	<b>1 shift</b> fr 10/20/2	rom bela 011 📑		f click o Shift Na	n °CO ame:	NTINI	JE" to	add a pew YDay Viev	shift or	to upd	ate an e	disting shift.	
Select the date and Shift Date: (to Add or Update)	1 shift fr 10/20/2	rom belo	ow ne	f click o shift Na ober 20	n °CO ame: 011	NTINI	JE" to	add a gew 2 Day 19 Ev	shift or	to upd	ate an e	continue	
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- Day Shift Details Day Shift: 11:00 PM - 07:00 AM \* Total Number of Patients: 60 Delete a row Number of Nursing \* Nurse Staffing Type \* Start Time \* End Time Staff X 2 7:00 AM 🔻 RN 🔻 11:00 PM -X LPN 🔻 2 11:00 PM 🔻 7:00 AM 🔻 X LPN 🔻 2 4:00 AM 🔻 7:00 AM 🔻 Add Row Add a new row Start & end times for each shift - Evening Shift Details Evening Shift: 07:00 AM - 03:00 PM Number of patients at the beginning of the shift \* Total Number of Patients: 60 Number of Nursing \* Nursing Staff Type \* Start Time \* End Time Staff Х RN 🔻 2 7:00 AM 🔻 3:00 PM 🔻 X LPN 🔻 3 7:00 AM 🔻 3:00 PM 🔻 X LPN 🔻 2 7:00 AM 🔻 12:00 PM 🔻 X LPN 🔻 2 12:00 PM -3:00 PM 🔻 Add Row Actual work start and end times for each staff — Night Shift Details Night Shift: 03:00 PM - 11:00 PM \* Total Number of Patients: 60 Number of Nursing \* Nursing Staff Type \* Start Time \* End Time Staff X RN • 2 3:00 PM 🔻 11:00 PM -X IPN -3-00 PM 🚽 11-00 PM 👻 - 11 SAVE INFORMATION

# STEP 5: Enter the number of patients, staff type, number of each type of staff and the time will be filled in unless they do not work the full shift.

STEP 6: Information saved, select next step.

Logged in as: Hwade	<u>Home</u>	Staffing Report	<u>User Maintenance</u>	Log Out
Burlington Woods			» <u>Select A</u>	nother Da
hift information is updated sucessfully for 10/20/2011				
Vhat would you like to do next? Select from below.				
• <u>Go Back to Edit</u>				
<ul> <li>View/Print Resident Care Staffing Report for 10/20/2011         <ul> <li><u>Day Shift</u></li> <li><u>Evening Shift</u></li> <li><u>Night Shift</u></li> </ul> </li> </ul>				
Select Another Day to Add or Update Shift Details				

#### **IV. Vewing/Printing Staffing Report**

#### **STEP 1:** Select View/Print Staffing Report option.



Select the <b>date and shift</b> from below and click on "VIEW/PRINT REPORT" to view or Staffing Report for a shift.  *Shift Date: (to View or Print)  *Shift Name: (Select one) Day © Evening © Night	rint Nursing Home Resident Care
Date: (to View or Print)  *Shift Name: O Day Evening Night (Select one )	
	VIEW/PRINT REPORT

Logged in as: Hwade		Home Staffin	<u>q Report</u> <u>User Maintenan</u>
	Go back to edit the	report	» <u>Go Back to Edit</u> » <u>Selec</u>
View Nursing Home Residen	t Care Staffing Report for the other shifts	of the day	×
Evening Shift     Night Shift	<ul> <li>View reports for other shifts of the day</li> </ul>		Print the repo
	New Jerry Development of the life	Conion Comisor	
	NURSING HOME RESIDENT CARE ST/	FFING REPORT	
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Burlington Woo OTICE TO CONSUMER L. 2005 c. 21, §§1, 2 and 3 (the "Ac colities, commonly known as nursing o post and make available to the pub he Department. This information sha Shift Hours: 11:00 PM - 07:00 AM Staff Category Registered Nurses (RN)	A Curre A Curre A Curre A Curre A Curre A 2 11:00 PM - 7:00 AM	at N.J.S.A. 26:2H-5f, 5g alth Care Facilities Plant the facilities and to rep d the general public car int Resident Census: 6 5 5 Total Hours Worked 16.00	10/20/2011 - Day and 5h, required long ing Act, N.J.S.A. 26:2h bort staffing level inform a easily view it. 0 Staff to Resident Ra 1 RN : 30 Residents

## **STEP 2:** Use the "Print Report" button to print the report.

#### V. Adding/Editing Users

a. **Create a New User:** Facility Admin Users will be able to add internal users by themselves.

#### STEP 1: Select "User Maintenance"

Home	Staffing Report	User Maintenance	Log Ou
Home	Staffing Report	User Maintenance	Log (

#### STEP 2: Select "Create New User"

• Thi • <u>Cre</u>	is screi eate Ne	en is used fo ew User	r mai	ntaining users and facilities							
Deta	ail L	Jser Name	-	Email	-	Is Approved	-	Create Date	-	Last Login Date	<b>v</b>
									~		~
⊕ <u>View</u>	<u>N</u> H	IWade		Herline.Wade@doh.state.nj.us		True		10/17/2011		10/31/2011	
⊕ <u>View</u>	<u>N</u>	Testing		web@doh.state.nj.us		True		9/20/2011		10/18/2011	

## STEP 3: Enter all the Information and click "Create User"

			Create User
1. Select Roles	;		
🗹 dataWriter		Select rol	e
2. Enter User I	info		
Fi	rst Name:	John	
La	ast Name:	Smith	
Us	ser Name:	JSmith	auto created
	Email:	hn.Smith@doh.state.n	.us
Phone	Number:	609-999-9999	Extension:
Authoriza	ation Key:	5CCP4r7a	auto created
3. Select Facil	ity		
Select All:	Facility N	ame select t	acilities 🔹
	ALLENDA	ALE NURSING HOME	
	ANDOVE	R SUBACUTE AND REHA	BI
	ANDOVE	R SUBACUTE AND REHA	ВП
_	0.000	TON WOODS	

**STEP 5:** An automated e-mail will be sent to the newly created user with the username and one time authorization key.



**STEP 6:** New Users can follow the steps in "Accessing the System" section of this manual to register to the system.

- b. Edit Existing User
  - i. Add New Facility to User:

₽	View	HWade	Herline.Wade@	doh.sta	ite.nj.us		True		10	)/17/2011		11/1/	2011	
		Step 1												
~	#	Name	Step 3	-	Address	-	City	- S	tate 🔄	Zip 🔄	OPENDAT	E	CLOSEDDATE	
Ster \	) 2		/									~		~
			Add Facility.	<	Step 4									
	New Dele	te ALLENDALE NUR	SING HOME		85 HARRETON RC	DAD	ALLENDALE	N	ט	07401				
	New Dele	te ANDOVER SUBAC	CUTE AND REHAD	3 I	1 O'BRIEN LANE		ANDOVER	N	נו	07821				
	New Dele	te ANDOVER SUBAC	CUTE AND REHAD	B II	99 MULFORD ROA	١D	ANDOVER	N	נו	07821				
	<u>New Dele</u>	te BURLINGTON WO	DODS		115 SUNSET ROA	D	BURLINGTON	N N	IJ	08016				

ii. Delete a Facility From a user

	Detail	Us	er Name	Email	<b>T</b>	Is Approved	-	Create Dat	e 💌	Last L	ogin Date
									~		
Ð	View	HV	Vade	Herline.Wade@doh.sta	ate.nj.us	True		10/17/201	1	11/1/	2011
Ð	View	NT	Festing	web@doh.state.nj.us		True		9/20/2011		10/18	3/2011
	# Step 2	ep 1	Name	<b>v</b>	Address 💌	City	State	e 💌 Zip 🔄	OPENDA	TE 🖃	
	New Bale	<u>ete</u>	ABSECON MANOR	NURS/REHAB CNTR	1020 PITNEY ROAD	ABSECON	LU	08201	6/24/200	)2	
	New Dele	ete	ALLENDALE NURS	ING HOME	85 HARRETON ROAD	ALLENDALE	IJ	07401			
	New Dele	ete	AMBOY CARE CEN	ITER	1 LINDBERG AVENUE	PERTH AMBOY	NJ	08861			

## iii. Edit User Information (phone or e-mail)

#### **STEP 1: Select View**

	Detail	User Name	Email	Is Approved	Create Date	Last Login Date
					~	~
Ð	View	HWade	Herline.Wade@doh.state.nj.us	True	10/17/2011	11/1/2011
Ð	View	NTesting	web@doh.state.nj.us	True	9/20/2011	10/18/2011

## STEP 2: Click on "Edit User Info"

#### User Information

Roles:

dataWriter

#### Main Info:

User Name	HWade
Email	Herline.Wade@doh.state.nj.us
Phone	609-999-9999
Extension	
One Time Authorization Key	0pzRvJeC
Is Authorization Accepted	$\checkmark$
Is Revoked	
Is Approved	
Creation Date	10/17/2011 3:41:55 PM
Last Activity Date	11/1/2011 8:15:06 AM
Last Login Date	11/1/2011 8:15:06 AM
Edit User Info	

Revoke User

Return

Delete User

#### STEP 3: Make changes & click "Update"

#### **User Information**

#### **Roles:**

🔲 dataWriter

#### Main Info:

User Name	HWade
Email	Herline.Wade@doh.state.nj.us
Phone	609-999-9999
Extension	
One Time Authorization Key	0pzRvJeC
Is Authorization Accepted	V
Is Revoked	
Is Approved	V
Creation Date	10/17/2011 3:41:55 PM
Last Activity Date	11/1/2011 8:15:06 AM
Last Login Date	11/1/2011 8:15:06 AM
Update Cancel	

iv. Revoke a User from Accessing the System:

**NOTE:** Revoking a user will prevent the user from accessing the sytem, but the user information will still be available for the Admin User to see.

HWade			
Herline.Wade@do	oh.state.nj.us		
609-999-9999			
0pzRvJeC			
1			
1			
10/17/2011 3:41	:55 PM		
11/1/2011 8:15:	06 AM		
11/1/2011 8:15:	06 AM		
	Revoke User	Delete User	Return

**v. Delete a User** from the System:

**NOTE**: Deleting a user will take the user information out of the system completely and will not available for the Admin User to view any more.

HWade
Herline.Wade@doh.state.nj.us
609-999-9999
0pzRvJeC
10/17/2011 3:41:55 PM
11/1/2011 8:15:06 AM
11/1/2011 8:15:06 AM
Revoke User Delete User Re

Questions and Contact Information

If you have questions about the Nursing Home Resident Care Staffing reporting system, please contact Marcia Cook at <u>marcia.cook@doh.state.nj.us</u> or call (609) 984-7334.

The DHSS held a training webinar on November 3, 2011 and has put it on the web.

The site for the video of the webinar is at:

http://www.youtube.com/watch?v=u1S-o4dRMlg

The handouts for the webinar are at:

http://www.nj.gov/health/healthcarequality/documents/nurse\_staffing\_reporting\_system\_presentation.pdf

http://www.nj.gov/health/healthcarequality/documents/nurse\_staffing\_reporting\_system\_presentation.ppt

For questions regarding regulations please, contact Eugene Brenycz at: eugene.brenycz@doh.state.nj.us.