



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

PO BOX 360
TRENTON, N.J. 08625-0360

JON S. CORZINE
Governor

www.nj.gov/health

HEATHER HOWARD
Commissioner

March 25, 2008

Dear Hospital CEOs:

With publication of the nurse staffing rules in the New Jersey Register on March 17, 2008, general hospitals licensed in accordance with the Health Care Facilities Planning Act, P.L. 1971, c136 codified at N.J.S.A. 26:2H-1 et seq. are required to publicly disclose direct care staffing levels for each shift within the facilities and to report staffing level information to the New Jersey Department of Health and Senior Services pursuant to N.J.A.C. 8:43G-17A.5. Forms have been developed for posting this information within the hospitals and are available at www.NJ.gov/health/healthcarequality.

The Department is currently developing a web-based reporting system that will enable hospitals to submit monthly staffing data. We anticipate that the system will be operational on July 1, 2008. During June, each hospital will receive an instruction packet, including procedures and timelines. Therefore, we are asking you to appoint a Nurse Staffing Liaison who will manage the process for submission of this information to the Department.

Before May 1, 2008, please return the enclosed forms identifying the person in your hospital who will serve as the point of contact between the Department and the hospital on implementing this new process and the person(s) who will access the system. If you have any questions, please contact Sharon Sedlak at 609-530-7470.

Sincerely,

A handwritten signature in black ink that reads "Heather Howard".

Heather Howard
Commissioner

Enclosures

- c. Cynthia Kirchner, Senior Policy Advisor to the Commissioner
- Matthew D'Oria, Deputy Commissioner
- Nursing Directors



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Hospital Name: _____

Nurse Staffing Liaison:

Name: _____

Title: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Please submit this information before May 1, 2008 to:

NJ Department of Health and Senior Services
Office of Health Care Quality Assessment
25 Scotch Road
Ewing NJ 08628

ATTN: Marcia Cook, Management Assistant

If you have any questions, please contact Marcia Cook at 609-530-7456 or email

Marcia.Cook@doh.state.nj.us.