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Administrative Bulletin 23-09

101 CMR 345.00: Rates for Temporary Nursing Services

Effective March 29, 2023

Issuance of the 2022 Temporary Nursing Services Cost Report, with Submission Deadline of May 31, 2023

Purpose and Reporting Period

Under 101 CMR 345.05(1): *Temporary Nursing Service Cost Report*, the Executive Office of Health and Human Services (EOHHS) is issuing this administrative bulletin to inform temporary nursing agencies of the FY2022 Nursing Services Cost Report (NSR). Temporary nursing agencies registered in Massachusetts must complete and file their FY2022 cost reporting using the FY2022 NSR by May 31, 2023. Agencies must also submit copies of financial statements and other external documentation supporting the accuracy of the data reported on the cost report.

The 2022 NSR was deployed by the Center for Health Information and Analysis (CHIA) on March 29, 2023. The deadline for agencies to complete and submit their cost report is May 31, 2023. Agencies can file online through the CHIA submissions site at: [CHIA Application Single Sign On](#).

Detailed instructions and FAQs for filing agencies can also be accessed online at [Information for Data Submitters: Nursing Services Cost Reports](#).

Exempt Temporary Nursing Agencies

An agency that meets any of the following criteria is exempt from the 2022 NSR filing requirement.

- Your agency was in business for less than six months during FY2022.
- You owned the agency for less than six months during FY2022.
- Your agency employed only fixed-term employees as defined in 101 CMR 345.00: *Rates for Temporary Nursing Services* in the cost report year. (Your agency must still file a certified or audited financial statement—see below.)
- Your agency had no temporary nursing services business for FY2022.

Requirements for Temporary Nursing Agencies Employing Only Fixed-Term Employees

Under 101 CMR 345.05(1)(b), temporary nursing agencies that employed only fixed-term employees in FY2022 must file a certified or audited financial statement using the process for submitting a Nursing Services Cost Report provided above. This statement is due no later than the submission due date of the Nursing Services Cost Report provided above.