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.

Prepared: November 2011

Table of Contents:

I. **Overview**
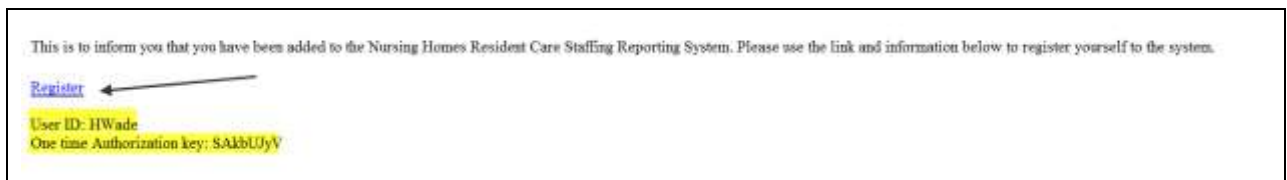
    a. Submission of Staffing Report

        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

This is to inform you that you have been added to the Nursing Homes Resident Care Staffing Reporting System. Please use the link and information below to register yourself to the system.

Register ←

User ID: HWade
One time Authorization key: SAkbUUyV

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

Health Care Quality Assessment

Nursing Home Staffing Report Form

Registration Information

Business Name

Contact Name

Email Address

Reenter Email Address

User ID

One time user authorization key

Submit Registration

Nursing Home Staffing Report Form

Registration Information

Business Name — Burlington Woods - TEST

Contact Name — Herline Wade

Email Address — Herline.Wade@doh.state.nj.us

Reenter Email Address — Herline.Wade@doh.state.nj.us

User ID — HWade ← User ID from Email

One time user authorization key — •••••••• ← One time authorization key from Email

Submit Registration

STEP 3: myNewJersey Registration

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

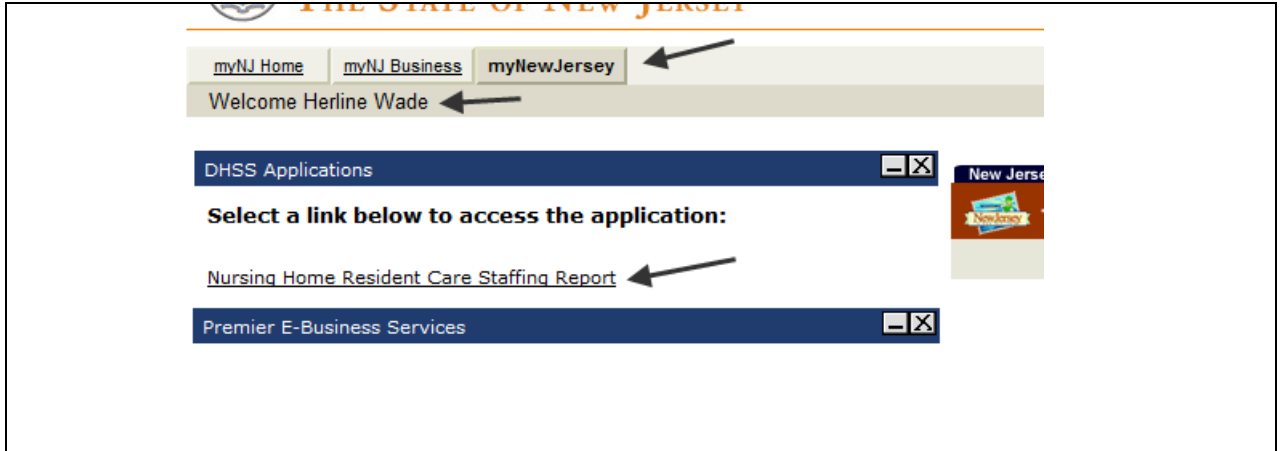

If you don't have a myNewJersey LogonID:

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

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

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

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

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 changed. If you need to change the shift hours, please contact DHSS Admin)

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

Logged in as: Hwade   Home   Staffing Report   User Maintenance

Burlington Woods

What would you like to do? Select from below.

- Add/Update Shift Details ◄——— To add or edit staffing report

- View/Print Nursing Home Resident Care Staffing Report ◄——To print or view staffing report

What would you like to do? Select from below.

- Add/Update Shift Details

     select the date of shift by clicking on calendar icon   can choose one more shifts at a time

     * Required Fields

Select the **date and shift** from below and click on **"CONTINUE"** to add a new shift or to update an existing shift.

| *Shift Date: (to Add or Update) | 10/20/2011 ▦ | *Shift Name: | ☑ Day ☑ Evening ☑ Night | CONTINUE |

- View/Print Nursing Hom

October 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

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Department of Health and Senior

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.

Day Shift Details

Day Shift: 11:00 PM - 07:00 AM

* Total Number of Patients: 60

Delete a row	* Nurse Staffing Type	* Number of Nursing Staff	* Start Time	* End Time
X	RN ▼	2	11:00 PM ▼	7:00 AM ▼
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

* Total Number of Patients: 60 ◄─── Number of patients at the beginning of the shift

	* Nursing Staff Type	* Number of Nursing Staff	* Start Time	* End Time
X	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

	* Nursing Staff Type	* Number of Nursing Staff	* Start Time	* End Time
X	RN ▼	2	3:00 PM ▼	11:00 PM ▼
x	LPN ▼	3	3:00 PM ▼	11:00 PM ▼

SAVE INFORMATION

STEP 6: Information saved, select next step.

IV. Vewing/Printing Staffing Report

STEP 1: Select View/Print Staffing Report option.

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

Logged in as: Hwade   Home   Staffing Report   User Maintenance   Log Out

Go back to edit the report ———————→ »**Go Back to Edit** »**Select Another Day**

»🖨 **Print Report**

View Nursing Home Resident Care Staffing Report for the other shifts of the day

- Evening Shift ←——— View reports for other shifts of the day   Print the report
- Night Shift

New Jersey Department of Health and Senior Services
NURSING HOME RESIDENT CARE STAFFING REPORT

Burlington Woods   **10/20/2011 - Day Shift**

NOTICE TO CONSUMER

P.L. 2005 c. 21, §§1, 2 and 3 (the "Act"), approved on January 24, 2005, codified at N.J.S.A. 26:2H-5f, 5g and 5h, required long-term care facilities, commonly known as nursing homes, licensed in accordance with the Health Care Facilities Planning Act, N.J.S.A. 26:2H-1 et seq., to post and make available to the public direct resident care staffing levels within the facilities and to report staffing level information to the Department. This information shall be displayed in a place where residents and the general public can easily view it.

Shift Hours: 11:00 PM - 07:00 AM			Current Resident Census: 60	
Staff Category	**# of Staff**	**Start & End Times**	**Total Hours Worked**	**Staff to Resident Ratio**
Registered Nurses (RN)	2	11:00 PM - 7:00 AM	16.00	1 RN : 30 Residents
Licensed Practical Nurse (LPN)	2	11:00 PM - 7:00 AM	22.00	1 LPN : 21.8 Residents
	2	4:00 AM - 7:00 AM		

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 Out

Reporting System

STEP 2: Select "Create New User"

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

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.state.nj.us			True	10/17/2011	11/1/2011

Step 1
Step 2

#	Name		Address		City		State	Zip	OPENDATE	CLOSEDDATE

Step 3

	Add Facility							

Step 4

New Delete	ALLENDALE NURSING HOME	85 HARRETON ROAD	ALLENDALE	NJ	07401		
New Delete	ANDOVER SUBACUTE AND REHAB I	1 O'BRIEN LANE	ANDOVER	NJ	07821		
New Delete	ANDOVER SUBACUTE AND REHAB II	99 MULFORD ROAD	ANDOVER	NJ	07821		
New Delete	BURLINGTON WOODS	115 SUNSET ROAD	BURLINGTON	NJ	08016		

          ii. Delete a Facility From a user

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

Step 1
Step 2

#	Name		Address		City		State	Zip	OPENDATE	CLOSEDDATE
New Delete	ABSECON MANOR NURS/REHAB CNTR	1020 PITNEY ROAD	ABSECON	NJ	08201	6/24/2002	
New Delete	ALLENDALE NURSING HOME	85 HARRETON ROAD	ALLENDALE	NJ	07401		
New Delete	AMBOY CARE CENTER	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	▼
									▼		▼
⊞	View	HWade		Herline.Wade@doh.state.nj.us		True		10/17/2011		11/1/2011	
⊞	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	☑
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]   [Delete User]   [Return]

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	☑
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

[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@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]   [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]   [Return]

Questions and Contact Information

If you have questions about the Nursing Home Resident Care Staffing reporting system, please contact Marcia Cook at marcia.cook@doh.state.nj.us 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.