

Best Practices for Digital Annual Report

1. When clarification is required, the program will receive a notification detailing the specific section(s) needing revision. Responses must be submitted within 10 business days, with updated documentation uploaded via the state's online portal.
2. Steps to take to minimize the need for clarifications (such as internal audits or data review processes):
 - a. Conduct a thorough review of all data before submission
 - b. Cross-check NCLEX pass rates and enrollment numbers with internal records and external reporting systems
 - c. Ensure that all required fields are completed, with no placeholders or estimated values."
 - d. If clarification is needed, please email the Nursing Education Coordinators at Hansella.Robson@mass.gov and/or Carolyn.Walsh@mass.gov.
3. Program Administrators should ensure the program collects the required data throughout the year to ensure accuracy and timely submission of the report.