

**Nurse Support Program Data Collection Tool
Training Guide (Coordinator & Hospital User)**
September 2020

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Introduction

Welcome to the web-based Nurse Support Program's data collection system Training Guide!

As per State of Maryland's regulation hospitals are required to collect and report metrics annually that are associated with each Nurse Support Program I (NSP I) funding category to the Health Services Review Commission (HSCRC). These metrics are used to review the impact of NSP I.

The Nurse Support Program (NSP) data collection tool provides flexibility on how you report metrics, budgets and program descriptions to the Health Services Cost Review Commission (HSCRC). You will also be able to utilize this tool to document and store metrics throughout the year. You will no longer need to complete your submission in a single entry at the end of the year.

The Nurse Support Data Collection Tool allows hospitals to:

- *Create/Edit/Deactivate users for the hospitals they belong to (NSP1 Coordinators Only)*
- *Submit/Revise/Resubmit for the hospitals they belong to for the following:*
 - *Beginning Budgets*
 - *Program Descriptions*
 - *NSP I Data Metric*
 - *End of Year (EOY) Expense Reports*
 - *Covid-19 Budget Adjustment*
 - *End of Year (EOY) Program Descriptions*

Admin

The *NSP1Coordinators* role will have access to the Administrative functions within the NSP I Data Collection tool to create, edit and deactivate NSP I users. The *NSP1Coordinator* will be responsible for ensuring that the user is granted the correct role within the tool. *NSP1Coordinator* users will also be responsible for ensuring that users have access to only the hospitals where the user is affiliated.

Users

The *NSP1Coordinators* role will have access to the Administrative functions within the NSP I Data Collection tool to create, edit, deactivate users.

New User Registration (*Only users that have the NSP1Coordinators role can create a User*):

1. Log into the NSP I Data collection tool at - <https://nsp1.hscrc.maryland.gov/>
2. Click on **Users** in the Admin section of the left side navigation bar.

The screenshot shows the Maryland NSP I Admin interface. The top navigation bar includes the Maryland NSP I logo on the left and the user name 'Welcome Coordinator Nsp1' with a profile icon on the right. The left sidebar contains three main menu items: 'Admin' (with a sub-menu arrow), 'Users', and 'Hospital Data'. A red arrow points to the 'Users' menu item. The main content area displays a 'User List' table with a '+' icon above it. The table has five columns: Last Name, First Name, Role, Hospital, and Email. One user is listed with the role of Chief Financial Officer.

Last Name	First Name	Role	Hospital	Email
CFO	CFO	Chief Financial Officer	Adventist HealthCare Physical Health and Rehabilitation, Adventist HealthCare Shady Grove Medical Center, Adventist HealthCare Washington Adventist Hospital,	CFO@aileronconsulting.com

3. Click on the + icon under **User List**.

This screenshot is similar to the previous one, but the red arrow now points to the '+' icon located above the 'User List' table. The table now contains two rows of user data, including a Chief Nurse Officer.

Last Name	First Name	Role	Hospital	Email
CFO	CFO	Chief Financial Officer	Adventist HealthCare Physical Health and Rehabilitation, Adventist HealthCare Shady Grove Medical Center, Adventist HealthCare Washington Adventist Hospital,	CFO@aileronconsulting.com
CNO	CNO	Chief Nurse Officer	Adventist HealthCare Physical Health and Rehabilitation, Adventist HealthCare Shady Grove Medical Center, Adventist HealthCare Washington Adventist Hospital,	CNO@aileronconsulting.com

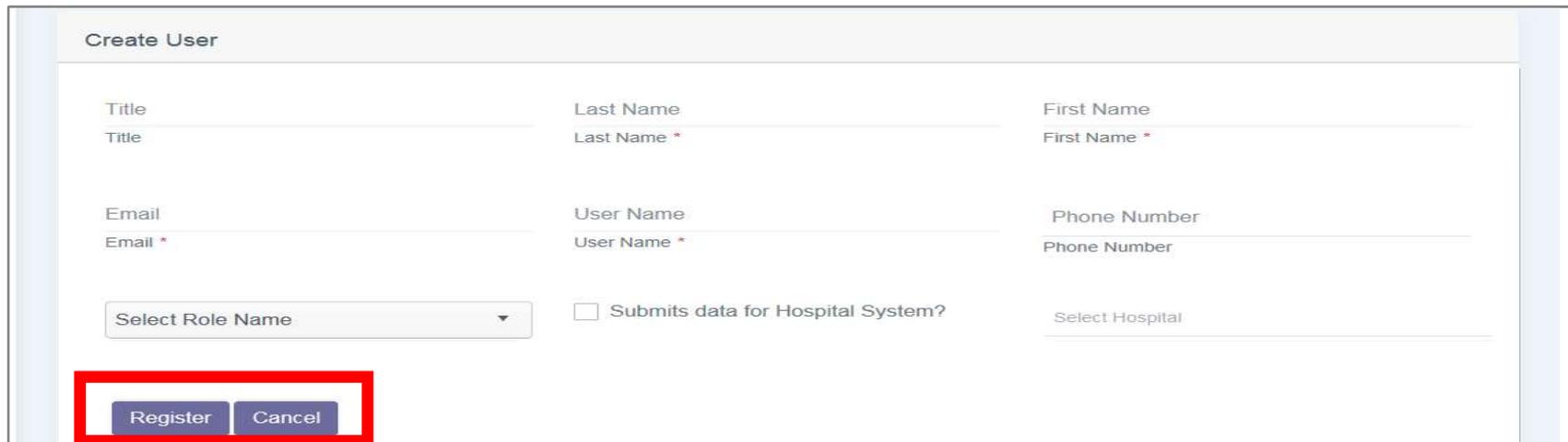
The required fields are marked with an Asterisk (*) and must be completed in order to successfully Register a new user. A role must be selected for each user. Please ensure you choose the correct role for the user.

If the user will be submitting data for the Hospital System, this box must be checked. When you click in **Select Hospital** field, you will be given a list of Hospitals to choose from in a drop down list. You will be able to attach multiple hospitals to a single user. After you choose a hospital, place your cursor in the field again and you will see the dropdown list. Select the hospital you want and it will also be added to the user's profile.

NOTE: The User Name will auto populate with the Email address that is entered into the Email field. An email will be sent to this email address in order for you to setup your password immediately after the user is successfully registered.

- Passwords must:
 - o be at least 6 characters in length
 - o contain at least one upper case letter
 - o have at least one number

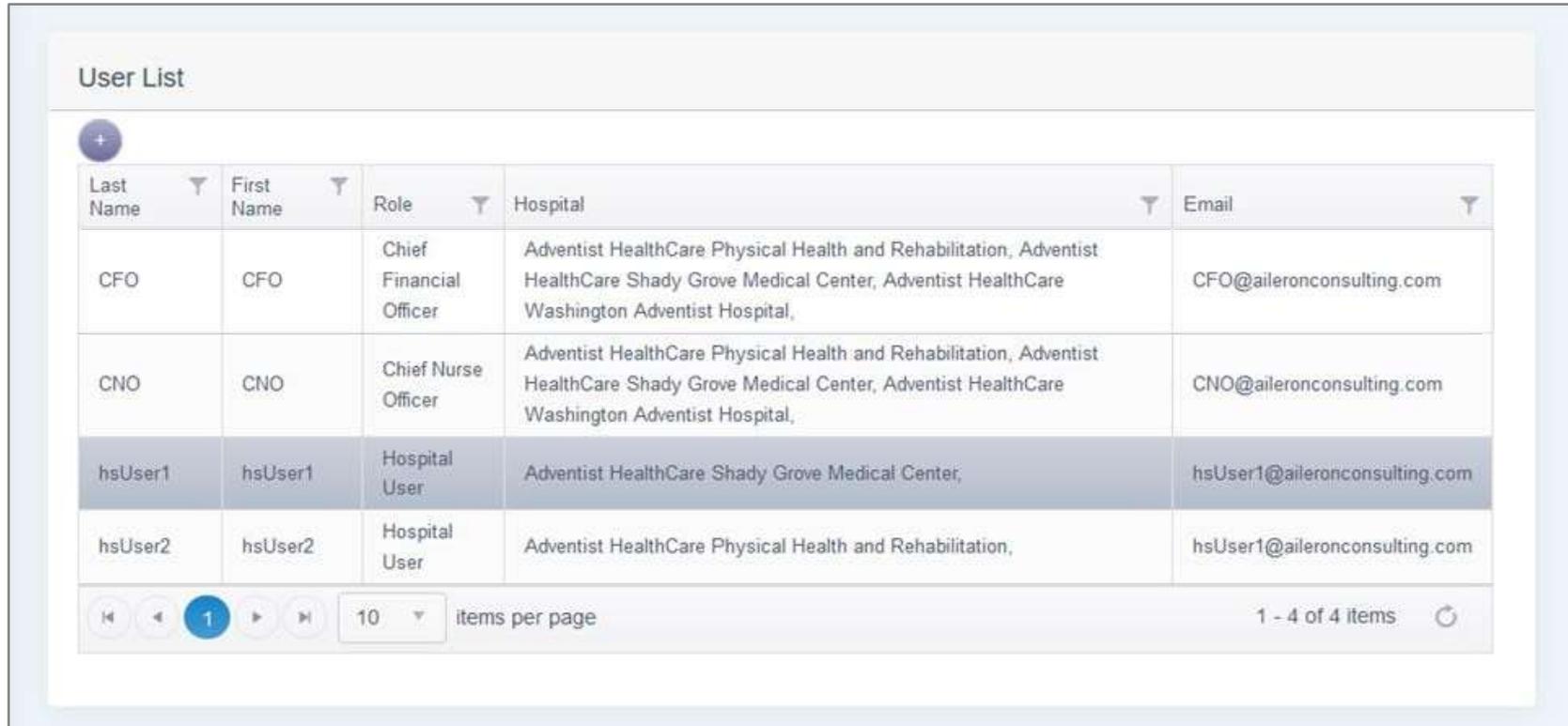
4. Once all required fields are submitted, click on **Register**. You can cancel the registration process by hitting **Cancel**.



The screenshot shows a web form titled "Create User". It contains several input fields: "Title", "Last Name", "First Name", "Email", "User Name", and "Phone Number". There is also a dropdown menu for "Select Role Name", a checkbox for "Submits data for Hospital System?", and another dropdown for "Select Hospital". At the bottom of the form, there are two buttons: "Register" and "Cancel". These two buttons are enclosed in a red rectangular box.

Editing/Deactivating a User (Only users that have the NSP1 Coordinator role can edit/deactivate a User):

1. Once a user has been created, the user can be edited or deactivated. Highlight the user that you would like to edit or deactivate from the user list and press your Enter key.



Last Name	First Name	Role	Hospital	Email
CFO	CFO	Chief Financial Officer	Adventist HealthCare Physical Health and Rehabilitation, Adventist HealthCare Shady Grove Medical Center, Adventist HealthCare Washington Adventist Hospital,	CFO@aileronconsulting.com
CNO	CNO	Chief Nurse Officer	Adventist HealthCare Physical Health and Rehabilitation, Adventist HealthCare Shady Grove Medical Center, Adventist HealthCare Washington Adventist Hospital,	CNO@aileronconsulting.com
hsUser1	hsUser1	Hospital User	Adventist HealthCare Shady Grove Medical Center,	hsUser1@aileronconsulting.com
hsUser2	hsUser2	Hospital User	Adventist HealthCare Physical Health and Rehabilitation,	hsUser1@aileronconsulting.com

10 items per page 1 - 4 of 4 items

2. This will take you to the user edit screen. All fields can be edited except the user name. When you have completed editing the user's information, hit **Save**.
3. If you want to deactivate a user, just click on **Deactivate**.

4. If you want to leave the screen without making any changes, click on **Cancel**.

The screenshot shows a web application interface for editing a user. The header is dark purple with a hamburger menu icon on the left, the text 'Welcome Coordinator Nsp1' in the center, and a user profile icon on the right. The main content area is titled 'Edit User' and contains the following fields:

- Title: hsUser1
- Last Name *: hsUser1
- First Name *: hsUser1
- Email *: hsUser1@aileronconsulting.com
- User Name: hsUser1@aileronconsulting.com
- Phone Number: (232) 323-2323
- Hospital User: A dropdown menu currently showing 'Hospital User'.
- Submits data for Hospital System?: An unchecked checkbox.
- EALTHCARE SHADY GROVE MEDICAL CENTER x: A text field with a close button.

At the bottom of the form, there are three buttons: 'Save', 'Deactivate', and 'Cancel'. The 'Cancel' button is highlighted with a red border.

Forgot User Name Help:

1. If you forget your User Name, click on **Forgot your username** on the Log In page.
2. Enter your email address that you were registered with and hit **Submit**.
3. If you are an authorized user of the tool, your user name will be sent to your email address.





Enter your Email.

Email *

Submit

Cancel

Forgot Password Help:

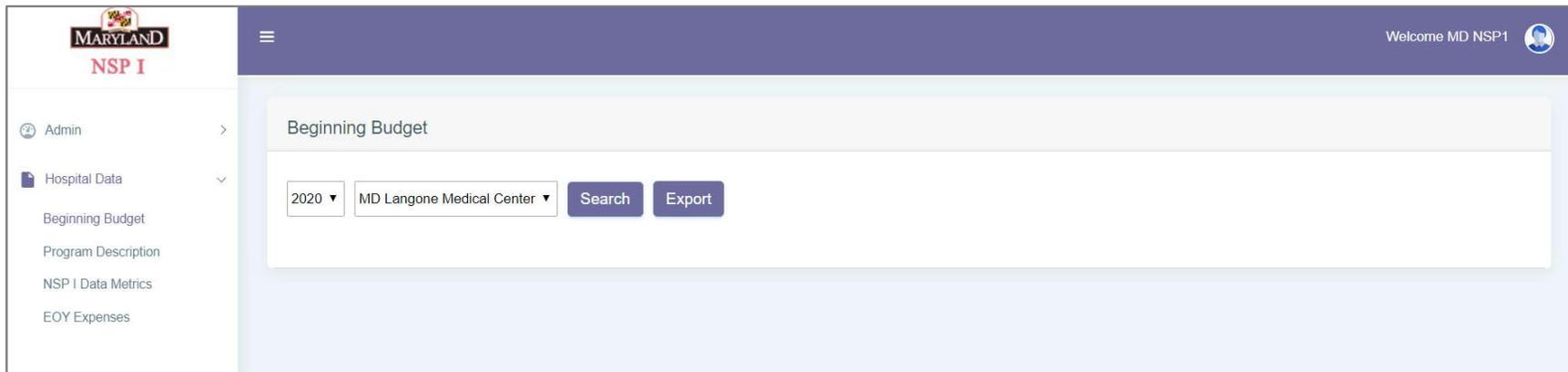
1. If you forget your User Name, click on Forgot your username on the Log In page.
2. If you forget your User Name, click on **Forgot your username** on the Log In page.
3. Enter your email address that you were registered with and hit **Submit**.
4. If you are an authorized user of the tool, your user name will be sent to your email address.

Hospital Data

This Section usually gets created and process by NSP1 Coordinator and Hospital user roles. These two rolls have full access the **Hospital Data collection sections** of the tool.

Beginning Budget:

1. The Beginning Budget will prepopulate based on information entered in the” **Program Description**” section. We removed the add and delete option in Beginning Budget
2. Click on **Beginning Budget** in the left-hand navigation.
3. Choose your budget year from the drop-down list.
4. Select the hospital you are working on from the **Select Hospital** drop down list. The dropdown list will be limited to the hospitals that have been attached in your user profile.
5. Hit **Search**.



The screenshot displays the NSP I web application interface. The top navigation bar is dark blue with the Maryland NSP I logo on the left and a user profile icon on the right labeled "Welcome MD NSP1". A left-hand navigation menu is visible, with "Hospital Data" expanded to show "Beginning Budget", "Program Description", "NSP I Data Metrics", and "EOY Expenses". The main content area is titled "Beginning Budget" and contains two dropdown menus: one for the year "2020" and another for the hospital "MD Langone Medical Center". Below these are "Search" and "Export" buttons.

6. All Program information that has already been completed in the budget will be displayed.

7. Each hospital will have an **Approved FY Budget** amount that has been prepopulated from information received from HSCRC.
8. Existing Program information can be edited by clicking on the **pencil icon** at the end of the row of the specific program entry.
9. The entire Program row can be deleted by clicking on the **X** at the end of the row of the specific program entry.

Beginning Budget

2020 ▼ MD Langone Medical Center ▼ Search Export

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Notes	
Continuing Education (External)	1.00	\$500.00	\$500.00	\$1,000.00	test	
Nurse Residency Program For Newly Licensed RNs		\$0.00	\$0.00	\$0.00		
Grand Total	1.00	\$500.00	\$500.00	\$1,000.00		

◀ 1 ▶ 10 items per page 1 - 2 of 2 items 

10. When the Grand Total is equal to the Approved FY Budget, A button to “Send to CFO for attestation” will be displayed. Only a user with NSP1 coordinator role is able to do this.

Beginning Budget

2020 ▼ MD Langone Medical Center ▼ Search Export

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Notes	
Continuing Education (External)	1.00	\$500.00	\$500.00	\$1,000.00	test	
Nurse Residency Program For Newly Licensed RNs		\$500.00	\$500.00	\$1,000.00	Updated Info	
Grand Total	1.00	\$1,000.00	\$1,000.00	\$2,000.00		

10 items per page 1 - 2 of 2 items

Approved FY Budget - \$2000
Variance to Approved FY Budget - \$0

Send to CFO for attestation 

11. When this button is clicked, an email is sent to the user in the system with a CFO role. Make sure a CFO user is created prior to this action. The Budget page will indicate this.

Beginning Budget

2020 ▼ MD Langone Medical Center ▼ Search Export

Sent To CFO



14. If the “reject this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows. The request will return to NSP1 Coordinator for modification and will be re submitted for CNO review.



15. Once the verification is complete, the Beginning Budget status will be updated and a Submit button is now available to be submitted to HSCRC for approval.

Beginning Budget

2020 MD Langone Medical Center Search Export

Verified by CFO

Submit

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Notes
Continuing Education (External)	1.00	\$500.00	\$500.00	\$1,000.00	test
Nurse Residency Program For Newly Licensed RNs		\$500.00	\$500.00	\$1,000.00	Updated Info
Grand Total	1.00	\$1,000.00	\$1,000.00	\$2,000.00	

10 items per page 1 - 2 of 2 items

Approved FY Budget - \$2000
 Variance to Approved FY Budget - \$0

CFO attestation complete

16. At this point the budget is ready to be submitted to HSCRC by clicking on the Submit button. An email will be sent to the HRCRC team that the budget was submitted and the status will be updated.

Beginning Budget

2020 MD Langone Medical Center Search Export

Information sent to HSCRC for Review

17. HSCRC will review the budget and either approve or request for a resubmission if more information is desired. If a resubmission is requested, an email to the NSP I coordinator with the reasoning will be sent out. This will be indicated in the status as well.

Beginning Budget

2020 MD Langone Medical Center Search Export

Information sent to HSCRC for Review

Approve Resubmit

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Notes
Continuing Education (External)	1.00	\$500.00	\$500.00	\$1,000.00	test
Nurse Residency Program For Newly Licensed RNs		\$500.00	\$500.00	\$1,000.00	Updated Info
Grand Total	1.00	\$1,000.00	\$1,000.00	\$2,000.00	

10 items per page 1 - 2 of 2 items

Approved FY Budget - \$2000 CFO attestation complete
Variance to Approved FY Budget - \$0

Beginning Budget

2020 MD Langone Medical Center Search Export

Request for resubmission sent to NSP I Coordinator

Subject: NSP I - Program Description Resubmission

To: <SALI_NSP1@aileronconsulting.com>

Thank you **MD** for submitting the Program Description forms for MD Langone Medical Center. The NSP I Advisory Board has reviewed the forms and evaluated each hospital on several factors:

- Whether the program as described met the intent of the NSP I program.
- Whether the program as described was specifically for the benefit of nurses.
- Whether the forms were complete (description and outcomes).
- Whether the budget was in-line with what was allocated for the hospital in rates.

The Advisor Board agreed that the NSP I program described by your hospital meets most of the requirements above, however, the Board needed clarification on the following:

- Additional Information Requested

18. The NSP I coordinator will have to make the requested changes, get the CFO approval of the updated budget and submit to HSCRC again.

19. Once HSCRC approves the budget an approval email will be sent to the NSP I coordinator and this is reflected in the status.

Beginning Budget

2020 ▼ MD Langone Medical Center ▼ Search Export

Approved by HSCRC

Change Request ←

20. After this point any changes to the Beginning Budget should be sent in as a Change Request submission, this will follow a similar work flow as described above.

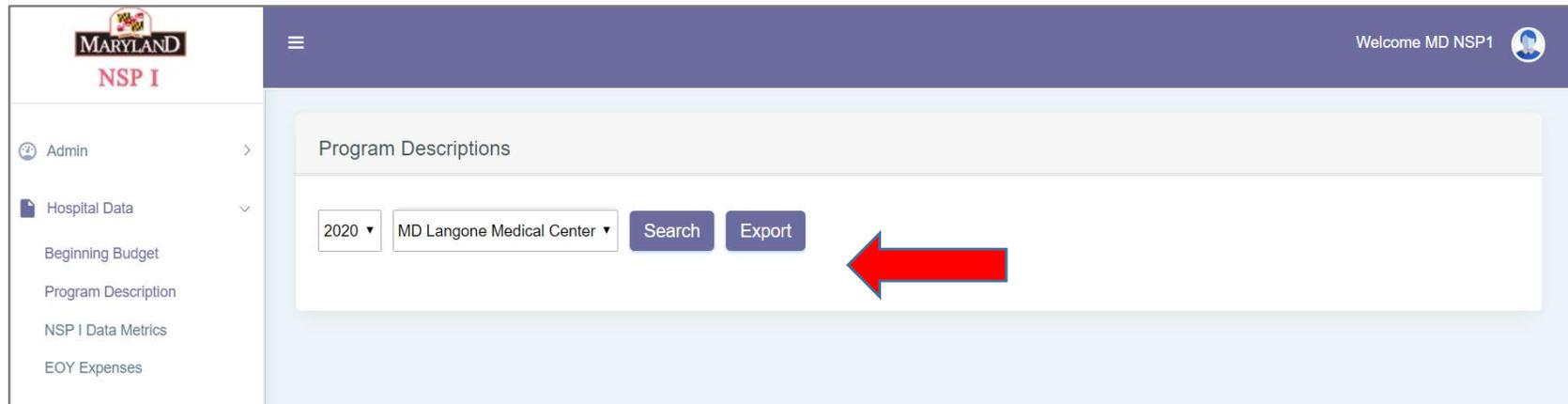
Beginning Budget

2020 ▼ MD Langone Medical Center ▼ Search Export ←

21. Export option can be used at any time to export the Beginning Budget in a PDF form

Program Description:

1. Click on **Program Description** in the left-hand navigation.
2. Choose your budget year from the drop-down list.
3. Select the hospital you are working on from the **Select Hospital** drop down list. The dropdown list will be limited to the hospitals that have been attached in your user profile.
4. Hit **Search**.



5. All Program information that has already been completed in the budget will be displayed.
6. Existing Program information can be edited by clicking on the **pencil icon** at the end of the row of the specific program entry.

7. The entire Program row can be deleted by clicking on the **X** at the end of the row of the specific program entry.
8. To add a new program, click on the **+** above the Program field.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

+

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date	
Continuing Education (External)	Clinical RNs			New	05/31/2020	 
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020	 

◀ ▶ 1 ▶ ▶▶ 10 items per page 1 - 2 of 2 items 

[Send to CNO for attestation](#)

Adding Program Descriptions

9. A predetermined dropdown list of Programs will be displayed in the **Program** field for the user to choose from.
10. A predetermined dropdown list of targeted groups will be displayed in the **Target Group** field for the user to choose from (*Clinical RNs, Nursing Students, Nurse Leaders*).
11. The **Program Description** field is a free text field. **NOTE:** *The maximum field length is 500 characters.*

12. The **Anticipated Outcome(s)** field is a free text field. **NOTE:** *The maximum field length is 500 characters.*
13. The **Program Status** is a drop down (*New or Ongoing*) and is a required field.
14. The **Implementation Date** is a required field for all New Programs. click on the Calendar icon in the field. A date picker will be displayed. Arrow to the right to get the next month. click on the day in the month the program will start.
15. Click on the Check to save the entry.

Program Descriptions

2020 MD Langone Medical Center Search Export

+

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date
Select Program... Program Required	Select Target group... Target Group Required			Select Status ... The Program Status field	
Continuing Education (External)	Clinical RNs			New	
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	

10 items per page

Send to CNO for attestation

MAY 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

MONDAY, MAY 11, 2020

16. When you have completed adding the applicable programs, the information must be sent to the CNO for attestation.
17. Click on the button **Send to CNO for attestation**. Only a user with the *NSP1 coordinator* role is able to do this.

The screenshot shows a web application interface for 'Program Descriptions'. At the top right, it says 'Welcome MD NSP1' with a user profile icon. Below the header, there are filters for '2020' and 'MD Langone Medical Center', along with 'Search' and 'Export' buttons. A table lists two programs:

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date	
Continuing Education (External)	Clinical RNs			New	05/31/2020	 
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020	 

Below the table is a pagination control showing '1' of 2 items, '10 items per page', and a refresh icon. At the bottom left, a button labeled 'Send to CNO for attestation' is highlighted with a red arrow pointing to it.

22. When this button is clicked, an email is sent to the user in the system with a CNO role for this hospital. Make sure a CNO user is created prior to this action.

The screenshot shows a web application interface with a dark blue header. On the right side of the header, it says "Welcome MD NSP1" next to a user profile icon. Below the header is a section titled "Program Descriptions".

Below the title, there are two dropdown menus: "2020" and "MD Langone Medical Center". To the right of these are "Search" and "Export" buttons. Below the dropdowns is a button labeled "Sent To CNO", which is highlighted with a red rectangular box.

Below the "Sent To CNO" button is a table with the following data:

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date
Continuing Education (External)	Clinical RNs			New	05/31/2020
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020

Below the table is a pagination control showing "1" in a blue circle, "10" items per page, and "1 - 2 of 2 items".

At the bottom of the interface is a button labeled "Send to CNO for attestation".

23. The CNO will receive an email with the Program List attached as a pdf attachment. CNO has an option to attest or reject the Program List.

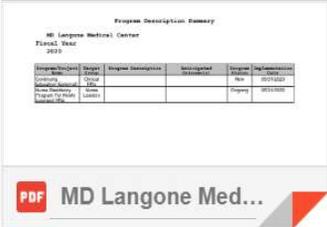
Subject: NSP I - Program Description Verification
To: <SALI_CNO@aileronconsulting.com>

Program Description for MD Langone Medical Center needs to be verified by the CNO. Please verify and attest to the accuracy of the reported programs.

To attest this Program Description, please click on this [link](#) which will serve as an electronic signature.

To reject this Program Description, please click [here](#) to reject this Program Description.

If you have any further questions, please contact your organization's NSP I Coordinator MD NSP1 at SALI_NSPI@aileronconsulting.com



The screenshot shows a PDF document titled "MD Langone Medical Center" with a "Program Description Summary" table. The table has columns for "Program ID", "Program Name", "Program Description", "Program Status", "Program Type", and "Program Category". The data rows are as follows:

Program ID	Program Name	Program Description	Program Status	Program Type	Program Category
1000000001	MD Langone Medical Center	MD Langone Medical Center	Active	MD Langone Medical Center	MD Langone Medical Center
1000000002	MD Langone Medical Center	MD Langone Medical Center	Active	MD Langone Medical Center	MD Langone Medical Center
1000000003	MD Langone Medical Center	MD Langone Medical Center	Active	MD Langone Medical Center	MD Langone Medical Center

24. If the “attest this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows.

Program Description CNO Attestation

Thank you for verifying the Program Description for MD Langone Medical Center for 2020 Fiscal Year on 5/6/2020 12:40:24 PM.

25. If the “reject this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows. The request will return to NSP1 Coordinator for modification and will be re submitted for CNO review.

Program Description CNO Rejection

Are you sure you want to reject MD Langone Medical Center's Program Description?

Yes



Program Description CNO Rejection

The Program Description for MD Langone Medical Center has been rejected for 2020 Fiscal Year on 5/6/2020 1:49:20 PM.

26. Once the verification is complete, the Program Description status will be updated to **Verified by CNO** and the screen will reflect **CNO attestation complete**.

The screenshot shows a web application interface for managing program descriptions. At the top right, there is a user profile icon and the text "Welcome May nsp1". The main content area is titled "Program Descriptions" and includes a search filter for the year "2021" and the organization "MedStar Franklin Square Medical Center". Below the search filters, there is a "Submit" button and a table of program descriptions. The table has columns for Program, Target Group, Program Description, Anticipated Outcome(s), Program Status, and Implementation Date. Two rows are visible: one for "Continuing Education (Internal)" with status "Ongoing" and one for "Leadership, Preceptorship, Mentorship Programs" with status "New" and implementation date "01/03/2019". At the bottom left, a red-bordered box highlights the text "CNO attestation complete".

Program Descriptions

2021 MedStar Franklin Square Medical Center Search Export

Verified by CNO

Submit

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date
Continuing Education (Internal)	Clinical RNs			Ongoing	
Leadership, Preceptorship, Mentorship Programs	Nurse Leaders			New	01/03/2019

10 items per page 1 - 2 of 2 items

CNO attestation complete

Welcome MD NSP1

Program Descriptions

2020 MD Langone Medical Center Search Export

Verified by CNO

Submit

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date
Continuing Education (External)	Clinical RNs			New	05/31/2020
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020

10 items per page 1 - 2 of 2 items

CNO attestation complete

27. NSP1 coordinator will also receive an email after CNO makes a choice.

Subject: NSP I - Program Description Attestation
 To: <SALI_NSPI@aileronconsulting.com>

Program Description for MD Langone Medical Center was attested by the CNO.

Subject: NSP I - Program Description - Sent to CNO Rejection

To: <SALI_NSPI@aileronconsulting.com>

Program Description for MD Langone Medical Center was rejected by MD CNO on 5/6/2020 12:26:21 PM.

28. At this point the program description information is ready to be submitted to HSCRC by clicking on the **Submit** button. An email will be sent to the *HRCRC team* that the program description information was submitted and the status will be updated.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

Verified by CNO

Submit 

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date	
Continuing Education (External)	Clinical RNs			New	05/31/2020	
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020	

10 items per page 1 - 2 of 2 items 

CNO attestation complete

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

Information sent to HSCRC for Review

29. HSCRC will review the Program Descriptions and either *Approve* or *Resubmit* if additional information is required.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

Information sent to HSCRC for Review

Approve Resubmit

30. If a resubmission is requested, an email will be sent to the NSP I coordinator with the reason additional information is required. The status will indicate **Request for resubmission sent to NSP I Coordinator**.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

Request for resubmission sent to NSP I Coordinator

Subject: NSP I - Program Description Resubmission

To: <SALI_NSP1@aileronconsulting.com>

Thank you **MD** for submitting the Program Description forms for MD Langone Medical Center. The NSP I Advisory Board has reviewed the forms and evaluated each hospital on several factors:

- Whether the program as described met the intent of the NSP I program.
- Whether the program as described was specifically for the benefit of nurses.
- Whether the forms were complete (description and outcomes).
- Whether the budget was in-line with what was allocated for the hospital in rates.

The Advisor Board agreed that the NSP I program described by your hospital meets most of the requirements above, however, the Board needed clarification on the following:

- Additional Information Requested

31. The NSP I coordinator will have to make the requested changes, get the CNO approval of the updated Program Descriptions and submit to HSCRC again.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

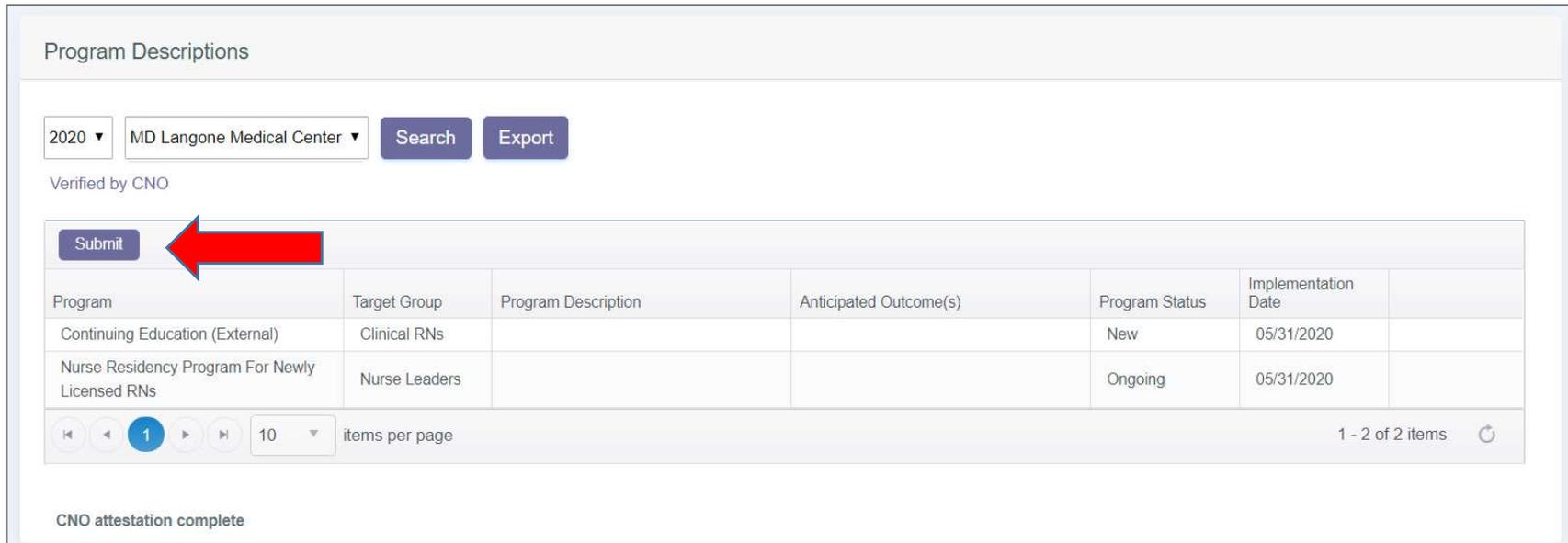
Verified by CNO

Submit

Program	Target Group	Program Description	Anticipated Outcome(s)	Program Status	Implementation Date	
Continuing Education (External)	Clinical RNs			New	05/31/2020	
Nurse Residency Program For Newly Licensed RNs	Nurse Leaders			Ongoing	05/31/2020	

1 10 items per page 1 - 2 of 2 items

CNO attestation complete



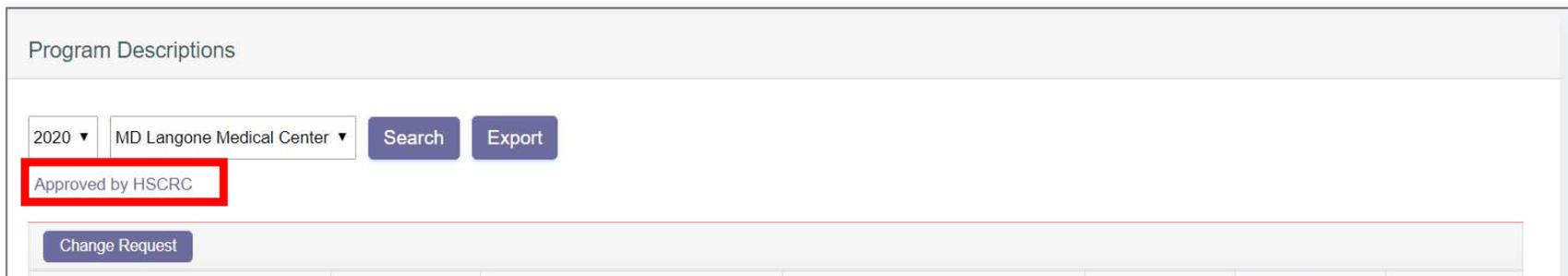
32. Once HSCRC approves the Program Descriptions an approval email will be sent to the NSP I coordinator and this is reflected in the status.

Program Descriptions

2020 ▼ MD Langone Medical Center ▼ Search Export

Approved by HSCRC

Change Request



33. After this point any changes to the Program Descriptions should be sent in as a Change Request submission, this follows a similar workflow as noted above.

The screenshot shows the 'Program Descriptions' section of a web application. At the top, there is a header 'Program Descriptions'. Below it, there are two dropdown menus: the first is set to '2020' and the second is set to 'MD Langone Medical Center'. To the right of these are two buttons: 'Search' and 'Export'. Below the dropdowns, the text 'Approved by HSCRC' is visible. At the bottom of the interface, there is a 'Change Request' button, which is highlighted with a red arrow pointing to it from the right.

34. You can use the Export option at any time to export the Program Descriptions in a PDF format.

The screenshot shows the 'Program Descriptions' section of a web application. At the top, there is a header 'Program Descriptions'. Below it, there are two dropdown menus: the first is set to '2020' and the second is set to 'MD Langone Medical Center'. To the right of these are two buttons: 'Search' and 'Export'. Below the dropdowns, the text 'Approved by HSCRC' is visible. The 'Export' button is highlighted with a red arrow pointing to it from the right.

NSP I Metric Data Collection:

The NSP 1 Metric Data Collection section of the tool has 5 areas of information that must be completed:

Contact Information

1. Click on the symbol next to each section in order to display the contact information for the corresponding role.
2. The contact information for each contact type will be prepopulated for the User's Profile for the individual that is registered for the specific role for the hospital. **NOTE:** This information cannot be updated from within this section of the application. It can only be updated by modifying the individual associated with the role in the User section of the application.

NSP I Data Metric

2019 MedStar Franklin Square Medical Center Search Export Validate

Officer.

1. Sponsoring Hospital: Contact information for your hospital. Do not abbreviate the name of your hospital. Enter the name as it appears on legal correspondence.

Hospital Name	MedStar Franklin Square Medical Center
Street Address	9000 Franklin Square Dr.
City	Baltimore
State	MD
Zip	21237
Hospital Website	http://www.medstarfranklinsquare.org/

2. Nurse Support Program Coordinator: Contact information for the NSP I Coordinator. Note, the NSP I Coordinator may be contacted by HSCRC staff with questions about data entered into this Annual Report.

1. Click on the symbol next to each section in order to display the fields that must be completed.
2. Click on the Check ✓ to save the entry.
3. Click on the Cancel icon to cancel your entry –
4. The tool will present or hide questions based on responses.

NSP I Data Metric

2019 Search Export Validate

SECTION 2: End of the Year Expenses

Enter the exact amount of NSP I grant funds (in whole numbers) spent by your organization in FY 2017.

5. Enter the exact amount (in whole numbers) salary and wages and program/project costs (non-salary and wages) used for NSP I-related projects/programs in the selected FY.

\$250,000	Total Program/Project expenditures (for example tuition assistance, conference fees, SIM lab equipment, teaching materials etc.)
\$175,000	Total Salary and Wage expenses(for example salaries/wages & benefits paid to staff or consultant fees)
\$425,000	Total

- When the Data Metric questions are complete, click on the **Validate** button.
- If a required question is missed or data does not conform to the requirements, this will be indicated by the tool with details on what needs to be corrected.

NSP I Data Metric

2019 MedStar Franklin Square Medical Center Search Export Validate

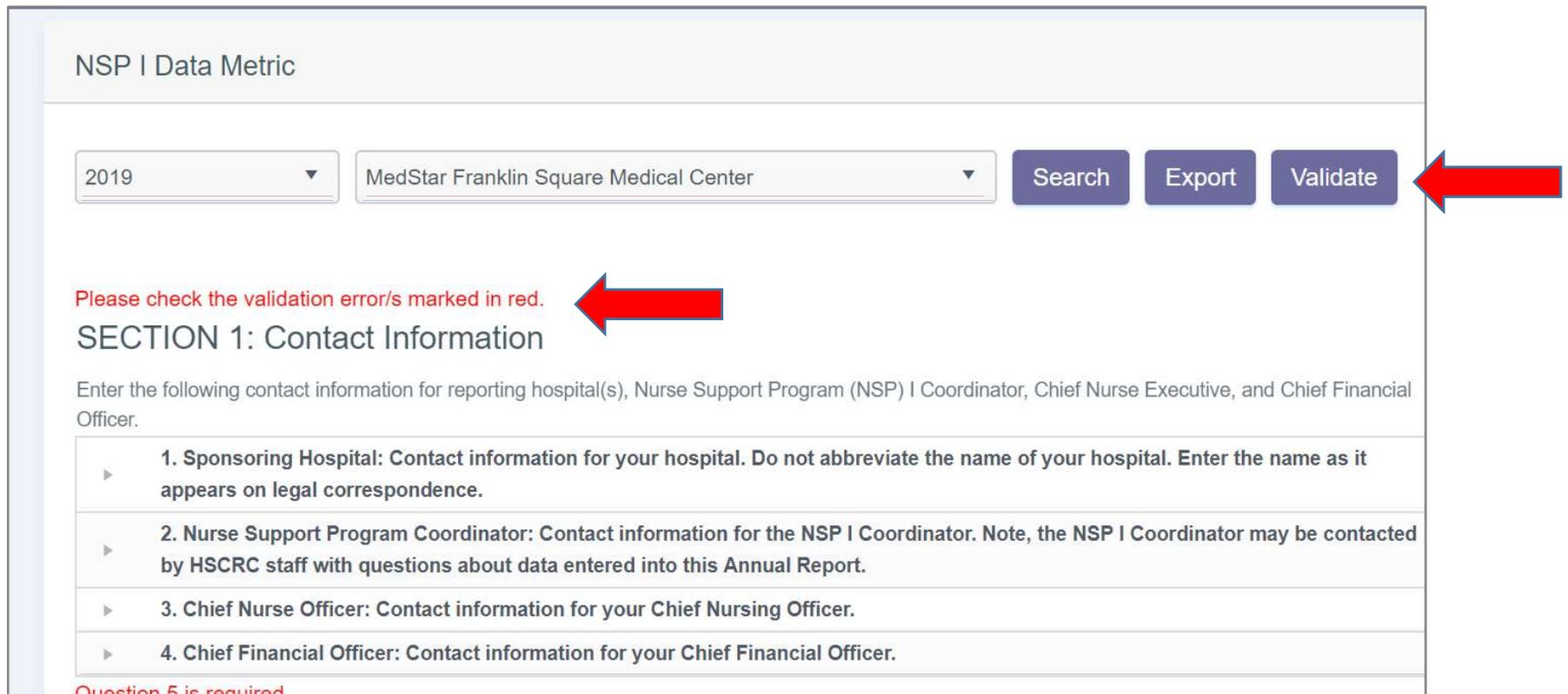
Please check the validation error/s marked in red.

SECTION 1: Contact Information

Enter the following contact information for reporting hospital(s), Nurse Support Program (NSP) I Coordinator, Chief Nurse Executive, and Chief Financial Officer.

- ▶ **1. Sponsoring Hospital:** Contact information for your hospital. Do not abbreviate the name of your hospital. Enter the name as it appears on legal correspondence.
- ▶ **2. Nurse Support Program Coordinator:** Contact information for the NSP I Coordinator. Note, the NSP I Coordinator may be contacted by HSCRC staff with questions about data entered into this Annual Report.
- ▶ **3. Chief Nurse Officer:** Contact information for your Chief Nursing Officer.
- ▶ **4. Chief Financial Officer:** Contact information for your Chief Financial Officer.

Question 5 is required



6. Once the information has been successfully validated, the status will reflect **Successfully Saved**.
7. At this point the Data Metric information is ready to be submitted to HSCRC by clicking on the **Submit** button.

2019

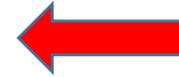
MedStar Franklin Square Medical Center

Search

Export

Validate

Submit



Successfully Saved

SECTION 1: Contact Information

Enter the following contact information for reporting hospital(s), Nurse Support Program (NSP) I Coordinator, Chief Nurse Executive, and Chief Financial Officer.

- ▶ **1. Sponsoring Hospital:** Contact information for your hospital. Do not abbreviate the name of your hospital. Enter the name as it appears on legal correspondence.
- ▶ **2. Nurse Support Program Coordinator:** Contact information for the NSP I Coordinator. Note, the NSP I Coordinator may be contacted by HSCRC staff with questions about data entered into this Annual Report.
- ▶ **3. Chief Nurse Officer:** Contact information for your Chief Nursing Officer.
- ▶ **4. Chief Financial Officer:** Contact information for your Chief Financial Officer.

SECTION 2: End of the Year Expenses

- An email will be sent to the HRCRC team that the program description information was submitted and the status will be updated.

NSP I Data Metric

2019 ▼ MedStar Franklin Square Medical Center ▼ Search Export

Information sent to HSCRC for Review

Successfully Saved

SECTION 1: Contact Information

Enter the following contact information for reporting hospital(s), Nurse Support Program (NSP) I Coordinator, Chief Nurse Executive, and Chief Financial Officer

9. HSCRC will review the Metric information submitted and either approve or request a resubmission if more information is required. If a resubmission is requested, an email will be sent to the NSP I coordinator with the reason additional information is required. The status will indicate **Request for resubmission sent to NSP I Coordinator**.

NSP I Data Metric

2019 MedStar Franklin Square Medical Center Search Export Validate

Request for resubmission sent to NSP I Coordinator

SECTION 1: Contact Information

Enter the following contact information for reporting hospital(s), Nurse Support Program (NSP) I Coordinator, Chief Nurse Executive, and Chief Financial Officer.

- ▶ 1. **Sponsoring Hospital:** Contact information for your hospital. Do not abbreviate the name of your hospital. Enter the name as it appears on legal correspondence.
- ▶ 2. **Nurse Support Program Coordinator:** Contact information for the NSP I Coordinator. Note, the NSP I Coordinator may be contacted by HSCRC staff with questions about data entered into this Annual Report.
- ▶ 3. **Chief Nurse Officer:** Contact information for your Chief Nursing Officer.
- ▶ 4. **Chief Financial Officer:** Contact information for your Chief Financial Officer.

Show all

10. Once HSCRC approves the Data Metric information, an approval email will be sent to the NSP I coordinator and this is reflected in the status.

NSP I Data Metric

2019 ▼ MedStar Franklin Square Medical Center ▼ Search Export

Approved by HSCRC

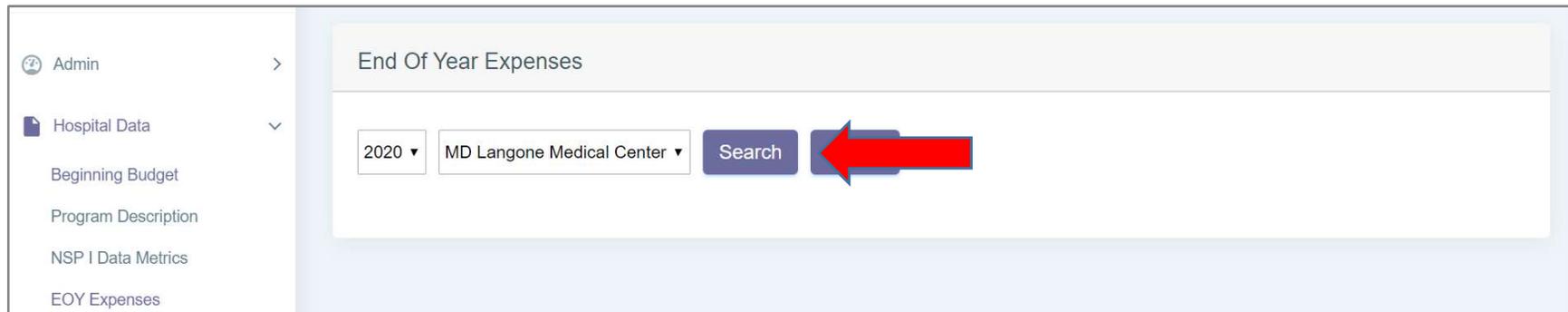
SECTION 1: Contact Information

Enter the following contact information for reporting hospital(s), Nurse Support Program (NSP) I Coordinator, Chief Nurse Executive, and Chief Financial Officer.

11. You can use the Export option at any time to export the Data Metric information in a PDF format.

End of Year Expense (EOY) Report:

1. Click on **EOY Expenses** in the left-hand navigation.
2. Choose the fiscal year from the drop-down list.
3. Select the hospital you are working on from the **Select Hospital** drop down list. The dropdown list will be limited to the hospitals that have been attached to in your user profile.
4. Hit **Search**.



The screenshot displays the 'End Of Year Expenses' report interface. On the left, a navigation menu includes 'Admin', 'Hospital Data', 'Beginning Budget', 'Program Description', 'NSP I Data Metrics', and 'EOY Expenses'. The main content area is titled 'End Of Year Expenses' and contains a search form with a year dropdown set to '2020', a hospital dropdown set to 'MD Langone Medical Center', and a 'Search' button. A red arrow points to the 'Search' button.

5. A prefilled form with the budget information submitted in the Program Description section will be loaded here for the respective hospital for reference purposes only.

End Of Year Expenses

2020 ▾ MD Langone Medical Center ▾ Search Export

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Over Budget / In Kind	Summary	
Continuing Education (External)		\$0.00	\$0.00	\$0.00	\$0.00		
Nurse Residency Program For Newly Licensed RNs		\$0.00	\$0.00	\$0.00	\$0.00		
Grand Total							

◀ 1 ▶ 10 ▾ items per page 1 - 2 of 2 items 

Beginning Budget Submitted at the Beginning of the Fiscal Year

Program	FTE	Salary Expense	Non Salary Expense	Total Expenditure	Notes
Continuing Education (External)	1.00	\$100,000.00	\$200,000.00	\$300,000.00	test
Nurse Residency Program For Newly Licensed RNs		\$0.00	\$0.00	\$0.00	
Grand Total	1.00	\$100,000.00	\$200,000.00	\$300,000.00	

◀ 1 ▶ 10 ▾ items per page 1 - 2 of 2 items 

Approved FY Budget - \$1000
Send to CFO for attestation

6. A place to enter exact amount expended at the end of FY will be provided next to each category.
7. All information that has already been completed in the expenses will be displayed.
8. Existing Program information can be edited by clicking on the **pencil icon** at the end of the row of the specific program entry.

9. The entire Program row can be deleted by clicking on the **X** at the end of the row of the specific program entry.
10. For any additional hospital in-kind funds expended, please enter into this field.
11. Summary is a required field.
12. Click on the ✓ to save the entry.
13. The Grand Total will also be calculated by the tool when all information is saved and will not be editable
14. When one entry has been made, button to “Send to CFO for attestation” will be displayed. Only a user with NSP1 coordinator role is able to do this.
15. When this button is clicked, an email is sent to the user in the system with a CFO role. Make sure a CFO user is created prior to this action. The Budget page will indicate this.

The screenshot shows a web interface titled "End Of Year Expenses". Below the title, there are two dropdown menus: the first is set to "2020" and the second is set to "MD Langone Medical Center". To the right of these dropdowns are two blue buttons labeled "Search" and "Export". Below the "Search" and "Export" buttons, there is a button labeled "Sent To CFO" which is highlighted with a red rectangular box.

16. The CFO will receive an email with the Beginning Budget attached as a pdf attachment and a link to be clicked on after review that will serve as an electronic signature.

Subject: NSP I - EOY Expenses Verification

To: <SALI_CFO@aileronconsulting.com>

End Of Year Expenses for MD Langone Medical Center needs to be verified by the CFO. Please verify and attest to the accuracy of the reported amounts.

To attest this EOY, please click on [this link](#) which will serve as an electronic signature.

To reject this EOY, please [click here](#) to reject this EOY.

If you have any further questions, please contact your organization's NSP I Coordinator MD NSP1 at SALI_NSP1@aileronconsulting.com

End Of Year Expenses Summary
MD Langone Medical Center
Fiscal Year
2015

Program/Project Name	Budget	Actual	Summary
University Research	\$100	\$100	
Other	\$100	\$100	
Other University Program 123	\$100	\$100	
Other University Program 456	\$100	\$100	
Grand Total	\$400	\$400	

PDF MD Langone Med...

17. If the “attest this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows.

Beginning Budget CFO Attestation

Thank you for verifying the budget for MD Langone Medical Center for 2020 Fiscal Year on 5/11/2020 1:03:15 PM.

18. If the “reject this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows. The request will return to NSP1 Coordinator for modification and will be re submitted for CNO review.

Beginning Budget CFO Rejection

Are you sure you want to reject MD Langone Medical Center's Beginning Budget?

Yes



19. Once the verification is complete, the EOY Expenses status will be updated and a Submit button is now available to be submitted to HSCRC for approval.

End Of Year Expenses

2020 ▾ MD Langone Medical Center ▾ Search Export

Verified by CFO

Submit 

20. At this point the EOY Expenses is ready to be submitted to HSCRC by clicking on the Submit button. An email will be sent to the HRCRC team that the budget was submitted and the status will be updated.

NSP Data Collection Tool <ailerontesting@gmail.com> 3:00 PM (6 minutes ago)
to me ▾
Program Description for MD Langone Medical Center was submitted by MD NSP1 on 5/11/2020 3:00:26 PM.

NSP Data Collection Tool <ailerontesting@gmail.com> 3:00 PM (6 minutes ago)
to me ▾
Program Description for MD Langone Medical Center was submitted by MD NSP1 on 5/11/2020 3:00:26 PM.

21. HSCRC will review the expenses and either approve or request for a resubmission if more information is desired. If a resubmission is requested, an email to the NSP I coordinator with the reasoning will be sent out. This will be indicated in the status as well.

The screenshot shows a web interface titled "End Of Year Expenses". At the top, there is a header with the title. Below the header, there are two dropdown menus: the first is set to "2020" and the second is set to "MD Langone Medical Center". To the right of these dropdowns are two buttons: "Search" and "Export". Below the dropdowns, a status box is highlighted with a red border and contains the text "Information sent to HSCRC for Review". At the bottom of the interface, there are two buttons: "Approve" and "Resubmit".

22. The NSP I coordinator will have to make the requested changes, get the CFO approval of the updated expenses and submit to HSCRC again.

23. Once HSCRC approves the budget an approval email will be sent to the NSP I coordinator and this is reflected in the status.

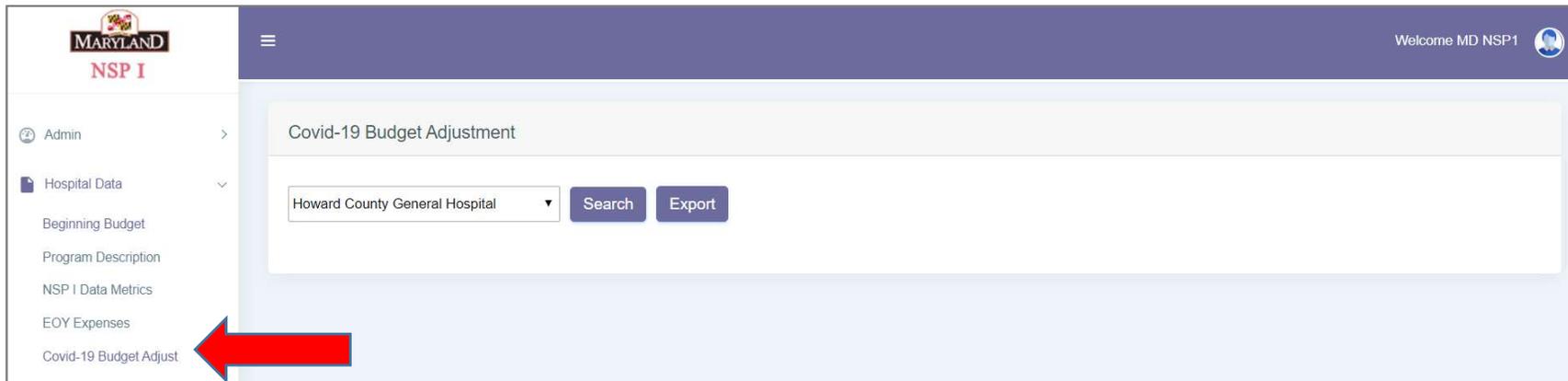
The screenshot shows the same web interface as above, titled "End Of Year Expenses". The dropdown menus are still set to "2020" and "MD Langone Medical Center", and the "Search" and "Export" buttons are present. The status box, highlighted with a red border, now contains the text "Approved by HSCRC". The "Approve" and "Resubmit" buttons are no longer visible in this view.

24. You can use the Export option at any time to export the EOY Expenses in a PDF format.

Covid-19 Budget Adjustment:

This section gives the ability to modify already approved budgets for 2020 for Covid-19 related expenses. When an entry is made into **Budget to be carried over from FY2020 to FY2021** section, the appropriate amount will be subtracted from 2020 and moved over to 2021.

1. Click on **Covid-19 Budget Adjust** in the left-hand navigation.
2. Select the hospital you are working on from the **Select Hospital** drop down list. The dropdown list will be limited to the hospitals that have been attached in your user profile.
3. Hit **Search**.



The screenshot shows the Maryland NSP I web application interface. The top left corner features the Maryland NSP I logo. The top right corner displays the user's name, "Welcome MD NSP1", and a profile icon. The left-hand navigation menu includes the following items: Admin, Hospital Data (expanded), Beginning Budget, Program Description, NSP I Data Metrics, EOY Expenses, and Covid-19 Budget Adjust. A red arrow points to the "Covid-19 Budget Adjust" menu item. The main content area is titled "Covid-19 Budget Adjustment" and contains a dropdown menu with "Howard County General Hospital" selected, a "Search" button, and an "Export" button.

☰
Welcome MD NSP1 

Covid-19 Budget Adjustment

Howard County General Hospital
Search
Export


✓
↻

FY2020 Approved Budget	FY2021 Approved Budget	FY2020 Modified Budget	FY2021 Modified Budget	Budget to be carried over from FY2020 to FY2021
\$333,333.00	\$77,778.00	\$0.00	\$0.00	\$0.00

4. Make the necessary modification for **Budget to be carried over from FY2020 to FY2021** box
5. Click on the Check ✓ to save the entry

☰
Welcome MD NSP1 

Covid-19 Budget Adjustment

Howard County General Hospital
Search
Export

✓
↻


FY2020 Approved Budget	FY2021 Approved Budget	FY2020 Modified Budget	FY2021 Modified Budget	Budget to be carried over from FY2020 to FY2021
\$333,333.00	\$77,778.00	\$0.00	\$0.00	<input type="text" value="1000"/>

- When entry(s) has been saved, button to “Send to CFO for attestation” will be displayed. Only a user with NSP1 coordinator role is able to do this
- When this button is clicked, an email is sent to the user in the system with a CFO role. Make sure a CFO user is created prior to this action. The bottom of the page will indicate this.

The screenshot shows the 'Covid-19 Budget Adjustment' interface. At the top right, it says 'Welcome MD NSP1' with a user profile icon. Below the title, there is a dropdown menu set to 'Howard County General Hospital' and two buttons: 'Search' and 'Export'. Below this is a summary table with two rows of data. At the bottom left, there is a button labeled 'Send to CFO for attestation' with a red arrow pointing to it from the right.

FY2020 Approved Budget	FY2021 Approved Budget	FY2020 Modified Budget	FY2021 Modified Budget	Budget to be carried over from FY2020 to FY2021
\$333,333.00	\$77,778.00	\$332,333.00	\$78,778.00	\$1,000.00

This screenshot shows the same interface as above, but with a red box highlighting the 'Sent To CFO' button located below the 'Search' and 'Export' buttons.

8. The CFO will receive an email with the Covid-19 Budget Adjustment attached as a pdf attachment and a link to be clicked on after review that will serve as an electronic signature.

Subject: NSP I - Covid-19 Budget Adjustment Verification

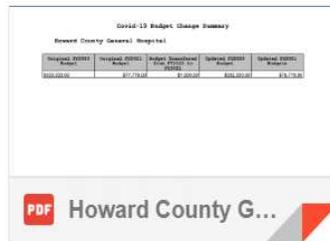
To: <SALI_CFO@aileronconsulting.com>

Covid Budget Adjustment for Howard County General Hospital needs to be verified by the CFO. Please verify and attest to the accuracy of the reported amounts.

To attest this Covid-19 Budget Adjustment, please click on this [link](#) which will serve as an electronic signature.

To reject this Covid Budget Adjustment, please click [here](#) to reject this Covid Budget Adjustment.

If you have any further questions, please contact your organization's NSP I Coordinator MD NSP1 at SALI_NSPI@aileronconsulting.com



12. If the “attest this Covid-19 Budget Adjustment” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows.

Covid-19 Budget Adjustment CFO Attestation

Thank you for verifying the Covid-19 Budget Adjustment for Howard County General Hospital on 5/14/2020 9:01:12 PM.

13. If the “reject this Covid Budget Adjustment” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows. The request will return to NSP1 Coordinator for modification and will be resubmitted for CFO review.

Covid-19 Budget Adjustment CFO Rejection

Are you sure you want to reject Howard County General Hospital's Covid-19 Budget Adjustment?

Yes



25. Once the verification is complete, the Covid-19 Budget Adjustment status will be updated and a Submit button is now available to be submitted to HSCRC for approval. An email will be sent to the HRCRC team that the budget was submitted and the status will be updated.

The screenshot shows the 'Covid-19 Budget Adjustment' interface. At the top right, it says 'Welcome MD NSP1' with a user profile icon. Below the title, there is a dropdown menu set to 'Howard County General Hospital' and two buttons: 'Search' and 'Export'. Underneath, it says 'Verified by CFO'. A 'Submit' button is highlighted with a red arrow pointing to it from the left. Below the button is a table with the following data:

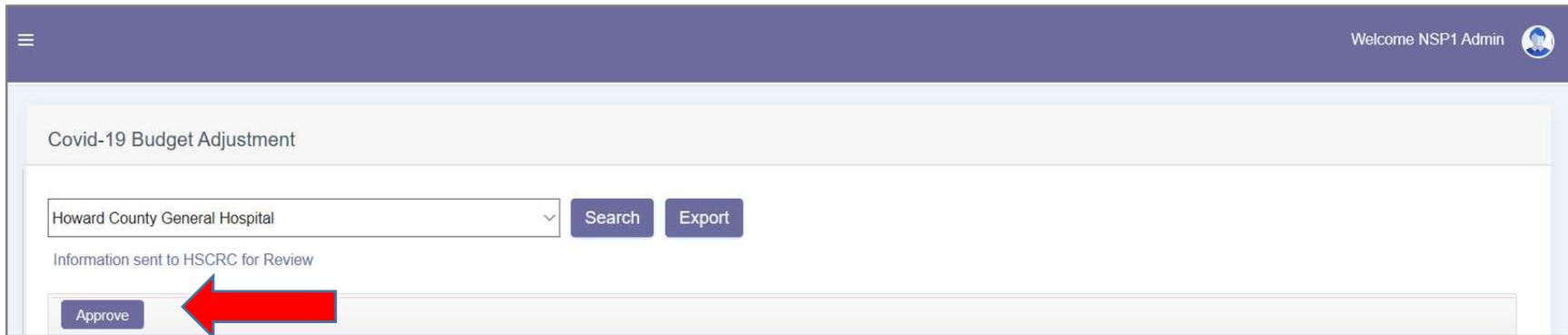
FY2020 Approved Budget	FY2021 Approved Budget	FY2020 Modified Budget	FY2021 Modified Budget	Budget to be carried over from FY2020 to FY2021
\$333,333.00	\$77,778.00	\$332,333.00	\$78,778.00	\$1,000.00

At the bottom left, a message 'CFO attestation complete' is highlighted with a red box.

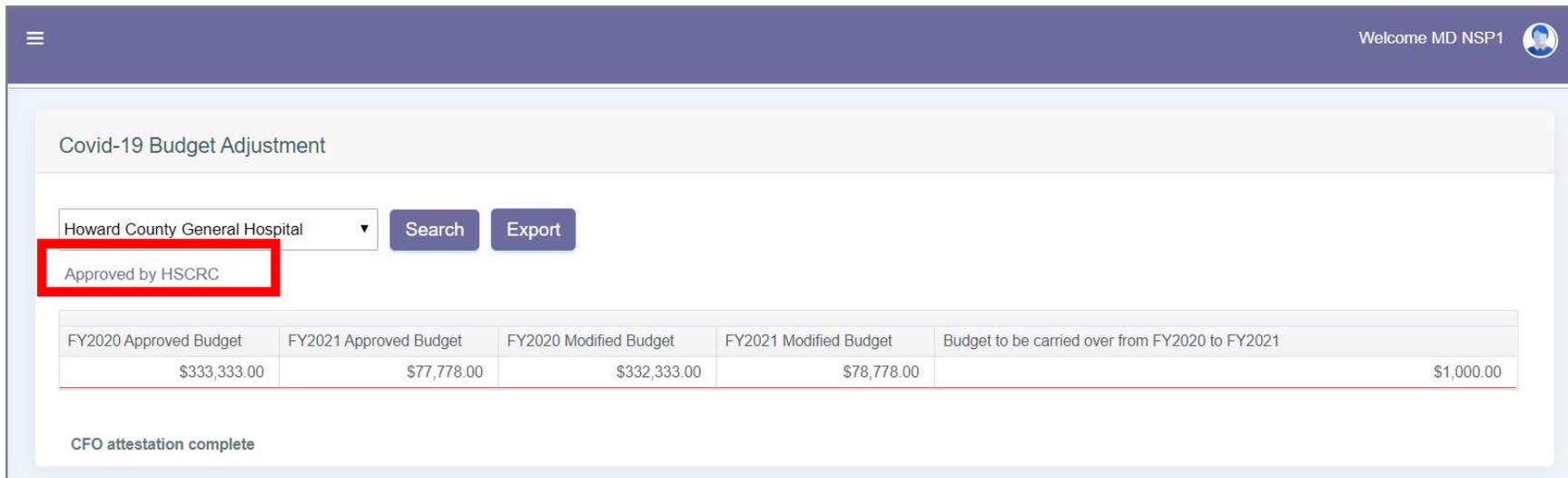
14. After Clicking on Submit, **Information Sent to HSCRC** for Review message will be displayed.

The screenshot shows the 'Covid-19 Budget Adjustment' interface after clicking 'Submit'. The 'Submit' button is no longer visible. The dropdown menu is still set to 'Howard County General Hospital' and the 'Search' and 'Export' buttons are present. A message 'Information sent to HSCRC for Review' is highlighted with a red box at the bottom left.

15. HSCRC will review the budget and click on **Approve**. There is no **Resubmit** option for this section.



16. Once HSCRC approves Budget Adjustment, approval email will be sent to the NSP I coordinator and this is reflected in the status.



17. Export option can be used at any time to export the Covid-19 Budget Adjustment in a PDF form.

End of Year (EOY) Program Description:

This section gives the ability to re-evaluate the outcomes of the Program Descriptions provided in the beginning of the fiscal year.

1. Click on **EOY Program Description** in the left-hand navigation.
2. Choose the fiscal year from the drop-down list.
3. Select the hospital you are working on from the **Select Hospital** drop down list. The dropdown list will be limited to the hospitals that have been attached to in your user profile.
4. The hospital information has to be entered in **Program Description** tab first. First four (4) column carries over information entered in **Program Description**.
5. Hit **Search**.

The screenshot displays the 'EOY Program Descriptions' interface. The left-hand navigation menu includes 'Admin', 'Hospital Data', 'Beginning Budget', 'Program Description', 'NSP I Data Metrics', 'EOY Expenses', 'Covid-19 Budget Adjust', and 'EOY Program Description'. The main content area shows a filter for the year '2021' and the hospital 'MD College Langone Medical Center', with 'Search' and 'Export' buttons. Below this is a table with the following data:

Program	Target Group	Program Description	Anticipated Outcome(s)	Outcomes Met-Brief Description	Outcomes Not Met-Brief Description	
Continuing Education (External)	Clinical RNs/Nurse Leaders	Continuing education	Additional knowledge	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Leadership, Preceptorship, Mentorship Programs	Clinical RNs/Nurse Leaders	Leadership program	Create better leaders			<input type="checkbox"/>
Nurse Residency Program For Newly Licensed RNs	Nursing Students	RNs program	Support new RNs			<input type="checkbox"/>

6. Click  to modify the entry and fill in;
- Outcomes Met-Brief Description – Please provide brief description on the outcomes that were met from the anticipated outcomes initially listed.
 - Outcomes Not Met-Brief Description - Please provide brief description on the outcomes that were not met from the anticipated outcomes initially listed.

EOY Program Descriptions

2021 ▼ MD College Langone Medical Center ▼ Search Export

Program	Target Group	Program Description	Anticipated Outcome(s)	Outcomes Met-Brief Description	Outcomes Not Met-Brief Description	
Continuing Education (External)	Clinical RNs/Nurse Leaders	Continuing education	Additional knowledge	<input type="text" value="Yes, Additional knowledge"/>	<input type="text"/>	 Edit
Leadership, Preceptorship, Mentorship Programs	Clinical RNs/Nurse Leaders	Leadership program	Create better leaders			

- Click on the Check  to save the entry
- When you have completed filling out Outcome information, the information **must be sent to** the CNO for attestation.

Welcome MD NSP1

EOY Program Descriptions

2021 MD College Langone Medical Center Search Export

Program	Target Group	Program Description	Anticipated Outcome(s)	Outcomes Met-Brief Description	Outcomes Not Met-Brief Description	
Continuing Education (External)	Clinical RNs/Nurse Leaders	Continuing education	Additional knowledge	Yes, Additional knowledge		
Leadership, Preceptorship, Mentorship Programs	Clinical RNs/Nurse Leaders	Leadership program	Create better leaders		No, lack of time	
Nurse Residency Program For Newly Licensed RNs	Nursing Students	RNs program	Support new RNs			

1 10 items per page 1 - 3 of 3 items

Send to CNO for attestation



9. Click on the button Send to CNO for attestation. Only a user with the NSP1 coordinator role is able to do this.
10. When this button is clicked, an email is sent to the user in the system with a CNO role for this hospital. Make sure a CNO user is created prior to this action.
11. The CNO will receive an email with the Program List attached as a pdf attachment. CNO has an option to attest or reject the Program List.

Subject: NSP I - EOY Program Description Verification

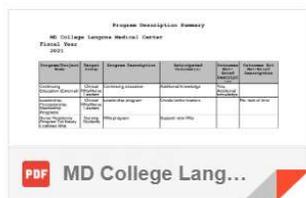
To: <SALI_CNO@aileronconsulting.com>

EOY Program Description for MD College Langone Medical Center needs to be verified by the CNO. Please verify and attest to the accuracy of the reported programs.

To attest this Program Description, please click on this [link](#) which will serve as an electronic signature.

To reject this Program Description, please click [here](#) to reject this Program Description.

If you have any further questions, please contact your organization's NSP I Coordinator MD NSP1 at SALI_NSPI@aileronconsulting.com



12. If the “attest this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows.

EOY Program Description CNO Attestation

Thank you for verifying the Program Description for MD College Langone Medical Center for 2021 Fiscal Year on 9/11/2020 10:36:43 AM.

13. If the “reject this Program Description” link is chosen, the system will update in the backend and a confirmation message will be displayed as follows. The request will return to NSP1 Coordinator for modification and will be re submitted for CNO review.

EOY Program Description CNO Rejection

Are you sure you want to reject MD College Langone Medical Center's Program Description?



EOY Program Description CNO Rejection

The Program Description for MD College Langone Medical Center has been rejected for 2021 Fiscal Year on 9/11/2020 10:31:50 AM.

14. Once the verification is complete, the Program Description status will be updated to Verified by CNO and the screen will reflect CNO attestation complete.

Welcome MD NSP1 

EOY Program Descriptions

2021 ▼ MD College Langone Medical Center ▼ Search Export

Verified by CNO

Submit

Program	Target Group	Program Description	Anticipated Outcome(s)	Outcomes Met-Brief Description	Outcomes Not Met-Brief Description
Continuing Education (External)	Clinical RNs/Nurse Leaders	Continuing education	Additional knowledge	Yes, Additional knowledge	
Leadership, Preceptorship, Mentorship Programs	Clinical RNs/Nurse Leaders	Leadership program	Create better leaders		No, lack of time
Nurse Residency Program For Newly Licensed RNs	Nursing Students	RNs program	Support new RNs		


 10 items per page
 1 - 3 of 3 items 

CNO attestation complete

15. NSP1 coordinator will also receive an email after CNO makes a choice.

Subject: NSP I - EOY Program Description Attestation
To: <SALI_NSP1@aileronconsulting.com>

EOY Program Description for MD College Langone Medical Center was attested by the CNO.

Subject: NSP I - EOY Program Description - Sent to CNO Rejection
To: <kkantharaj@aileronconsulting.com>

EOY Program Description for MD College Langone Medical Center was rejected by MD CNO on 9/11/2020 10:33:37 AM.

16. At this point the program description information is ready to be submitted to HSCRC by clicking on the Submit button. An email will be sent to the HRCRC team that the program description information was submitted and the status will be updated.

Welcome MD NSP1

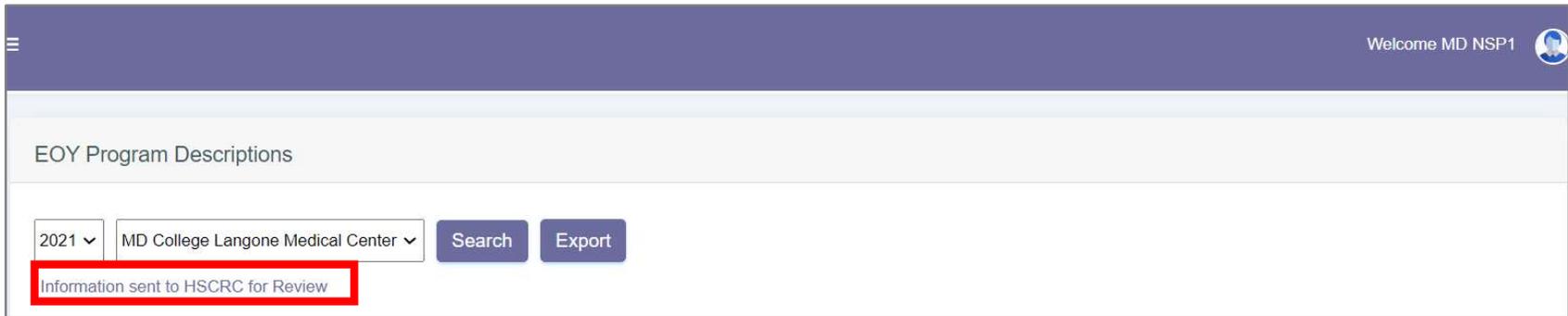
EOY Program Descriptions

2021 MD College Langone Medical Center Search Export

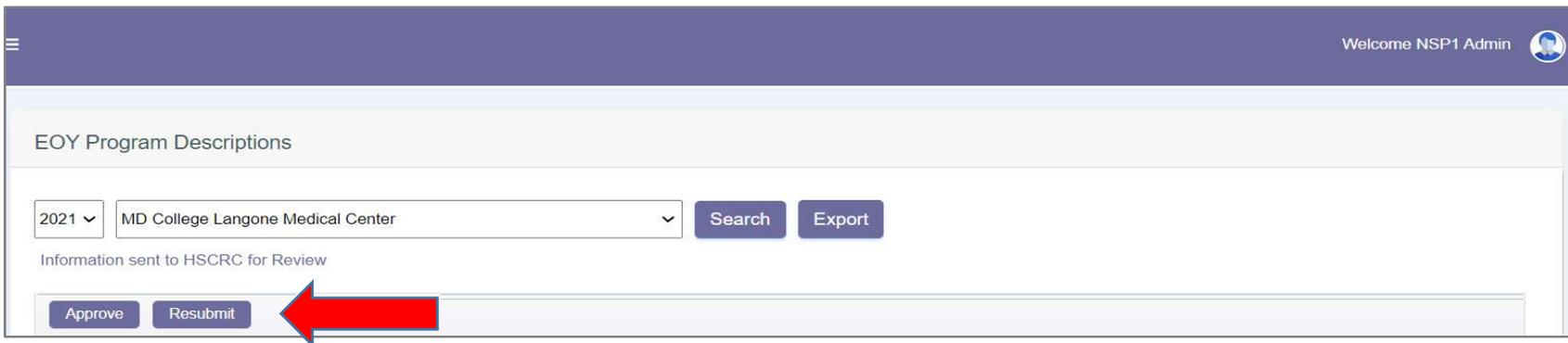
Verified by CNO

Submit

Program	Target Group	Program Description	Anticipated Outcome(s)	Outcomes Met-Brief Description	Outcomes Not Met-Brief Description
---------	--------------	---------------------	------------------------	--------------------------------	------------------------------------



17. HSCRC will review the Program Descriptions and either Approve or Resubmit if additional information is required.



18. If a resubmission is requested, an email will be sent to the NSP I coordinator with the reason additional information is required. The status will indicate Request for resubmission sent to NSP I Coordinator.

Subject: NSP I - EOY Program Description Resubmission

To: <SALI_NSP1@aileronconsulting.com>

Thank you **MD** for submitting the EOY Program Description forms for MD College Langone Medical Center. The NSP I Advisory Board has reviewed the forms and evaluated each hospital on several factors:

- Whether the program as described met the intent of the NSP I program.
- Whether the program as described was specifically for the benefit of nurses.
- Whether the forms were complete (description and outcomes).
- Whether the budget was in-line with what was allocated for the hospital in rates.

The Advisor Board agreed that the NSP I program described by your hospital meets most of the requirements above, however, the Board needed clarification on the following:

- Please provide additional information

EOY Program Descriptions

2021 ▼ MD College Langone Medical Center ▼ Search Export

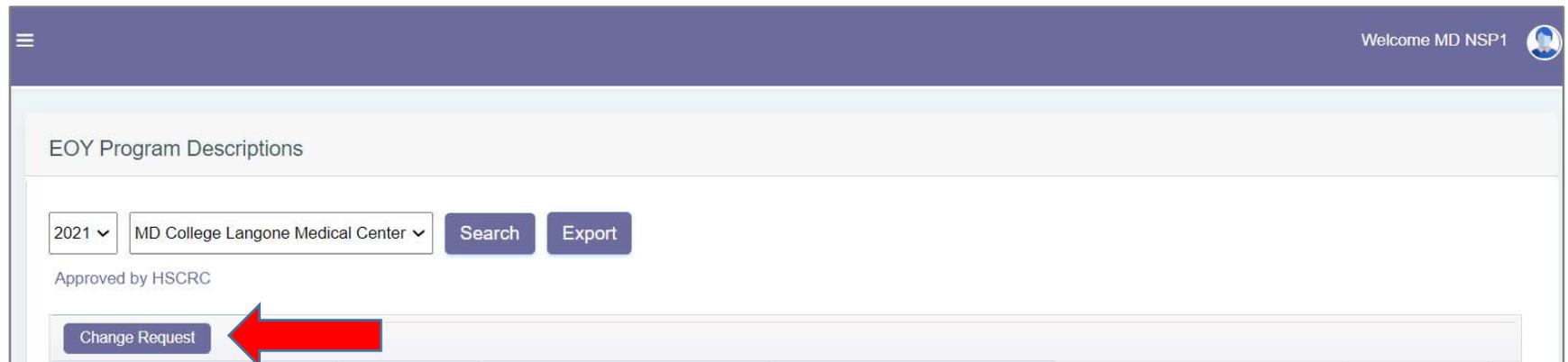
Request for resubmission sent to NSP I Coordinator

19. The NSP I coordinator will have to make the requested changes, get the CNO approval of the updated EOY Program Descriptions and submit to HSCRC again.

20. Once HSCRC approves the EOY Program Descriptions an approval email will be sent to the NSP I coordinator and this is reflected in the status.



21. After this point any changes to the EOY Program Descriptions should be sent in as a Change Request submission, this follows a similar workflow as noted above.



22. You can use the Export option at any time to export the EOY Program Descriptions in a PDF format.



END