

August 8, 2007

## MEMORANDUM

TO: Chief Executive Officers  
Chief Nursing Executives  
Directors of Quality

FROM: Pat Merryweather, Senior Vice President

SUBJECT: Designation of HRCA Nurse Staff Reporting Contacts

As you are aware, the Hospital Report Card Act requires that each hospital report quarterly and annually select nurse staff information to the Illinois Department of Public Health through the Illinois Hospital Association (IHA). The actual nurse staff reporting of the 1<sup>st</sup> quarter of public data begins with 1<sup>st</sup> quarter 2008 and is required to be submitted to IHA by July 1, 2008. During 3<sup>rd</sup> quarter 2007 hospitals are familiarizing themselves with rule and reporting requirements and during 4<sup>th</sup> quarter 2007, they will be able to submit some pilot data.

In order for IHA to ensure that we are communicating and providing information and documentation to the correct contact person at each hospital, we are asking that each hospital designate a primary contact person and a secondary contact person for reporting of your Hospital Report Card Nurse Staff Information to IHA. IHA has asked for similar types of designations on the Consumer Guide data and performance measurements and have found hospital compliance with reporting and time lines to be easy for all parties to manage because of the targeted communication approach.

### **Roles and Responsibilities of Primary and Secondary Nurse Staff Reporting Contacts**

It is important that the primary and secondary nurse staff contacts have the responsibility and authority to report the nurse staff information to IHA on behalf of the hospital. The responsibilities should include:

- Participating in conference calls and reviewing all information regarding nurse staff reporting of information to IDPH and IHA
- Authorized by hospital to access data site of IHA for submission, updates, and review of Nurse Staff information on behalf of hospital
- Responsible for ensuring hospital information is reported by deadlines and reviewed for accuracy and completeness before deadlines

Hospitals may change their designations at any time by submitting a change request to IHA using the same form. If you have any questions, please contact us at [nursestaffreporting@ihastaff.org](mailto:nursestaffreporting@ihastaff.org) Thank you.

**Illinois Hospital Report Card Act  
Nurse Staff Reporting**

**Hospital Designation of Primary and Secondary Contacts**

Please designate the primary and secondary contacts at your hospital for reporting, reviewing, and updating quarterly and annually reported nurse staff information to Illinois Department of Public Health through the Illinois Hospital Association.

**Primary Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Person Completing This Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

City/Town: \_\_\_\_\_

Please complete this form by Friday, September 14 and send to:

Mary Jean Holmes

Illinois Hospital Association

1151 E. Warrenville Road, P. O. Box 3015

Naperville, Illinois 60566

FAX: 630-276-5402

E-Mail: [mholmes@ihastaff.org](mailto:mholmes@ihastaff.org) or [nursestaffreporting@ihastaff.org](mailto:nursestaffreporting@ihastaff.org)