



**Hospital Patient Care Staff Reporting and Posting  
Instructions Manual**

**Office of Health Care Quality Assessment  
New Jersey Department of Health and Senior Service**

**June 2008**

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## **Chapter I: Introduction**

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 within the facilities and to report staffing level information to the New Jersey Department of Health and Senior Services (Department) pursuant to N.J.A.C. 8:43G.

Under the law:

- 1) general hospitals are required to post direct patient care staffing levels in visible and accessible locations within specified areas
- 2) general hospitals must submit aggregate data on a monthly basis to the Department, and
- 3) the Department must make the information available to the public on a quarterly basis.

This document contains information and instructions relative to the daily hospital patient care staff level posting and reporting process. Instructions for posting and retaining daily patient care staffing forms, the monthly reporting process and the quarterly reporting process are listed in this document.

### **Information to be Reported**

Hospitals are required to report the information contained in the daily posting forms to the Department once a month via the Hospital Patient Care Staffing System (HPCS). It is the responsibility of each hospital to accurately calculate monthly averages from the daily posting forms in accordance with the directions in Chapter IV and to input those averages into the HPCS system within the required time frames.

The Department will combine the monthly averages reported by the hospitals into a quarterly report that will be available on the HPCS website. These quarterly reports will be available to the public via our HPCS website and as a link from the consumer information section of the NJDHSS website. The Department's Hospital Patient Care Staffing Quarterly Report will be available at [www.nj.gov/health/hpcs/index.shtml](http://www.nj.gov/health/hpcs/index.shtml) starting with the quarter ending September 30, 2008.

**For More Information:**

The Department is available to assist you with any questions you may have relative to this reporting process. Please contact the Office of Health Care Quality Assessment at 609-530-7470. Questions may be submitted using the web-site at [www.nj.gov/health/hpcs/index.shtml](http://www.nj.gov/health/hpcs/index.shtml), the fax number 609-530-7478 or the mailing address:

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New Jersey Department of Health and Senior Services  
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Ewing, NJ 08628

The Office of Health Care Quality Assessment anticipates moving to another location in summer 2008. We will notify you and provide you with our new address after the move.

## Chapter II: Directions for Daily Patient Care Staffing Forms

### Information to be Posted and Retained by the Hospitals

Hospital Patient Care Staffing information is to be posted using the forms, *Daily Patient Care Staffing: Inpatient Units*, *Daily Patient Care Staffing: Emergency Department*, *Daily Patient Care Staffing: Post-Anesthesia Care Unit*, *Daily Patient Care Staffing – Other Licensed Health Care Professionals: Hospital-Wide*. These forms and their instructions are in Appendix I of this document and also available at [www.nj.gov/health/hpcs/index.shtml](http://www.nj.gov/health/hpcs/index.shtml).

- General hospitals are required to post direct patient care staffing levels for inpatient units in visible and accessible locations within specified areas of general hospitals utilizing the form, “*Daily Patient Care Staffing: Inpatient Units*.”

For each inpatient unit, general hospitals are required to count the number of patients and the number of staff based on hours worked for each category of direct patient care staff, excluding other licensed health care professionals, one hour before the end of each shift on each day of each month. Hospitals are required to post the results and ratio of staff to patients on a daily basis no later than one hour after the beginning of the next shift with respect to each shift.

- General Hospitals shall post emergency department staffing information in the emergency department waiting area utilizing the form, “*Daily Patient Care Staffing: Emergency Department*.”

For each emergency department, general hospitals are required to count the number of patients registered during the shift and the number of staff, based on hours worked for each category of direct patient care staff, excluding other licensed health care professionals, one hour before the end of the shift on each day of each month.

- General Hospitals shall post staffing information for the Post-Anesthesia Care unit in the Post-Anesthesia Care unit waiting area utilizing the form, “*Daily Patient Care Staffing: Post-Anesthesia Care Unit*.”

For each post-anesthesia care unit, general hospitals are required to count the number of patients that were in the post-anesthesia care unit during the shift and the number of staff, based on hours worked for each category of direct patient care staff, excluding other licensed health care professionals, one hour before the end of the shift on each day of each month.

- General Hospitals shall post information concerning the number of other licensed health care professionals utilizing the form “*Daily Patient Care Staffing – Other Licensed Health Care Professionals: Hospital-Wide*,” in a central location within the hospital that is open and accessible to the general public.

General hospitals are required to count the number of staff for each category of other licensed health care professionals that were providing direct patient care during the shift one hour before the end of the shift on each day of each month.

Each posting described in the paragraphs above is to include a brief description of the methods used by the general hospital for determining and adjusting direct patient care staffing levels.

Hospitals are required to post the above described information on a daily basis no later than one hour after the beginning of the next shift. If a language other than English is the exclusive language spoken by at least 10 percent of a general hospital's patients, the staff posting forms shall be translated into that language and posted in English and the other language. The Department is making a Spanish language version of the posting forms available at [www.nj.gov/health/hpcs/index.shtml](http://www.nj.gov/health/hpcs/index.shtml).

Postings are to be retained and stored by the hospital and copies are to be provided to any member of the public upon request at no charge.

## Chapter III: Reporting Definitions

The following definitions were developed to assist in consistent use of the posting forms and the monthly reporting system. The Department is aware of the difficulties faced by hospitals relative to counting staff and patients for the daily postings and calculating monthly averages from the daily postings for the monthly reports. The issues listed below represent the department's response to concerns, raised by hospitals, regarding the daily posting process and the monthly reporting process. Detailed instructions for calculating monthly averages which must be submitted to DHSS can be found in Chapter IV.

- **Actual worked hours:** Includes the actual hours worked by nursing staff providing direct patient care that were present during any portion of the shift. Include hours spent in direct patient care. Do not subtract 15-minute breaks from actual hours worked. Exclude meal breaks from actual hours worked. Do not include benefit time, vacation, medical leave, orientation, education or committee time.
- **Direct Patient Care:** Means clinical care services provided directly to patients by a registered professional nurse, licensed practical nurse, physical therapist, respiratory care practitioner and/or unlicensed assistive personnel. For registered professional nurses, licensed practical nurses and unlicensed assistive personnel, patient care responsibilities are patient-centered nursing activities carried out by **unit-based** staff in the presence of the patient (e.g., medication administration, nursing treatments, nursing rounds, admission/transfer/discharge, patient teaching, patient communication) and nursing activities that occur away from the patient that are patient related (e.g., coordination of patient care, documentation, treatment planning). *Note: This definition, (from the National Quality Forum and the American Nurses Association National Database of Nursing Quality Indicators.), is a clarification of the Department's response to comments on the proposed rules.* Hospitals may specify other nursing personnel who provide additional services throughout the hospital in the methods section of the posting form.
- **HPCS system:** Hospital Patient Care Staffing system is the web-based system developed by the Department that provides New Jersey hospitals with a means to transmit monthly staffing data to the Department and to view reports. Information relative to the Hospital Patient Care Staffing system can be found at [www.nj.gov/health/hpcs/index.shtml](http://www.nj.gov/health/hpcs/index.shtml).
- **Labor and Delivery Units:** The licensed category for Labor and Delivery units is Obstetrics (Post Partum). Frequently, **Mother/Baby** staffing is done as couplets and not separated between Obstetrics (Post Partum) and Normal Newborn Nursery. Hospitals using Mother/Baby units should report staffing as Obstetrics (Post Partum) and not Normal Newborn Nursery. All staff hours should be reported under the obstetrics unit. The mother and the baby/babies should each be reported as a patient.

- **Number of Staff:** Means the number of registered professional nurses, licensed practical nurses and unlicensed assistive personnel who provide and are directly responsible for patient care on a particular shift. Number of staff is calculated by dividing the total number of hours worked by each category of direct patient care staff by the hours in the shift. **Hours worked** includes the actual hours worked by any staff in this definition that were present during any portion of the shift.
- **Nurse Managers:** Are hospital management or support staff and do not provide direct patient care; they should not be included on the daily posting forms.
- **Outpatient Units:** Are excluded from the posting or reporting process, (e.g., cath. lab and same-day surgery).
- **Overtime:** When a direct-patient care staff person works beyond their shift into the next shift, the actual hours should be included on the daily posting forms for all the shifts that they worked.
- **Patient Overflow into Other Units:** Is an issue that occurs when the volume of patients outnumbers the beds of a licensed unit and the beds in another licensed unit are used for the patient. The patient should be included in the daily posting of the unit where the patient is receiving care. For example, if a Medical-Surgical unit is full when a new Medical-Surgical patient needs care, the patient could be cared for in a Pediatrics unit, (with prior approval from the Department's Certificate of Need and Licensure Program), where the hospital has available beds. In this scenario, the patient would be counted in the daily posting for the Pediatric Unit and not the Medical-Surgical Unit.
- **Physical Therapist:** Include worked hours for licensed physical therapists and licensed physical therapist assistants in the staff hours calculation
- **Physical Therapist 24-Hour Shift:** Is an issue that applies to all NJ hospitals. Since actual 24-hour shifts do not apply to Physical Therapists in any hospital, the calculation requiring a hospital to divide by 24 as described on form HCQ-6 in Appendix I understates the actual number of Physical Therapists. This understatement applies consistently to all NJ hospitals.
- **Post-Anesthesia Care Units that are not open everyday:** The closed day or days will not affect the posting process. In accordance with the rules, the count should occur one hour before the end of the shift and the form should be posted no later than one hour after the beginning of the next shift. For example, if a PACU is closed on Sunday, the count should occur during the last hour of the



Saturday shift and be posted at the end of the shift. The Saturday posting form should be displayed on the closed day and remain on display through Monday.

- **Psychiatric/Behavioral Health Units:** For these units, classify licensed mental health counselors, activity therapists and recreational therapists providing direct patient care as LPNs. Staffing hours for unlicensed mental health technicians (MHT) or other unlicensed personnel are included as UAP hours.
- **Shift:** means a standardized reporting period, which for inpatient units, shall consist, at the hospital's choice, of either three eight-hour periods (day, evening and night) or two 12-hour periods (day and night); and for the emergency department, post-anesthesia care unit, and other health care professionals, shall consist of one 24-hour period.
- **Sitters:** are companions to patients at high risk of falls, suicide or other conditions. They can be considered unlicensed assistive personnel only if they provide other direct patient care in addition to observation. Sitters providing only companion services should not be included in the worked hours for unlicensed assistive personnel.

## Chapter IV: Instructions for Calculating Monthly Averages

The instructions in this chapter describe how hospitals should calculate the average monthly staffing data that must be submitted to the Department starting from the Daily Patient Care Staffing Forms. These monthly summaries are submitted through the DHSS web-based reporting system. Directions for using the web-based system are in Chapter V.

The HPCS system will force the entry of data to one decimal point as it appears on the Daily Patient Care Staffing forms.

All words and phrases in **bold print** indicate a form or a field name.

All items in *italicized print* indicate an action that needs to be taken by the hospital.

### Daily Patient Care Staffing: Inpatient Units Form

The Department requires hospitals to report the monthly **Staff to Patient Ratio** and the *Number of Units* for each **unit type** listed on the **Daily Patient Care Staffing: Inpatient Units** posting form in accordance with the rules. In order to do this, hospitals will need to collect the data from the daily posting forms using a consistent method that enables the calculation of monthly averages. Each inpatient unit listed on the **Daily Patient Care Staffing: Inpatient Units** form will need to track or log the data from every posting form so that monthly averages can be calculated.

The HPCS system requires the input of the *average* of the reporting month's daily ratios of direct patient care staff-to-patients for each staff type (*e.g.* RN, LPN, UAP) by shift hours (*e.g.* 8 or 12) and shift type (*e.g.* day, evening, night). The HPCS system requires the input of the ratio to one decimal point. To calculate the *monthly average of the Daily Staff-to-Patient Ratios*, *add all the Daily Staff-to-Patient Ratios together and divide by days in the month. Round the ratio to one decimal point.*

If a hospital does not have any direct patient care staff for a particular staff category, a zero should be entered.

### Daily Patient Care Staffing: Emergency Department Form

The department requires hospitals to report the *monthly average* of the daily number of patients in the Emergency Department and the *monthly average* of the daily **Number of Staff** for each category of **staff type** working in the Emergency Department. In order to do this, hospitals will need to collect the data from the daily posting forms using a consistent method that enables the calculation of monthly averages. The Emergency Department will need to track or log the data from every posting form so that monthly averages can be calculated from all the postings. Only like data can be averaged

**Average Daily Number of Patients** is the average of the **Number of Patients Registered** on the Daily Patient Care Staffing: Emergency Department posting form. The HPCS system will require you to enter the *average* of the reporting month's daily number of patients for the emergency department. To calculate the *monthly average of the Daily Number of Patients add the number of patients registered for the month in the emergency department and divide by days in the month.*

**Average Daily Number of Staff** – The HPCS system will require you to enter the *average* of the reporting month's daily **number of staff** for each type of direct patient care **staff type** working in the emergency department. To calculate the *monthly average of the Daily Number of Staff add all the daily numbers of staff together for the month in the emergency department and divide by the number of days in the month for each staff type.*

### **Daily Patient Care Staffing: Post-Anesthesia Care Units Form**

The Department requires hospitals to report the *monthly average* of the daily **Number of Patients** in all Post-Anesthesia care units and the *monthly average* of the daily **Number of Staff** for each category of **staff type** working in any Post-Anesthesia care unit. In order to do this, hospitals will need to collect the data from the daily posting forms using a consistent method that enables the calculation of monthly averages. Each Post-Anesthesia Care Unit will need to track or log the data from every posting form so that monthly averages can be calculated from all the units. Data is summarized within each unit type.

**Average Daily Number of Patients** is the average of the **Number of Patients Present at Any Time** on the **Daily Patient Care Staffing: Post-Anesthesia Care Unit** posting form. The HPCS system will require you to enter the *average* of the reporting month's daily number of patients for all Post Anesthesia Care Units. To calculate the *monthly average of the Daily Number of Patients add together the number of patients for the month in all Post-Anesthesia Care Units and divide by the number of days in the month the Post-Anesthesia Care Units were operating.*

**Average Daily Number of Staff** – The HPCS system will require you to enter the *average* of the reporting month's daily **number of staff** for each type of direct patient care **staff type** working in all the Post Anesthesia Care Units. To calculate the *monthly average of the Daily Number of Staff add together all the daily numbers of Staff for the month in all Post Anesthesia Care Units and divide by the number of days the Post-Anesthesia Care Units were operating during the month for each staff type.*

## **Other Licensed Professionals: Hospital-Wide Form for Respiratory Care Practitioners and Physical Therapists**

The department requires hospitals to report the *monthly average* of their daily postings of the number of Respiratory Care Practitioners and Physical Therapists working throughout the hospital.

In order to do this, hospitals will need to collect the data from the daily posting forms using a consistent method that enables the calculation of monthly averages. The staffing data for Respiratory Care Practitioners and Physical Therapists will need to be tracked or logged from every posting form so that monthly averages can be calculated from all the postings. Only like data can be averaged. Data is summarized within each unit type.

**Average Daily Number of Staff** – The HPCS system will require you to enter the *average* of the reporting month's daily **number of staff** for each category (*e.g. staff type*) or other licensed health care professionals: hospital-wide.

- To calculate the *monthly Average Daily Number of Staff for Respiratory Care Practitioners*, add the number of Staff for the month and divide by days in the month.
- To calculate the *monthly Average Daily number of Staff for Physical Therapists*, add the number of staff for the month and divide by the number of days in the month that the Physical Therapists were working. (*Physical Therapy services may not be available 7 days a week.*)

## Chapter V: Instructions for Using the NJDHSS Hospital Patient Care Staffing System Website

Nurse Staffing Liaisons and designated Data Entry Users, appointed by each hospital, access the system to review past data and submit, delete and update current data. Monthly staffing data is to be calculated in accordance with the instructions in Chapter IV and is to be transmitted to the department via the Hospital Patient Care Staffing system in accordance with the access procedures described in Appendix II.

The monthly reports are due no later than 30 days following the reporting month. Once a report is submitted, it can be revised by Data Entry Users and Nurse Staffing Liaisons throughout the quarter. However, hospitals cannot make any changes in the quarter's monthly data after this period ends (*i.e.*, April 30, July 31, October 31 and January 31). After submitting data from the last month in the quarter, hospitals will be able to view the quarterly summary and the public quarterly report under the **View Reports** section of the HPCS website.

After entering the portal, the user decides whether he/she will enter data or view reports.

**Step 1:** Do you want to enter monthly staffing data or view reports?

The following screen will enable you to enter data or view reports.

The screenshot shows a Microsoft Word document titled 'screens\_name.doc' containing a screenshot of the NJDHSS Hospital Patient Care Staffing System website. The website header includes the State of New Jersey Department of Health and Senior Services logo and a search bar. The main heading is 'Daily Patient Care Staffing Monthly Reporting Forms Or View Reports'. Below this, there are two main sections: 'Data Entry Form' and 'View Reports'. The 'Data Entry Form' section has a 'Hospital Name' and 'Hospital Number' input fields, and a 'Select reporting Month and Year for data entry form' section with a 'Month' dropdown and a 'Year' dropdown set to 2008, followed by a 'GO' button. The 'View Reports' section has a 'Select Quarter for viewing reports' section with a 'Quarter' dropdown and a 'GO' button. Below the 'View Reports' section, it states 'First quarterly report will be available after August 31, 2008.' At the bottom of the website, there is contact information for the Department of Health and Senior Services, including the address (P. O. Box 360, Trenton, NJ 08625-0360), phone number (609) 292-7937, toll-free number 1-800-367-6543, and a link to 'Our Locations'. There are also links for 'contact us', 'privacy notice', and 'legal statement'. At the bottom of the Word document, there is a footer for the NJDHSS website with various navigation links and a copyright notice for the State of New Jersey, 1996-2008.

**To enter monthly data choose:**

**Data Entry Form** – Select reporting month and year for entering data

- Month – Drop down: Select reporting month
- Year – Drop down: Select reporting year
- Click - Go

**Or**

**To view prior reports choose:**

**View Reports** – Select the quarter for viewing prior reports

- Quarter – Drop down: Select All for all prior reports or Last Available for the most recent publicly released report
- Click – Go

**Step 2: Unit Selection Screen: Daily Patient Staffing Monthly Reporting Form**

After choosing to enter data and selecting **Month, Year** and **GO** the following screen will appear:

The screenshot shows a Microsoft Word document titled "screens\_name.doc" containing a form from the State of New Jersey Department of Health and Senior Services. The form is titled "Daily Patient Staffing Monthly Reporting Form". It includes a search bar, navigation links, and a table for reporting units. The table has columns for "Licensed Inpatient Units for this Hospital", "Shift (hours) (8 or 12)", "Total Units", "Enter/Update Data for this Unit", and "Delete Data from this Unit". The units listed include Medical-Surgical, Intermediate Care, Adult Intensive Care Unit/Critical Care Unit, Obstetrics (Post Partum), Normal Newborn Nursery, Neonatal Intensive Basinsets, Neonatal Intermediate Basinsets, Pediatrics, Adult Open Psychiatric, and Adult Closed Psychiatric. There is also a section for "Hospital-Wide and Special Units for this Hospital (24-Hour Staff)" with units like Emergency Department, Post-Anesthesia Care Unit, and Other Licensed Health Care Professionals. The form includes "Back" and "Continue" buttons and contact information for the Department of Health and Senior Services.

Licensed Inpatient Units for this Hospital	Shift (hours) (8 or 12)	Total Units	Enter/Update Data for this Unit	Delete Data from this Unit
Medical-Surgical			<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Care			<input type="checkbox"/>	<input type="checkbox"/>
Adult Intensive Care Unit/Critical Care Unit			<input type="checkbox"/>	<input type="checkbox"/>
Obstetrics (Post Partum)			<input type="checkbox"/>	<input type="checkbox"/>
Normal Newborn Nursery			<input type="checkbox"/>	<input type="checkbox"/>
Neonatal Intensive Basinsets			<input type="checkbox"/>	<input type="checkbox"/>
Neonatal Intermediate Basinsets			<input type="checkbox"/>	<input type="checkbox"/>
Pediatrics			<input type="checkbox"/>	<input type="checkbox"/>
Adult Open Psychiatric			<input type="checkbox"/>	<input type="checkbox"/>
Adult Closed Psychiatric			<input type="checkbox"/>	<input type="checkbox"/>

Hospital-Wide and Special Units for this Hospital (24-Hour Staff)	Enter/Update Data for this Unit	Delete Data from this Unit
Emergency Department	<input type="checkbox"/>	<input type="checkbox"/>
Post-Anesthesia Care Unit	<input type="checkbox"/>	<input type="checkbox"/>
Other Licensed Health Care Professionals	<input type="checkbox"/>	<input type="checkbox"/>

## Daily Patient Staffing Monthly Reporting Form

Users select their reporting units from this screen. Licensed inpatient units, emergency department and Other Licensed Health Care Professionals are listed together with shift hours, total units and action fields for entering or deleting data appear. Selections made from this screen determine your input screens for the remainder of the current session and for future data entry sessions within the current quarter since the shift designation, (8 hours or 12 hours), cannot be changed during the quarter.

Field Names appear in **bold**.

**Hospital Name:** The name of your hospital and your **Hospital Number** appear at the top of the screen.

**Reporting Month/Year:** The month and year you selected in Step 1 will appear.

**Licensed Inpatient Units for this Hospital:** also referred to as (**Unit Type**), this pre-populated column displays the reporting units by licensure status similar to posting form HCQ-3 MAR 08 but specifically for your hospital. If a reporting unit is not listed, the hospital's Nurse Staffing Liaison should contact the department to add the unit. If a reporting unit is listed but does not exist in the hospital, contact the department to remove the unit.

**Shift (Hours): 8 or 12** – Input 8 or 12 hour shift for the reporting unit. Shift input is limited and the selection of 8 hours or 12 hours is only allowed upon initial data entry (for June 2008 data) and upon entering the first month's data of any given quarter (July, October, January, April). Since July is the first month of the quarter, the system will allow shift selections but the selection will be effective for the following two months of the quarter (August 2008 and September 2008). The field will not pre-populate your selection; however, if you select a different shift during the quarter you will receive an error message.

- Emergency Departments, Post-Anesthesia Care Units and Other Licensed Health Care Professionals report 24-hour shifts. All other Units may select 8 or 12-hour shifts during the first month of the quarter.
- All staff types must report the same shift for the quarter.
- Nurse Staffing Liaisons must communicate any mid-quarter shift changes to the Department.

**Total Units** – Enter the total number of units for this unit type in the hospital.

- Impact on the Quarterly Report
  1. An asterisk will appear on the quarterly report when the number of units changes during the quarter.
  2. The quarterly report will reflect the number of units for the final month of the quarter

**Enter/Update Unit** – checking this box will enable you to input your monthly ratios and the number of units or to change data that was input during the quarter.

**Delete Data from this Unit** – checking this box will delete data from the unit for the selected reporting month. You will be asked to verify this action on the next screen after clicking **Continue**.

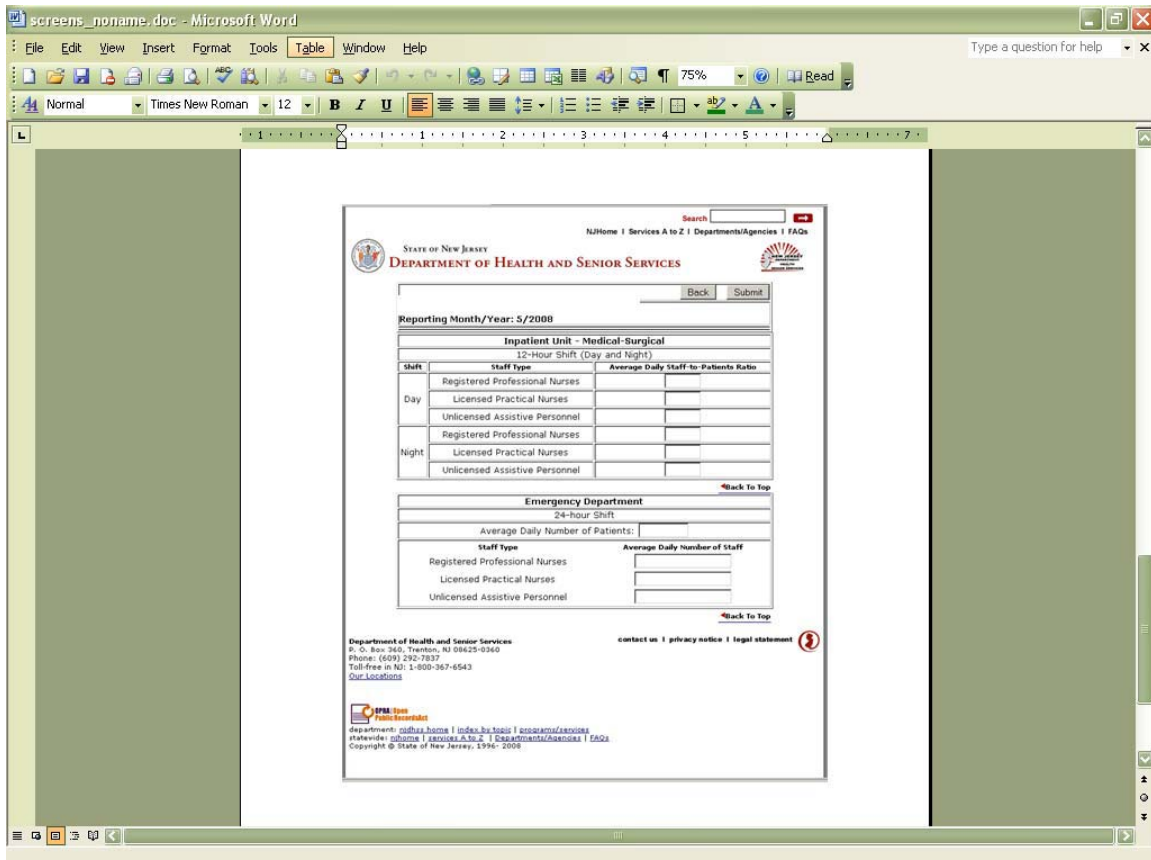
**Back** – takes you back to the **Monthly Reporting Forms or View Reports** screen in Step 1. Selections and input will only be saved if submitted in Step 3. If not, selections and input in Step 2 will be lost.

**Continue** – takes you to the specific data entry screens for the selected units.

### **Step 3: Input Monthly Averages**

After completing the **Daily Patient Staffing Monthly Reporting Form** and clicking on **Continue**, the following screen(s) will appear. You will be entering your monthly averages onto these screens.





This screen reflects Step 2 selections of 12-hour Medical-Surgical Units and Emergency Department. Depending on your Step 2 selections, the resulting list will be different, but the process will be the same.

The hospital name and the month and year selected in Step 1 will appear at the top of the page followed by Licensed Inpatient Units, Emergency Department, Post-Anesthesia Care Unit and Other Licensed Health Care Professionals

**Inpatient Unit Screens:** A separate form/screen will appear for each inpatient unit type selected in Step 2. If you selected a 12-hour shift in Step 2 for a particular unit, then, a day and a night shift will appear for each staff type on the screen. If you selected an 8-hour shift in Step 2 for a particular unit, then, day, evening and night shifts will appear for each staff type on the screen.

You are required to input the monthly **Average Daily Staff-to-Patients Ratio** for each staff type for each shift as it appears on your screen for the month indicated at the top of the screen. Calculate the average of the reporting month's daily ratios of direct patient care staff-to-patients for each staff type by shift in accordance with the instructions in Chapter IV. The HPCS system will force you to enter all ratios to one decimal point,

including zeros. Should an inpatient unit not employ a category of direct patient care staff for the entire shift; the HPCS system will force you to input a zero.

**Emergency Department Screen:** A separate form/screen will appear for the Emergency Department after the Inpatient Unit screens. A 24-hour shift is designated for the Emergency Department.

You are required to input the monthly **Average Daily Number of Patients** registered to the Emergency Department for the month indicated at the top of the screen. Enter the average of the reporting month's daily number of patients for the Emergency Department. Calculate the monthly average daily number of patients in accordance with the instructions in Chapter IV.

You are required to input the monthly **Average Daily Number of Staff** for each staff type working in the Emergency Department. Enter average of the reporting month's daily number of staff for each type of direct patient care staff. Calculate the monthly average daily number of staff in accordance with the instructions in Chapter IV.

**Post-Anesthesia Care Unit Screen:** A separate form/screen will appear for the Post Anesthesia Care Unit after the Inpatient Unit screens and the Emergency Department screen. A 24-hour shift is designated for the Post-Anesthesia Care Unit.

You are required to input the monthly **Average Daily Number of Patients** in the Post-Anesthesia Care Unit for the month indicated at the top of the screen. Enter the average of the reporting month's daily number of patients for the Post-Anesthesia Care Unit. Calculate the monthly average daily number of patients in accordance with the instructions in Chapter IV.

You are required to input the monthly **Average Daily Number of Staff** for each staff type providing direct patient care in the Post-Anesthesia Care Units. Enter the average of the reporting month's daily number of staff for each type of direct patient care staff. Calculate the monthly average daily number of staff in accordance with the instructions in Chapter IV.

**Other Licensed Health Care Professionals: Hospital-Wide Screen:** A separate form/screen will appear for Other Licensed Health Care Professionals (Respiratory Care Practitioner and Physical Therapist) after the Inpatient Unit screens, the Emergency Department screen and the Post-Anesthesia Care Unit screen. A 24-hour shift is designated for Other Licensed Health Care Professionals.

You are required to input the monthly **Average Daily Number of Staff** for Respiratory Care Practitioners and Physical Therapists, hospital-wide. Enter the average of the reporting month's daily number of staff for each category of other licensed health care professionals: hospital-wide. Calculate the monthly average daily number of staff in accordance with the instructions in Chapter IV.

Click **Submit** when you are satisfied with your input. The data will be saved and you will return to the **Data Entry Form or View Reports** screen in Step 1. If you click **Back** the monthly data you entered will be lost and you will return to the **Daily Patient Staffing Monthly Reporting Form screen**. Your original selections on the **Daily Patient Staffing Monthly Reporting Form** screen will remain.

If you click **Back** to correct an error made on the Daily Patient Staffing Monthly Reporting Form in Step 2 it may be better for you to click **Submit** and go into the system through Step 1 again and re-enter or delete the data for the unit in error.

### **Reviewing Submitted Data**

If you want to review the input that was submitted for a unit, go to Step 1 and re-select the **Month** and **Year** under **Data Entry Form**, click **Continue**. The Step 2 screen, **Daily Patient Staffing Monthly Reporting Form** will show your prior input. To see the details of this input, check the box under **Enter/Update Data for this Unit**, click **Continue**. You will see the most recent input for the unit. You may change the input and click **Submit** or click **Submit** if it is correct. Your input will be saved.

### **Tips on Using the System**

The State portal has a session time-out feature for 30 minutes of inactivity and 120 minutes of activity. Please submit your data entry before leaving your computer and do not work longer than 120 minutes at a time. The system will not notify you when a session timed-out has occurred until you try to submit data. At that time you will receive the timed-out message and your data will be lost.

Data Entry Users should not work on the same data (same year, month and unit) at the same time. If this should occur the Users will overwrite each other's data.

New Jersey Department of Health and Senior Services  
**DAILY PATIENT CARE STAFFING: INPATIENT UNITS**

**REPORT FOR** \_\_\_\_\_

(Date)

**NOTICE TO CONSUMER**

*N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires hospitals to post information about staffing and patient-to-staff ratios for the previous shift. Summary reports on staffing for each hospital will be available on the New Jersey Department of Health and Senior Services website at [www.nj.gov/health/healthcarequality](http://www.nj.gov/health/healthcarequality).*

Name of Hospital					
Name of Inpatient Unit					
Unit Type (Check only one)					
<input type="checkbox"/> Medical-Surgical		<input type="checkbox"/> Normal Newborn Nursery		<input type="checkbox"/> Adult Open Psychiatric	
<input type="checkbox"/> Intermediate Care		<input type="checkbox"/> Neonatal Intensive Bassinets		<input type="checkbox"/> Adult Closed Psychiatric	
<input type="checkbox"/> Adult Intensive Care Unit/ Critical Care Unit		<input type="checkbox"/> Neonatal Intermediate Bassinets		<input type="checkbox"/> Child/Adolescent Open Psychiatric	
<input type="checkbox"/> Obstetrics (Post Partum)		<input type="checkbox"/> Pediatrics		<input type="checkbox"/> Child/Adolescent Closed Psychiatric	
		<input type="checkbox"/> Pediatric Intensive Care Unit		<input type="checkbox"/> Substance Abuse	
8-Hour Shift (Day, Evening and Night)					
Shift	Number of Patients	Staff Type	Actual Hours Worked	Number of Staff	Staff to Patient Ratio
<b>DAY</b>		Registered Professional Nurses	_____	_____ RNs	1 RN: _____ Patients
		Licensed Practical Nurses	_____	_____ LPNs	1 LPN: _____ Patients
		Unlicensed Assistive Personnel	_____	_____ UAPs	1 UAP: _____ Patients
<b>EVE.</b>		Registered Professional Nurses	_____	_____ RNs	1 RN: _____ Patients
		Licensed Practical Nurses	_____	_____ LPNs	1 LPN: _____ Patients
		Unlicensed Assistive Personnel	_____	_____ UAPs	1 UAP: _____ Patients
<b>NIGHT</b>		Registered Professional Nurses	_____	_____ RNs	1 RN: _____ Patients
		Licensed Practical Nurses	_____	_____ LPNs	1 LPN: _____ Patients
		Unlicensed Assistive Personnel	_____	_____ UAPs	1 UAP: _____ Patients
12-Hour Shift (Day and Night)					
Shift	Number of Patients	Staff Type	Actual Hours Worked	Number of Staff	Staff to Patient Ratio
<b>DAY</b>		Registered Professional Nurses	_____	_____ RNs	1 RN: _____ Patients
		Licensed Practical Nurses	_____	_____ LPNs	1 LPN: _____ Patients
		Unlicensed Assistive Personnel	_____	_____ UAPs	1 UAP: _____ Patients
<b>NIGHT</b>		Registered Professional Nurses	_____	_____ RNs	1 RN: _____ Patients
		Licensed Practical Nurses	_____	_____ LPNs	1 LPN: _____ Patients
		Unlicensed Assistive Personnel	_____	_____ UAPs	1 UAP: _____ Patients
Information on the daily, hospital-wide number of respiratory therapists and physical therapists is posted at:			Description of methods used to determine and adjust direct patient care staffing levels:		

**New Jersey Department of Health and Senior Services**  
**INSTRUCTIONS FOR COMPLETING THE FORM HCQ-3,**  
**DAILY PATIENT CARE STAFFING: INPATIENT UNITS**

N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires all general hospitals to post certain information on personnel providing direct care to patients after each daily shift. **Information for each shift should be posted NO LATER THAN one (1) hour after the end of the shift.**

Terms on the form are defined as follows:

Term	Definition
<b>Hospital Name:</b>	The specific name of the hospital, not the system if the hospital is part of a system.
<b>Date:</b>	The date that the Day shift begins and includes the month, date, and year (mm/dd/yyyy).
<b>Unit Name:</b>	The numeric or proper name that the hospital uses to refer to the unit, ex. 1 North, 2 South, Olsen Unit, Howard Pavilion, etc.
<b>Unit Type:</b>	Check ONE box only; select the listed description that matches the unit's licensure status.
<b>Shift:</b>	Shifts are standardized for posting and reporting purposes to either three eight (8) hour shifts or two twelve (12) hour shifts. Hospital units with other or mixed shift patterns must choose either the 8 or the 12 hour shift pattern in filling out the daily posting form. Hospital units may change from one shift pattern to the other but only on the first day of the quarter.
<b>Number of Patients:</b>	The number of patients admitted to a unit as of the time that is one (1) hour before the end of the shift. Include patients who are temporarily in a hallway in the unit awaiting a bed.
<b>Staff Type:</b>	Type of licensed or unlicensed personnel who give direct care to patients; do not include supervisory personnel who do not provide direct patient care.
<b>Actual Hours Worked:</b>	List for EACH staff type the total actual hours staff providing direct care worked during the shift. For example: 6 registered professional nurses, each working 12.0 hours $6 \times 12.0 = 72.0$ hours 3 registered professional nurses, each working 8.0 hours $3 \times 8.0 = 24.0$ hours <span style="float: right;">96.0 hours</span> ENTER this number for Actual Hours Worked (RNs).
<b>Number of Staff:</b>	One hour BEFORE the end of the shift, calculate the Number of Staff for EACH type of staff separately. Divide the total number of Actual Hours Worked by either 8 or 12 hours depending on the shift type selected. For example: 96.0 RN hours divided by 12 = 8.0 RNs ENTER this number for Number of RN Staff.
<b>Staff to Patient Ratio:</b>	DIVIDE the NUMBER OF PATIENTS by the NUMBER OF STAFF for each Staff Type category. For example: Number of patients is 47 Number of RNs is 8.0 $47/8.0 = 5.9$ The <b>ratio</b> is 1 RN : 5.9 Patients; ENTER this number for Staff to RN Ratio.

New Jersey Department of Health and Senior Services

**DAILY PATIENT CARE STAFFING:  
EMERGENCY DEPARTMENT**

**REPORT FOR** \_\_\_\_\_

(Date)

**NOTICE TO CONSUMER**

*N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires hospitals to post information about staffing and patient-to-staff ratios for the previous shift. Summary reports on staffing for each hospital will be available on the New Jersey Department of Health and Senior Services website at [www.nj.gov/health/healthcarequality](http://www.nj.gov/health/healthcarequality).*

Name of Hospital				
Name of Unit			Unit Type <b>Emergency Department (ED)</b>	
Start Time	Number of Patients Registered	Staff Type	Actual Hours Worked	Number of Staff
<b>For the 24-hour period beginning:</b> _____ A.M.		Registered Professional Nurses	_____.	_____ RNs
		Licensed Practical Nurses	_____.	_____ LPNs
		Unlicensed Assistive Personnel	_____.	_____ UAPs
Information on the daily, hospital-wide number of respiratory therapists and physical therapists is posted at:				
Description of methods used to determine and adjust direct patient care staffing levels:				

**New Jersey Department of Health and Senior Services**

**INSTRUCTIONS FOR COMPLETING THE FORM HCQ-4,**

**DAILY PATIENT CARE STAFFING:  
EMERGENCY DEPARTMENT**

N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires all general hospitals to post certain information on personnel providing direct care to patients after each daily shift. **Information for each shift should be posted NO LATER THAN one (1) hour after the end of the shift.**

Terms on the form are defined as follows:

<b>Term</b>	<b>Definition</b>
<b>Hospital Name:</b>	The specific name of the hospital, not the system if the hospital is part of a system.
<b>Date:</b>	The date that signifies the beginning of the 24-hour shift and includes the month, day and year (mm/dd/yyyy).
<b>Start Time:</b>	The A.M. period time when the 24-hour period for counting patients and for calculating staff hours begins. Use the same start time every day.
<b>Number of Patients:</b>	The number of patients registered in the Emergency Department during the 24-hour period that began on the date and start time specified on the posting form.
<b>Staff Type:</b>	The type of licensed or unlicensed personnel who give direct care to patients; only include supervisory personnel who provide direct patient care.
<b>Actual Hours Worked:</b>	<p>List for EACH staff type the total actual hours staff providing direct care worked during the 24-hour period.</p> <p>For example:</p> <p>6 registered professional nurses, each working 12.0 hours    <math>6 \times 12.0 = 72.0</math> hours</p> <p>3 registered professional nurses, each working 7.5 hours    <math>3 \times 7.5 = 22.5</math> hours</p> <p align="right">94.5 hours</p> <p>ENTER this number for Actual Hours Worked for RNs.</p>
<b>Number of Staff:</b>	<p>Within one hour BEFORE the end of the 24-hour shift, calculate the Number of Staff for EACH type of staff separately. Divide the total number of Actual Hours Worked by 24.</p> <p>For example:</p> <p>94.5 RN hours divided by 24 hours = 3.9 RNs.</p> <p>ENTER this number for Number of RN Staff.</p>

New Jersey Department of Health and Senior Services

**DAILY PATIENT CARE STAFFING:  
POST-ANESTHESIA CARE UNIT**

**REPORT FOR** \_\_\_\_\_

(Date)

**NOTICE TO CONSUMER**

*N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires hospitals to post information about staffing and patient-to-staff ratios for the previous shift. Summary reports on staffing for each hospital will be available on the New Jersey Department of Health and Senior Services website at [www.nj.gov/health/healthcarequality](http://www.nj.gov/health/healthcarequality).*

Name of Hospital				
Name of Unit			Unit Type <b>Post Anesthesia Care Unit (PACU)</b>	
Start Time	Number of Patients Present at Any Time	Staff Type	Actual Hours Worked	Number of Staff
<b>For the 24-hour period beginning:</b> _____ A.M.		Registered Professional Nurses	_____.	_____ RNs
		Licensed Practical Nurses	_____.	_____ LPNs
		Unlicensed Assistive Personnel	_____.	_____ UAPs
Information on the daily, hospital-wide number of respiratory therapists and physical therapists is posted at:				
Description of methods used to determine and adjust direct patient care staffing levels:				



**New Jersey Department of Health and Senior Services**

**INSTRUCTIONS FOR COMPLETING THE FORM HCQ-5,**

**DAILY PATIENT CARE STAFFING:  
POST-ANESTHESIA CARE UNIT**

N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires all general hospitals to post certain information on personnel providing direct care to patients after each daily shift. **Information for each shift should be posted NO LATER THAN one (1) hour after the end of the shift.**

Terms on the form are defined as follows:

<b>Term</b>	<b>Definition</b>						
<b>Hospital Name:</b>	The specific name of the hospital, not the system if the hospital is part of a system.						
<b>Date:</b>	The date that signifies the beginning of the 24-hour shift and includes the month, day and year (mm/dd/yyyy).						
<b>Start Time:</b>	The A.M. period time when the 24-hour period for counting patients and for calculating staff hours begins. Use the same start time every day.						
<b>Number of Patients:</b>	The number of patients present at any time in the Post-Anesthesia Care Unit during the 24-hour period that began on the date and start time specified on the posting form.						
<b>Staff Type:</b>	The type of licensed or unlicensed personnel who give direct care to patients; only include supervisory personnel who provide direct patient care.						
<b>Actual Hours Worked:</b>	<p>List for EACH staff type the total actual hours staff providing direct care worked during the 24-hour period.</p> <p>For example:</p> <table style="margin-left: 40px;"> <tr> <td>6 registered professional nurses, each working 12.0 hours</td> <td><math>6 \times 12.0 = 72.0</math> hours</td> </tr> <tr> <td>3 registered professional nurses, each working 7.5 hours</td> <td><math>3 \times 7.5 = 22.5</math> hours</td> </tr> <tr> <td></td> <td align="right">94.5 hours</td> </tr> </table> <p>ENTER this number for Actual Hours Worked for RNs.</p>	6 registered professional nurses, each working 12.0 hours	$6 \times 12.0 = 72.0$ hours	3 registered professional nurses, each working 7.5 hours	$3 \times 7.5 = 22.5$ hours		94.5 hours
6 registered professional nurses, each working 12.0 hours	$6 \times 12.0 = 72.0$ hours						
3 registered professional nurses, each working 7.5 hours	$3 \times 7.5 = 22.5$ hours						
	94.5 hours						
<b>Number of Staff:</b>	<p>Within one hour BEFORE the end of the 24-hour shift, calculate the Number of Staff for EACH type of staff separately. Divide the total number of Actual Hours Worked by 24.</p> <p>For example:</p> <p>94.5 RN hours divided by 24 hours = 3.9 RNs.</p> <p>ENTER this number for Number of RN Staff.</p>						

**New Jersey Department of Health and Senior Services**  
**DAILY PATIENT CARE STAFFING-**  
**OTHER LICENSED HEALTH CARE PROFESSIONALS: HOSPITAL-WIDE**  
**REPORT FOR** \_\_\_\_\_

(Date)

**NOTICE TO CONSUMER**

*N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires hospitals to post information about staffing and patient-to-staff ratios for the previous shift. Summary reports on staffing for each hospital will be available on the New Jersey Department of Health and Senior Services website at [www.nj.gov/health/healthcarequality](http://www.nj.gov/health/healthcarequality).*

Name of Hospital			
Start Time	Staff Type	Actual Hours Worked	Number of Staff
<b>For the 24-hour period beginning:</b> _____ A.M.	Respiratory Care Practitioner	_____.	
	Physical Therapist	_____.	
Description of methods used to determine and adjust direct patient care staffing levels:			

**New Jersey Department of Health and Senior Services**

**INSTRUCTIONS FOR COMPLETING THE FORM HCQ-6,  
DAILY PATIENT CARE STAFFING -  
OTHER LICENSED HEALTH CARE PROFESSIONALS: HOSPITAL-WIDE**

N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires all general hospitals to post certain information on personnel providing direct care to patients after each daily shift. **Information for each shift should be posted NO LATER THAN one (1) hour after the end of the shift.**

Terms on the form are defined as follows:

<b>Term</b>	<b>Definition</b>						
<b>Hospital Name:</b>	The specific name of the hospital, not the system if the hospital is part of a system.						
<b>Date:</b>	The date that signifies the beginning of the 24-hour shift and includes the month, day and year (mm/dd/yyyy).						
<b>Start Time:</b>	The A.M. period time when the 24-hour period for calculating staff hours begins. Use the same start time every day.						
<b>Staff Type:</b>	Physical Therapists (PT) or Respiratory Care Practitioners (RCP) who give direct care to patients; only include supervisory personnel who provide direct patient care.						
<b>Actual Hours Worked:</b>	<p>List for EACH staff type the total actual hours staff providing direct care worked during the shift.</p> <p>For example:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">6 respiratory care practitioners, each working 12.0 hours</td> <td style="padding-left: 40px;"><math>6 \times 12.0 = 72.0</math> hours</td> </tr> <tr> <td style="padding-left: 40px;">3 respiratory care practitioners, each working 7.5 hours</td> <td style="padding-left: 40px;"><u><math>3 \times 7.5 = 22.5</math> hours</u></td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 40px;">94.5 hours</td> </tr> </table> <p>ENTER this number for Actual Hours Worked for RCPs.</p>	6 respiratory care practitioners, each working 12.0 hours	$6 \times 12.0 = 72.0$ hours	3 respiratory care practitioners, each working 7.5 hours	<u><math>3 \times 7.5 = 22.5</math> hours</u>		94.5 hours
6 respiratory care practitioners, each working 12.0 hours	$6 \times 12.0 = 72.0$ hours						
3 respiratory care practitioners, each working 7.5 hours	<u><math>3 \times 7.5 = 22.5</math> hours</u>						
	94.5 hours						
<b>Number of Staff:</b>	<p>Within one hour BEFORE the end of the 24-hour shift, calculate the Number of Staff for EACH type of staff separately. Divide the total number of Actual Hours Worked by 24.</p> <p>For example:</p> <p style="padding-left: 40px;"><math>94.5</math> RCP hours divided by 24 hours = 3.9 RCPs</p> <p>ENTER this number for Number of RCP Staff.</p>						

## **Appendix II: Instructions for Accessing the Hospital Patient Care Staffing System through the State Portal**

The Department's HPCS system was created to collect and present patient care staffing information. This system is available to authorized users, both within NJDHSS as well as outside agencies. The HPCS website is available to the public.

Security is handled through the State's Portal ([www.nj.gov](http://www.nj.gov)) and authorized users have different levels of access. "Data Entry Users" and "Nurse Staffing Liaisons" have the ability to input data, to edit or remove data within specific time frames, and to view their hospital's quarterly data prior to public release. The "Data Entry Users" and "Nurse Staffing Liaisons" do not have the ability to add, change or view any other hospital's data.

The following instructions will show you how to obtain access to the HPCS system. Instructions for entering data appear in Chapter V.

If you have questions about the system, please contact the NJDHSS Office of Health Care Quality Assessment at 609-530-7470.

### **Step 1: Register on the State's Portal ([www.nj.gov](http://www.nj.gov))**

#### **Current Users of the State's Portal**

You may have previously registered on the State's Portal to obtain access to another NJDHSS or State of NJ web-based system. If you have, please use your same logon ID and password. You can skip to Step 2.

#### **New Users of the State's Portal**

Using Internet Explorer (preferred) or any other web browser, go to the NJ State Home Page ([www.nj.gov](http://www.nj.gov)).

You will see the following screen. Click on the “Register” button.



**You will only need to sign up with the Portal once.**

You will see this sign-up screen:

### Sign Up Now

To use My New Jersey you need to sign up for a User ID and Password.

*There are issues with Firefox that prevent it from signing up properly. Please use a different browser to sign up, such as Mozilla or IE. After signing up with one of these other browsers, you'll be able to use your account with Firefox. We apologize for any inconvenience.*

### Create Your My New Jersey ID

Log On ID

Password

Confirm Password

### In case you forget your password

If you forget your password, we'll ask the challenge phrase you provide to us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it is correct.

Question we'll ask

Your answer

Current Email address

### Your Personal Information

First Name

Last Name

### Review

Take a moment to review your sign up information. **Write down your User ID and Password** on a piece of paper and store it in a safe, secure place. When you are ready submit this form.

You can create your own log on ID. It can be your name (such as jsmith) or something else you will remember (bizymom3). Enter a password you will remember.

Enter in a question that you will remember the answer to (such as “What was the name of my first dog?”) and fill in the answer.

Complete the rest of the form with the e-mail address your Nurse Staffing Liaison supplied to us and your first and last names. Click on the “Submit This Form” button to complete the registration process.

## **Step 2: Obtain an Authentication/Authorization Code**

You will need to obtain an authentication/Authorization code to be able to access the HPCS system. This one-time use code confirms that you are authorized to access the system. This code will be emailed to you.

**The authentication/authorization code is unique to you – please do not forward it to anyone else.**

### **Current Users of the HPCS System**

If you have previously received and accepted an authentication/authorization code for the HPCS system, you do not need to request another code or try to input the code again. Skip to Chapter V: Instructions for Using the NJDHSS Hospital Patient Care Staffing System website.

### **New Users of the HPCS System**

If you have not previously received an authentication/authorization code, please send an e-mail to Marcia Cook at: [marcia.cook@doh.state.nj.us](mailto:marcia.cook@doh.state.nj.us) and include the following information:

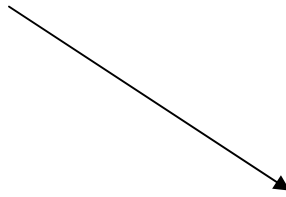
- a. Your name
- b. Your e-mail address
- c. The name of the hospital you represent
- d. Your hospital's facility identification number
- e. Your phone number at work
- f. State that you need an authentication/authorization code for the NJDHSS HPCS system

We will grant you access to the system and will send you an authentication/authorization code to the e-mail address you specified.

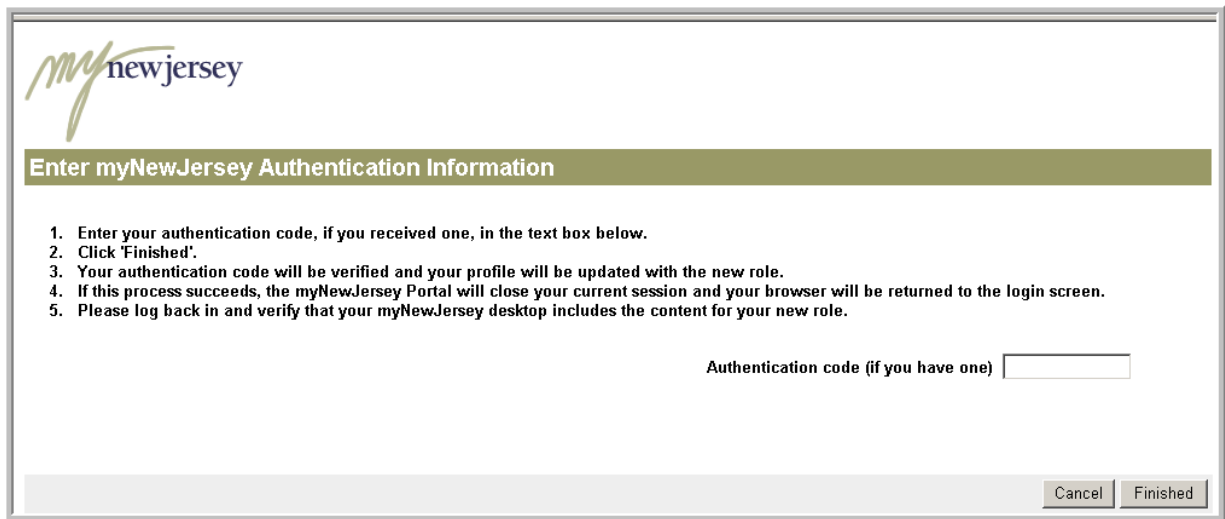
Your authentication/authorization code will be a series of numbers and letters, similar to 81930FD91825X

Once you receive the e-mail, log on to the State's Portal using the same ID and password which you set up in Step 1.

Click on the “enter authorization code” link.



Cut and paste the authorization code into the appropriate box and click on the “Finished” button:



**You will only need to enter this code once.**

The system will log you out (to update its records). You will need to log into the State’s Portal ([www.nj.gov](http://www.nj.gov)) again.

Follow the instructions for Step 3.



Once you have registered on the State’s Portal and have accepted the authentication/authorization code, you are ready to enter information into the HPCS System.

Using Internet Explorer (preferred) or any other browser, go to [www.nj.gov](http://www.nj.gov) . You will see the following screen:



Click on the “Login” button. On the next screen, enter the same user ID and password you have created for the State’s Portal.

**Log On to My New Jersey**

**Log On ID:**

**Password:**

You will see the following welcome screen (with your name). Make sure that the “myNewJersey” tab is selected.



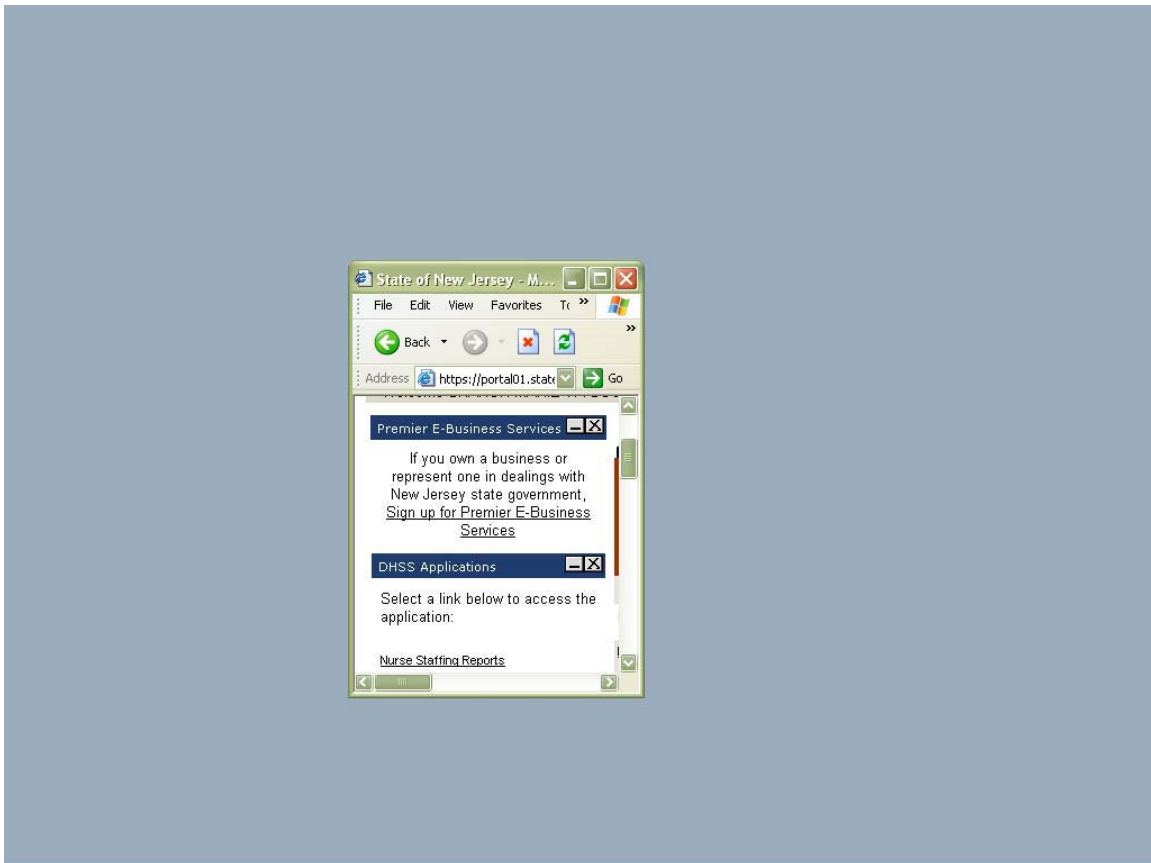
Look for the box entitled “DHSS Applications” in the left column. Click on the “HPCS System.”

DHSS Applications



Select a link below to access the application:

Nurse Staffing Reports



From this screen, you can enter the system.