

CENTER FOR HEALTH INFORMATION AND ANALYSIS

Data Submission Manual

Nursing Facility Staffing Hours Reporting

[April 30, 2021](#)~~[April 29, 2021](#)~~



Table of Contents

1. Introduction	2
2. Deadlines and Data Periods	2
4. Submission Instructions	23
6. Field Definitions	3
7. Field Codes and Descriptions.....	5
Appendix A: Detailed Submission Instructions	0

Nursing Facility Staffing Report
Data Submission Manual

1. Introduction

Pursuant to [101 CMR 206.13: Standard Payments to Nursing Facilities](#), issued October 2020, and [Nursing Facility Bulletin 163](#), issued March 2021, nursing facilities participating in MassHealth are required to submit reports to the Center for Health Information and Analysis (CHIA) which include information about staffing levels and resident days.

Nursing facility providers will submit data on the total number of productive hours, summed across shifts, for each day of a given month. These hours will be reported by Pay Type (exempt, non-exempt, and contract) and Job Title (RN, LPN, CNA, and so forth). Definitions for each of these fields are included in this manual. In general, data submitters should utilize the same definitions applied to submissions to the [Electronic Staffing Data Submission Payroll-Based Journal](#).

2. Deadlines and Data Periods

Nursing facilities shall submit data for each provider on the tenth business day of each month, reflecting the previous month-long reporting period. The table below outlines the due dates and the dates that each data submission reflects. Data is due at 12:00pm on the due date.

Reporting Period (Monthly)		Submissions Deadline (12:00 p.m. (noon) on the tenth business day of each month)
State Date	End Date	
Thursday, April 1, 2021	– Friday, April 30, 2021	Friday, May 14, 2021
Saturday, May 1, 2021	– Monday, May 31, 2021	Monday, June 14, 2021
Tuesday, June 1, 2021	– Wednesday, June 30, 2021	Thursday, July 15, 2021
Thursday, July 1, 2021	– Saturday, July 31, 2021	Friday, August 13, 2021
Sunday, August 1, 2021	– Tuesday, August 31, 2021	Wednesday, September 15, 2021
Wednesday, September 1, 2021	– Thursday, September 30, 2021	Friday, October 15, 2021
Friday, October 1, 2021	– Sunday, October 31, 2021	Monday, November 15, 2021
Monday, November 1, 2021	– Tuesday, November 30, 2021	Tuesday, December 14, 2021
Wednesday, December 1, 2021	– Friday, December 31, 2021	Friday, January 14, 2022

4. Submission Instructions

Nursing facilities shall submit the report using the [CHIA submissions](#) web portal, available at <https://chiasubmissions.chia.state.ma.us/NHPDR/>. Submitters will access the web based survey using the username: nursinghomereport and password: weeklyreport1.

Once logged in, the submitter will click on the submitting nursing facility provider name on the left-hand menu, and proceed to enter the data into the fields. When completed, the submitter will press **Save Changes**. The submitter will be prompted to confirm the nursing facility for which they are submitting. **Detailed instructions with screenshots are available in Appendix A of this submission guide.**

Nursing Facility Staffing Report
Data Submission Manual

Reminder: The “Upload” button on the application is for submitters to upload their attestation only. It should not be used to upload Excel templates. Note that Excel templates uploaded here are not counted as submissions; submitters are required to manually enter the data into the application.

Note: Internet Explorer does not support this application; please use Google Chrome to access the CHIA Submissions web portal.

For technical assistance, please email CHIANursingFacilityData@state.ma.us.

6. Field Definitions

Nursing facility providers will submit data for the following fields in accordance with the definitions below.

Note: In accordance with CMS guidance, submitters shall report **hours paid** for services performed onsite for the residents of the facility, excluding paid time off (e.g., vacation, sick leave, lunch, etc.). For example, if a salaried employee works 10 hours but is only paid for 8 hours, only 8 hours shall be reported.

After selecting the correct Nursing Facility from the list, the submitter shall click the red **Start New** button to enter data into the fields:

Data Field	Instructions
A. Reporting Period	
Reporting Period Date	Select the correct Reporting Period Date, which is the month for which data is being reported
B. Contact Information and Staffing Preparedness	
Email Address	Report the email address of the data submitter, or a contact for questions about the data.
First Name	Report the first name of the data submitter, or a contact for questions about the data.
Last Name	Report the last name of the data submitter, or a contact for questions about the data.
Number of Current Signed Contracts with Nursing Service Agencies	Enter the number of current signed contracts with temporary nursing agencies to provide the facility with staff in the event that the facility experiences a temporary staffing shortage.
C. Submissions by Day – Tables 1-3	
Note: Each Table spans 10 days of the month.	
Day	Each day of the month is listed.

Nursing Facility Staffing Report
Data Submission Manual

Data Field	Instructions
Total Residents	Number of individual residents residing in the nursing facility for each day of the week.
Pay Type	Classification of whether the staff member is a direct employee of the facility (exempt or non-exempt), or employed under contract paid by the facility (see Table A).
Job Title	Identifies the Job Title(s) that matches the role(s) of the staff member for the associated number of hours that the role(s) was performed (see Table B).
Hours	<p>Submit the sum of all hours paid for each Job Type and Job Title.</p> <p>Facilities must submit the number of hours each staff member (including agency and contract staff) is paid to deliver direct care services for each day worked. Do not count meal break hours or hours paid for any type of leave or non-work related absence from the facility or for any unpaid time worked.</p> <p>Time entered is calculated in fractions, not as direct hours and minutes. Users will need to round to the nearest 10th when converting minutes to fractions. When entering an employee's hours enter them using the following conversions:</p> <p>01 to 06 Minutes = 0.1 07 to 12 Minutes = 0.2 13 to 18 Minutes = 0.3 19 to 24 Minutes = 0.4 25 to 30 Minutes = 0.5 31 to 36 Minutes = 0.6 37 to 42 Minutes = 0.7 43 to 48 Minutes = 0.8 49 to 54 Minutes = 0.9 55 to 60 Minutes = 1.0</p>

Nursing Facility Staffing Report
Data Submission Manual

7. Field Codes and Descriptions

Table A: Pay Type Definitions

Field Name	Code	Definition
Exempt	1	Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) who are not entitled to overtime pay.
Non-Exempt	2	Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) who are entitled to overtime pay.
Contract	3	Contract staff includes individuals under contract as well as individuals who provide services through organizations that are under contract (e.g., an agency to provide nurses)

Table B: Job Title Definitions

Field Name	Code	Definition
RN: DON	5	Registered Nurse Director of Nursing (RN: DON): Professional registered nurse(s) administratively responsible for managing and supervising nursing services within the facility. Do not additionally reflect these hours in any other category.
RN: Admin	6	Registered Nurse with Administrative Duties (RN: Admin): Nurses (RN) who, as either a facility employee or contractor, perform the Resident Assessment Instrument function in the facility and do not perform direct care functions. Also include other RNs whose principal duties are spent conducting administrative functions. For example, the Assistant Director of Nursing is conducting educational/in-service.
RN	7	Registered Nurse (RN): Those persons licensed to practice as registered nurses in Massachusetts. Includes geriatric nurse practitioners and clinical nurse specialists who primarily perform nursing, not Physician-delegated tasks.
LPN/Vocational Nurse: Admin	8	Licensed Practical/Vocational Nurse with Administrative Duties (LPN: Admin): Those persons licensed to practice as licensed practical/vocational nurses in the State where the facility is located, and do not perform direct care functions. Also include other nurses whose principal duties are spent conducting administrative functions. For example, the LPN Charge Nurse is conducting educational/in-service, or other duties which are not considered to be direct care giving.

Nursing Facility Staffing Report
Data Submission Manual

Field Name	Code	Definition
LPN/Vocational Nurse	9	Licensed Practical/Vocational Nurse: Those persons licensed to practice as licensed practical/vocational nurses in Massachusetts. Do not include those hours of LPN/LVNs reported elsewhere.
CNA	10	Certified Nurse Aide: Individuals who have completed a State approved training and competency evaluation program, or competency evaluation program approved by the State, or have been determined competent as provided in 483.150 and who are providing nursing or nursing-related services to residents. Do not include volunteers.
Nurse Aide in Training	11	Nurse Aide in Training: Individuals who are in the first 4 months of employment and who are receiving training in a State approved Nurse Aide training and competency evaluation program and are providing nursing or Nursing related services for which they have been trained and are under the supervision of a licensed or registered nurse. Do not include volunteers. Please report any Resident Care Assistants (RCA) in this category.
Medication Aide/Technician	12	Medication Aide/Technician: Individuals, other than a licensed professional, who fulfill the State requirement for approval to administer medications to residents

Appendix A: Detailed Submission Instructions

1. Access CHIA's online submission platform at <https://chiasubmissions.chia.state.ma.us/NHPDR/>. Enter the following username and password into the fields indicated in the screenshot below. Then press "login."
 - Username: nursinghomereport
 - Password: weeklyreport1

Please Note: CHIA Submissions works best with Google Chrome.



Nursing Facility Staffing Report Data Submission Manual

- Successful access brings you to the report page. On the left-hand side of the screen will appear a list of nursing facilities. Select the facility for which you are reporting by clicking on the facility name.

The screenshot shows the 'WELCOME TO NURSING HOURS PER PATIENT DAY REPORT' page. The header is blue with the CHIA logo on the left and a user profile 'nursinghomereport' on the right. Below the header is a navigation bar with a 'PROVIDERS' menu item. A dropdown list of nursing facilities is visible, including 'ABERDONA NURSING CENTER, INC.', 'ACADEMY MANOR', 'ADVINA CARE AT PROVINCETOWN', 'ADVOCATE HEALTHCARE OF EAST BOSTON, LLC', 'AGAWAM HEALTHCARE', 'ALDEN COURT NURSING CARE & REHABILITATION CENTER', 'ALLIANCE HEALTH AT ABBOTT', 'ALLIANCE HEALTH AT BALDWINVILLE', 'ALLIANCE HEALTH AT BRAintree', 'ALLIANCE HEALTH AT DIVERSUM', 'ALLIANCE HEALTH AT MARIE ESTHER', 'ALLIANCE HEALTH AT MARINA BAY', and 'ALLIANCE HEALTH AT ROSWOOD'. The main content area contains the text 'Select a provider from the menu.' At the bottom left, there is contact information for CHIA, and at the bottom right, the copyright notice 'Copyright © 2020 - Center for Health Information and Analysis'.

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period

nursinghomereport

PROVIDERS

- ABERDONA NURSING CENTER, INC.
- ACADEMY MANOR
- ADVINA CARE AT PROVINCETOWN
- ADVOCATE HEALTHCARE OF EAST BOSTON, LLC
- AGAWAM HEALTHCARE
- ALDEN COURT NURSING CARE & REHABILITATION CENTER
- ALLIANCE HEALTH AT ABBOTT
- ALLIANCE HEALTH AT BALDWINVILLE
- ALLIANCE HEALTH AT BRAintree
- ALLIANCE HEALTH AT DIVERSUM
- ALLIANCE HEALTH AT MARIE ESTHER
- ALLIANCE HEALTH AT MARINA BAY
- ALLIANCE HEALTH AT ROSWOOD

Select a provider from the menu.

For questions, contact:
CHIA.NursingFacilityData@state.ma.us

Copyright © 2020 - Center for Health Information and Analysis

Nursing Facility Staffing Report
Data Submission Manual

3. Once you select the facility name, click “Start New” to begin a new report, ~~or, if returning to edit a previously submitted report, select the appropriate Report Period.~~ See **6. Field Definitions** in this submission guide for guidance on period end dates.

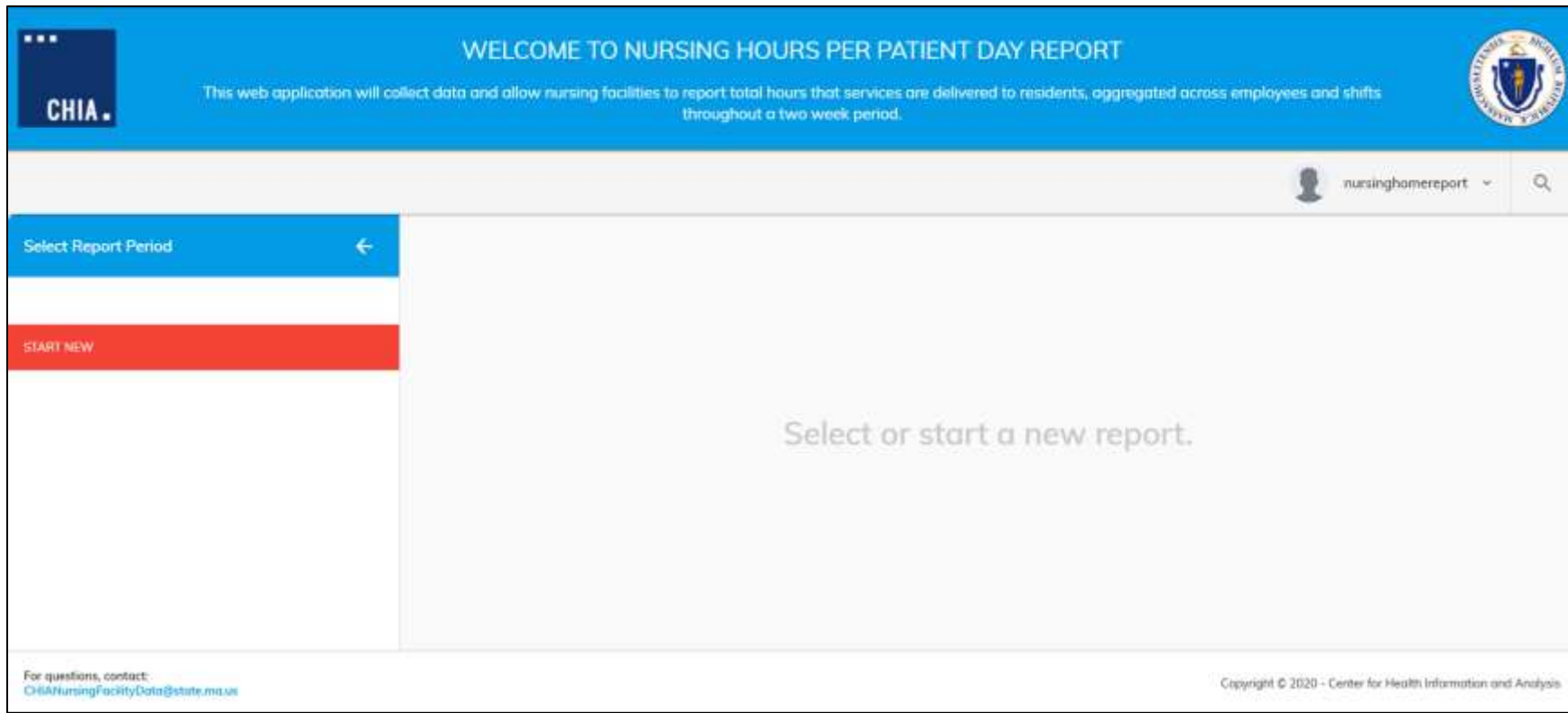
Nursing Facility Staffing Report Data Submission Manual

The screenshot shows the user interface for the Nursing Hours Per Patient Day Report. At the top, a blue header contains the CHIA logo on the left, the text "WELCOME TO NURSING HOURS PER PATIENT DAY REPORT" in the center, and a sub-header: "This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period". On the right side of the header, there is a user profile icon labeled "nursinghoursreport" and a search icon.

The main content area is divided into a left sidebar and a main panel. The sidebar contains three items: a blue button labeled "Select Report Period" with a left-pointing arrow, a white button labeled "Submitted on Oct 29, 2020", and a red button labeled "START NEW". Two orange arrows point from the right towards the "Submitted on Oct 29, 2020" and "START NEW" buttons. The main panel is mostly empty, with the text "Select or start a new report." centered in the middle.

At the bottom left, there is contact information: "For questions, contact: CHIA.NursingFacilityData@state.ms.us". At the bottom right, there is a copyright notice: "Copyright © 2020 - Center for Health Information and Analysis".

Nursing Facility Staffing Report Data Submission Manual



4. Starting a new report brings you to the following screen:

Nursing Facility Staffing Report Data Submission Manual

The screenshot displays the web application interface for reporting nursing hours. At the top, a blue header contains the CHIA logo on the left, the title "WELCOME TO NURSING HOURS PER PATIENT DAY REPORT" in the center, and the Massachusetts State Seal on the right. Below the header, a grey navigation bar shows a user profile icon labeled "nursinghomereport" and a search icon. The main content area features a blue sidebar with a "Select Report Period" button and a left arrow. The main panel shows a reporting period dropdown menu with options: "Reporting Period", "Contact Information", "Table 1", "Table 2", "Table 3", and "Data Summary". Above this menu are "UPLOAD" and "SUBMIT" buttons. A status message on the left indicates "Submitted on Oct 27, 2020". The footer contains contact information for CHIA and a copyright notice for 2020.

CHIA.

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

nursinghomereport

Select Report Period

Submitted on Oct 27, 2020

Reporting Period

Contact Information

Table 1

Table 2

Table 3

Data Summary

UPLOAD

SUBMIT

For questions, contact:
CHIANursingFacilityData@state.ma.us

Copyright © 2020 - Center for Health Information and Analysis

Nursing Facility Staffing Report Data Submission Manual

The screenshot displays the user interface for the 'Nursing Hours Per Patient Day Report' web application. At the top, a blue header contains the CHIA logo on the left, the title 'WELCOME TO NURSING HOURS PER PATIENT DAY REPORT' in the center, and the Commonwealth of Massachusetts seal on the right. Below the header, a white navigation bar includes a user profile icon labeled 'nursinghomereport' and a search icon. The main content area features a blue sidebar with the text 'Select Report Period' and a left-pointing arrow. To the right of the sidebar is a grey header bar with a hamburger menu icon, a black redaction box, an 'UPLOAD' button, a red 'SUBMIT' button, and a vertical ellipsis menu icon. Below this bar is a list of expandable sections: 'Reporting Period', 'Contact Information', 'Table 1', 'Table 2', 'Table 3', and 'Data Summary', each with a downward-pointing arrow. The footer contains contact information on the left and a copyright notice on the right.

CHIA.

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

nursinghomereport

Select Report Period

Reporting Period

Contact Information

Table 1

Table 2

Table 3

Data Summary

UPLOAD

SUBMIT

For questions, contact:
CHIANursingFacilityData@state.ma.us

Copyright © 2020 - Center for Health Information and Analysis

Nursing Facility Staffing Report
Data Submission Manual

5. Before entering any data, click on the 3 dots next to the red Submit button and select “Expand All” to see all possible fields.

Nursing Facility Staffing Report Data Submission Manual

The screenshot displays the user interface for the 'Nursing Hours Per Patient Day Report' application. At the top, a blue header contains the CHIA logo on the left, the title 'WELCOME TO NURSING HOURS PER PATIENT DAY REPORT' in the center, and the University of Massachusetts Lowell logo on the right. Below the header, a white navigation bar shows the user's profile 'nursinghomereport' and a search icon. The main content area features a blue sidebar with a 'Select Report Period' button and a list of report sections: 'Reporting Period', 'Contact Information', 'Table 1', 'Table 2', 'Table 3', and 'Data Summary'. Each section has a dropdown arrow. To the right of the sidebar, there are 'UPLOAD' and 'SUBMIT' buttons, and a red-bordered menu icon. The bottom of the page includes contact information for CHIA and a copyright notice for 2020.

Submitted on Oct 27, 2020

For questions, contact:
CHIANursingFacilityData@state.ma.us

Copyright © 2020 - Center for Health Information and Analysis

Nursing Facility Staffing Report Data Submission Manual

The screenshot shows the user interface for the "Nursing Hours Per Patient Day Report" application. At the top, a blue banner contains the CHIA logo on the left, the title "WELCOME TO NURSING HOURS PER PATIENT DAY REPORT" in the center, and the Commonwealth of Massachusetts seal on the right. Below the banner, a grey navigation bar includes a user profile icon labeled "nursinghomereport" and a search icon. A blue sidebar on the left contains a "Select Report Period" button with a left-pointing arrow. The main content area features a grey header with a hamburger menu icon, a black redaction box, an "UPLOAD" button, a "SUBMIT" button, and a red-bordered "Expand All" button (three vertical dots). Below this header is a table of contents with the following items: "Reporting Period", "Contact Information", "Table 1", "Table 2", "Table 3", and "Data Summary", each with a downward-pointing chevron icon. The footer contains contact information on the left and a copyright notice on the right.

For questions, contact:
CHIANursingFacilityData@state.ma.us

Copyright © 2020 - Center for Health Information and Analysis

“Expand All” produces the following view:

Nursing Facility Staffing Report Data Submission Manual

The screenshot shows a web application interface for reporting nursing hours. At the top, a blue header contains the CHIA logo on the left, the text "WELCOME TO NURSING HOURS PER PATIENT DAY REPORT" in the center, and a small circular logo on the right. Below the header, a grey navigation bar includes a user profile icon labeled "nursingfamerport" and a search icon. A black redaction box covers a portion of the navigation bar. To the right of the redaction are two buttons: "UPLOAD" (dark grey) and "SUBMIT" (red). Below the navigation bar, the form is organized into sections with expandable headers. The "Reporting Period" section contains a "Reporting Period Date" dropdown menu. The "Contact Information" section contains four text input fields: "Email Address", "First Name", "Last Name", and "Number of Current Signed Contracts with Temporary Nursing Service Agencies".

CHIA

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

nursingfamerport

REPORTING PERIOD

Reporting Period Date

CONTACT INFORMATION

Email Address

First Name

Last Name

Number of Current Signed Contracts with Temporary Nursing Service Agencies

Nursing Facility Staffing Report Data Submission Manual

The screenshot displays the user interface for the 'Nursing Facility Staffing Report' web application. At the top, a blue header contains the CHIA logo on the left, the title 'WELCOME TO NURSING HOURS PER PATIENT DAY REPORT' in the center, and a descriptive sentence: 'This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.' On the right side of the header is the University of Michigan logo.

Below the header is a navigation bar with a user profile icon and the text 'nursinghoursreport'. To the right of this bar are two buttons: a dark blue 'UPLOAD' button and a red 'SUBMIT' button. A search icon is also present on the far right.

The main content area is divided into three sections, each labeled 'Table 1', 'Table 2', and 'Table 3'. Each section includes a note: 'Note: Report total hours summed across employees and shifts.' Below each note is a large, empty white rectangular input field for data entry.

At the bottom of the page, there is a 'Data Summary' section with a small upward-pointing arrow. In the bottom left corner, contact information is provided: 'For questions, contact CHIA Nursing Facility Data at chia_nursing_facility_data@umich.edu'. In the bottom right corner, the copyright notice reads: 'Copyright © 2020 - Center for Health Information and Analysis'.

Nursing Facility Staffing Report Data Submission Manual

6. **Note:** You must enter in a Reporting Period Date to expand the view of Tables 1-3. Once a Reporting Date is selected, the form is fully populated and data can be entered. See below for an example; after selecting April-2021 as the Reporting Date, all Tables now display the data entry form.

CHIA
WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

nursinghoursreport
[SEARCH]
[UPLOAD]
[SUBMIT]

Reporting Period

Reporting Period Date

Contact Information

Table 1

Note: Report total hours summed across employees and shifts.

		1			2			3			4			5					
		# of residents for this day			# of residents for this day			# of residents for this day			# of residents for this day			# of residents for this day					
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
		Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours
Job Title Code	Job Title Description																		
5	RN/DOH																		
6	RN/ Admin																		
7	RN																		
8	LPN/Vocational Nurse Admin																		
9	LPN/Vocational Nurse																		

For questions, contact: CHIA.NursingFacilityData@comcast.net Copyright © 2021 - Center for Health Information and Analysis

Nursing Facility Staffing Report Data Submission Manual

CHIA
WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

nursinghoursreport
[UPLOAD]
SUBMIT

Reporting Period

Reporting Period Date
April-2021

Contact Information

Table 1

Table 2

Note: Report total hours summed across employees and shifts.

Job Title Code	Job Title Description	11			12			13			14			15			16			Exempt
		# of residents for the day			# of residents for the day			# of residents for the day			# of residents for the day			# of residents for the day						
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	
Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours			
5	RN DCH																			
6	RN Admin																			
7	RN																			
8	LPN/Vocational Nurse Admin																			
9	LPN/Vocational Nurse																			
10	CNA																			
11	Nurse Aide in Training																			

For questions, contact: CHIA@nursinghoursreport.com
Copyright © 2021 - Center for Health Information and Analysis

Nursing Facility Staffing Report Data Submission Manual

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and staffs throughout a two week period.

Reporting Period: April 2021

Contact Information:

Table 1

Table 2

Table 3

Note: Report total hours delivered across employees and staffs

		21			22			23			24			25			26		
Total Residents		# of residents for this day			# of residents for this day			# of residents for this day			# of residents for this day			# of residents for this day					
Pay Type Code		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Pay Type Description		Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours	Exempt Hours	Non-Exempt Hours	Contract Hours
Job Title Code	Job Title Description																		
5	RN/DO																		
6	RN Admin																		
7	RN																		
8	LPN/Vocational Nurse Admin																		
9	LPN/Vocational Nurse																		
10	CNA																		

For questions, contact: CHIA@nursinghoursreport.com

Copyright © 2021 - Center for Health Information and Analysis

- Next, enter data into the all fields ~~(if submitting new), or edit fields as needed~~. See **6. Field Definitions** for guidance on definitions. **Please note:** The “Data Summary” tab at the bottom of the application will sum the reported hours and residents. The submitter can double check their work by ensuring that the summed hours and residents is what is expected.

Nursing Facility Staffing Report Data Submission Manual

WELCOME TO NURSING HOURS PER PATIENT DAY REPORT

This web application will collect data and allow nursing facilities to report total hours that services are delivered to residents, aggregated across employees and shifts throughout a two week period.

Reporting Period

Reporting Period Date
April-2021

Contact Information

Table 1

Table 2

Table 3

Data Summary	
Total Residents	0
Total Hours	0.00

UPLOAD SUBMIT

- When you have finished entering all data, click the red button in the upper right-hand corner that says **Submit**. You will receive a pop-up notice confirming you wish to submit data for the facility that you selected. If you selected and entered data for the incorrect facility, please email CHIANursingFacilityData@state.ma.us for assistance.