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To: NSP I Coordinators

From: Oscar Ibarra, Chief, Information Management and Program Administration

Re: NSP I FY 2012 Annual Report

This memo provides a brief description of the FY 2012 Annual report forms. The HSCRC requires all hospitals receiving Nurse Support Program funds to submit an Annual Report and budget at the end of each fiscal year.

Background

The Nurse Support Program I (NSP I) Annual Report, prepared and submitted by the NSP I coordinator at each hospital facility, will provide the Health Services Cost Review Commission (HSCRC) with a clear picture of how the funded nursing programs have operated and impacted the number of bedside nurses at the hospital. The annual report is intended to inform the HSCRC of NSP I-funded program operations during the preceding fiscal year (FY 2012: July 1, 2011 – June 30, 2012).

Links to the FY 2012 Annual Report and Budget form can be found on the HSCRC website:
http://www.hsrc.state.md.us/init_nsp.cfm#nsp1r

FY2012 Annual Report

Follow the link above to complete the annual report form. The time period for the data form is FY 2012 (July 1, 2011 – June 30, 2012) unless otherwise indicated. The survey is automated to ask specific questions depending on previous answers, so only relevant questions are asked. You cannot move forward in the survey unless you have answered every previous question. If questions are not applicable, please indicate so in your answer. It is possible to move backwards and change previous survey answers by selecting “Prev” option at the bottom of each survey page.

FY 2012 Budget Form

Hospitals are also required to report how grant funds were expended at the end of each fiscal year and provide justification for certain items on the budget form, including:

1. All line items listed under “Other Cost” (Section D). You may also provide justification for other line items on this tab (e.g.; justification for consultant services).
2. If grant funds that were allocated to 1 line item in the beginning fiscal year budget was then expended for another line item in the ending fiscal year budget (e.g., if monies were budgeted for scholarships, but were spent on supplies, you must justify the change in line item expenses) .

HSCRC staff will return to the hospital budgets submitted without sufficient justification.

Deadlines

The completed Annual Report, staffing addendum and budget form are due on **December 21, 2012.**

The Next Five-Year Cycle

At the July Commission meeting, the HSCRC commissioners voted in favor of staff recommendations to continue funding of the NSP I program for another five-year cycle. Commission staff, with the input of the NSP I steering committee, are in the process of finalizing new metrics to be reported by NSP I coordinators beginning with the FY 2013 Annual Report. HSCRC staff will be contacting NSP I coordinators in the coming weeks to schedule the next Coordinators meeting to discuss the new metrics and reporting process.

If you have any questions, please contact Oscar Ibarra at 410-764-2566.