



EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
COMMONWEALTH OF MASSACHUSETTS
ONE ASHBURTON PLACE, BOSTON, MA 02108
(617) 573-1600

MAURA T. HEALEY
GOVERNOR

KATHLEEN E. WALSH
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

Administrative Bulletin 24-11

101 CMR 345.00: *Rates for Temporary Nursing Services*

Effective April 12, 2024

Issuance of the 2023 Temporary Nursing Services Cost Report, Due June 20, 2024

Purpose and Reporting Period

In accordance with 101 CMR 345.05(1): *Temporary Nursing Service Cost Report*, the Executive Office of Health and Human Services (EOHHS) is issuing an administrative bulletin to inform temporary nursing agencies of the issuance of the FY2023 Nursing Services Cost Report (NSR). Temporary nursing services (TNS) agencies registered in Massachusetts must complete and file their FY2023 cost reporting, using the FY2023 NSR by June 20, 2024. Agencies must also submit copies of financial statements and other external documentation supporting the accuracy of the data reported on the cost report. Additionally, TNS agencies must submit the FY2023 Cost Report Supplement for TNS Agencies.

The 2023 NSR was deployed by the Center for Health Information and Analysis (CHIA) on April 12, 2024, and the deadline for agencies to complete and submit their cost report is June 20, 2024. Agencies can file online through the CHIA submissions site at <https://chiasubmissions.chia.state.ma.us/>

Detailed instructions and FAQs for filing agencies can also be found online at www.chiamass.gov/nsr.

Exempt Temporary Nursing Agencies

An agency that meets any of the following criteria is exempt from the 2023 NSR filing requirement.

- The agency was in business for fewer than six months during FY2023.

- The agency was owned by the current owner for fewer than six months during FY2023.
- The agency employed only fixed-term employees, as defined in 101 CMR 345.00: *Rates for Temporary Nursing Services*, during the cost report year.
- The agency had no TNS business during FY2023.

If you believe the agency is exempt from filing for any of the above reasons, you must claim exemption using the FY2023 NSR Request for Exemption Form, available as a Word document at www.chiamass.gov/nsr. Email the completed form to data@chiamass.gov.

Requirements for Temporary Nursing Agencies Employing Only Fixed-Term Employees

In accordance with 101 CMR 345.05(1)(b), temporary nursing agencies that employed only fixed-term employees in FY2023 must file a certified or audited financial statement using the process for submitting a Nursing Services Cost Report provided above, which is due no later than the submission due date of the Nursing Services Cost Report provided above.

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