



NIDCAP Nursery Assessment and Certification Program (NNACP)

Cost Analysis & Budget Justification: NNACP Certification Renewal

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Where to Send Renewal Fees

Please send non-refundable Application Fee (and other costs, if applicable) to:

Gloria McAnulty, PhD
 National NIDCAP Training Center
 Boston Children’s Hospital, EN107
 320 Longwood Avenue
 Boston, MA, 02115
 617-3555-8249
nidcap@childrens.harvard.edu

For information on wire transfer or PayPal application payment, contact NNACP director at address below.

Additional Information

For all NNACP inquiries, certification renewal application materials, guidance and/or questions, please contact:

Rodd E. Hedlund, MEd
 Director
 NIDCAP Nursery Assessment and Certification Program (NNACP)
nnacpdirector@nidcap.org
 785-841-5440

I. Review and Evaluation Fees for NNACP Certification Renewal Application: Year 2

The NNACP Director reviews and evaluates the nursery applicant's submission of NNACP Certification Renewal Application: Year 2, which includes:

A. The Identification of Contact and Leadership Professionals

The applicant lists pertinent contact professionals, the Administrative Leadership, Nursery NIDCAP Leaders, and the nursery interdisciplinary developmental care team members.

B. Description of Nursery and Documentation of Unit Changes

The applicant provides a current description of the nursery and documents any changes in the nursery over the course of last two years. This includes description of the hospital's accreditation and licensure; the population served; NIDCAP Training that the nursery staff currently receives and has received in the last two years; and changes within the nursery that may affected the care of the infants, their families and/or the nursery's staff and professional caregivers, and/or the environment.

C. Assurance of Support

The applicant assures that the nursery leadership and staff across all disciplines are formally committed to the practice of the NIDCAP approach to care. Furthermore the applicant assures that financial resources are available for additional staff members to be trained in the NIDCAP approach to care as well as for continued NNACP Certification maintenance and renewal.

D. Provision of Overall Nursery Self-Reflection and Evaluation

The nursery leadership team evaluates the current developmental status of the nursery including the environment, and the care of the infants, the families and the professionals and staff, who care for them.

Evaluation Outcomes

The NNACP Director reviews and evaluates the applicant's renewal application and develops the **NNACP Certification Renewal Summary Report: Year 2**. This report is shared with the NNACP Steering Committee and subsequently forwarded to the NFI Board. The NFI Board decides on the ultimate status of the NNACP Certification Renewal Application: Year 2. The nursery applicant is sent the NNACP Certification Renewal Summary Report: Year 2 and the NFI Board's decision as to the results of the nursery's renewal application.

Should the Board's review of the materials submitted indicate that further development is required, the NNACP Director, in collaboration with the NNACP Steering Committee will make recommendations to the applicant nursery. These may include further consultation with the site; the offer of education and preparation of the site by attending one of the NNACP workshops; further mentoring from a NIDCAP Trainer; and/or further NIDCAP Training. Specific guidance for the growth of the nursery's developmental program will be offered. The nursery's developmental leadership team will be supported in solidifying their developmental program towards successful NIDCAP Nursery Certification Renewal.

Application Fee for NNACP Certification Renewal Application: Year 2: \$500

II. Review and Evaluation Fees NNACP Certification Renewal Application: Year 4

The NNACP Director reviews and evaluates the nursery applicant's submission of NNACP Certification Renewal Application: Year 4 which includes:

A. The Identification of Contact and Leadership Professionals

The applicant lists pertinent contact professionals, the Administrative Leadership, Nursery NIDCAP Leaders, and the nursery interdisciplinary developmental care team members.

B. Description of Nursery and Documentation of Unit Changes

The applicant submits detailed information regarding: hospital and nursery unit characteristics; specific leadership structures; hospital/nursery structural and organizational characteristics; developmental care support characteristics; developmental care history and goals; a description of the dynamics of the relationships that currently exist between the NICU staff (e.g., nurse-to-nurse relationships, nurse-to-doctor relationships), between staff and administration; as well as infant/family/staff relationships; and changes that have occurred within the nursery that have had an effect upon the care of the infants, the families and/or the professional caregivers and staff who care for them, and/or the environment.

C. Assurance of Support

The applicant assures that the nursery leadership and staff across all disciplines are formally committed to the practice of the NIDCAP approach to care. Furthermore the applicant assures that financial resources are available for additional staff members to be trained in the NIDCAP approach to care as well as for continued NNACP Certification maintenance and renewal.

D. Provision of Overall Nursery Evaluation

The nursery leadership team evaluates the current developmental status of the nursery including the care of the environment, the infants, the families and the professionals and staff, who care for them.

E. Supporting Evidence

The applicant provides two examples of developmental care plans (e.g., NIDCAP write-ups, developmental reports).

Evaluation Outcomes

The NNACP Director reviews and evaluates the renewal application and generates the **NNACP Certification Renewal Summary Report: Year 4** which is shared with the NNACP Steering Committee and subsequently with the NFI Board. The NFI Board decides on the ultimate status of the NNACP Certification Renewal Application: Year 4. The NNACP Certification Renewal Summary Report: Year 4 is sent to the applicant nursery along with the NFI Board's decision on certification status.

Should the Board's review of the materials submitted indicate that further development is required the NNACP Director, in collaboration with the NNACP Steering Committee will make recommendations to the applicant nursery. These may include further consultation with the site; the offer of education and preparation of the site by attending one of the NNACP workshops; further mentoring from a NIDCAP Trainer; and/or further NIDCAP Training. Specific guidance for the growth of the nursery's developmental program will be offered. The nursery's developmental leadership team will be supported in solidifying their developmental program towards successful NIDCAP Nursery Certification Renewal.

Application Fee for NNACP Certification Renewal Application: Year 4: \$800

III. Application, Review/Evaluation Fees and Travel Expenses NNACP Certification Renewal Application: Year 6

The NNACP Director reviews the nursery applicant's submission of NNACP Application: Year 6, which includes:

A. The Identification of Contact and Leadership Professionals

The applicant lists pertinent contact professionals, the Administrative Leadership, Nursery NIDCAP Leaders, and the nursery interdisciplinary developmental care team members.

B. Description of Nursery and Documentation of Unit Changes

The applicant submits detailed information regarding: hospital and nursery unit characteristics; specific leadership structures; hospital/nursery structural and organizational characteristics; developmental care support characteristics; developmental care history and goals; a description of the dynamics of the relationships that currently exist between the NICU staff (e.g., nurse-to-nurse relationships, nurse-to-doctor relationships), between staff and administration; as well as infant/family/staff relationships. The applicant documents changes that have occurred within the nursery that have had an effect upon the care of the infants, the families and/or the professional caregivers and staff who care for them, and/or the environment.

C. Nursery Self-Assessment (*NNACP Nursery Assessment Manual and Score Sheets*)

The applicant rates the nursery by use of the *NNACP Nursery Assessment Manual and Score Sheets* (www.nidcap.org). This tool assists the nursery to assess itself on the level of quality and the degree of adherence to the key NIDCAP principles of individualization of all care and environmental aspects including developmental support for all infants and families cared for in the nursery and developmental support for the staff involved in delivering such care. This process of self-evaluation serves to identify the nursery's current status in terms of continued meeting NNACP Certification standards and expectations.

D. Comparison of Nursery Assessment Manual Scores

Once the applicant has rated the nursery using the Nursery Assessment Manual ("C." above), the applicant compares the scale scores originally assigned in each of the four categories of the manual (i.e., Environment, Infant, Family, Staff) by the NNACP Site Reviewers during the original NNACP Certification with the currently rated scale scores. (The NNACP Director provides the original scores to the applicant).

E. Completed Nursery Self-Assessment with Provision of Evidence

The Nursery Assessment Manual: Provision of Evidence offers the applicant the opportunity to demonstrate its implementation of relationship-based, family-centered, developmental care. The NNACP Director reviews the submitted Nursery Self-Assessment and Provision of Evidence and may request further documentation and/or clarification of the materials.

F. Submission of Institutional Support Evidence

The applicant submits six Letters of Support from Hospital and Nursery Leadership (i.e., Nursing Hospital Leadership, Financial Hospital Leadership, Administrative Hospital Leadership for the nursery, Medical Leadership, and Family Leader Representative[s]).

Evaluation Outcomes

The NNACP Director reviews the NNACP Certification Renewal Application: Year 6. If it is complete, the application is sent, along with previously submitted materials (i.e., NNACP Certification Renewal Applications: Years 2 and 4; the initial NFI NIDCAP Nursery Certification Award letter; and the past Site Reviewers averaged scores of the Nursery Assessment Manual), to the two-member NNACP Site Review Team for their review and evaluation.

The Site Review Team reviews and evaluates all submitted materials. If the Site Review Team believes there is a high likelihood that the applicant will receive certification renewal, the NNACP Director meets with the applicant and Site Reviewers to develop the **NNACP Certification Renewal Site Review Schedule**. The Site Review is conducted over the course of one day.

Upon completing the NNACP Certification Renewal Site Review, the NNACP Site Review Team prepares the **NNACP Certification Renewal Summary Report: Year 6**. This report is shared with the NNACP Director and Steering Committee and subsequently with the NFI Board. The NFI Board decides on the ultimate status of the application. The NNACP Certification Renewal Summary Report is sent to the applicant along with the NFI Board’s decision as to the status of the nursery’s certification.

Should the Board’s review of the materials submitted indicate that further development is required the NNACP Director, in collaboration with the NNACP Steering Committee will make recommendations to the applicant nursery. These may include further consultation with the site; the offer of education and preparation of the site by attending one of the NNACP workshops; further mentoring from a NIDCAP Trainer; and/or further NIDCAP Training. Specific guidance for the growth of the nursery’s developmental program will be offered. The nursery’s developmental leadership team will be supported in solidifying their developmental program towards successful NIDCAP Nursery Certification Renewal.

Application Fee & Estimated Costs for NNACP Certification Renewal Site Review Visit*

The following budget is based upon the application fee, review and evaluation fees for the two-member Site Review Team and their travel expenses.

a. Application Fee (to be paid at time of application submission)	1,000
b. One Day Site Review (\$1,000 x 2 Site Reviewers).	2,000
c. Application Review & Evaluation (Pre/Post Site Preparation: \$1,000 X 2 Site Reviewers) . .	<u>2,000</u>
	Subtotal: \$5,000
d. Travel Expenses	
RT Airfare (2 x \$500).	1,000
Ground Transportation	100
Lodging (\$125/day x 2 days X 2).	500
Food (\$50/day x 2 days x 2).	<u>200</u>
	Subtotal: \$1,800

Total Application Fee, Review/Evaluation Fees & Travel Expenses: \$6,800

**Please note: The above estimates are based on travel within the continental US. Airfares fluctuate depending upon the airline carrier chosen, date of ticket purchase, and date of travel. Travel expenses outside the US will vary depending upon geographical location and currency fluctuations.*

Post site review, the applicant nursery will be invoiced for review and evaluation fees (b. and c. above) as well as actual travel and lodging expenses of reviewers.