



# NIDCAP Nursery Assessment and Certification Program (NNACP)

## Cost Analysis & Budget Justification for NNACP Fees and Travel Expenses

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## Cost Analysis & Budget Justification for NNACP Fees and Travel Expenses

### I. Review and Evaluation Fees for NNACP Application: Part I

The NNACP Director evaluates the nursery applicant’s submission of NNACP Application: Part I, which includes:

#### A. Identification of Contact Professionals

The identification of a contact professional at the applicant’s site, as well as the administrative leadership, Nursery NIDCAP Leaders, and the nursery interdisciplinary care team.

#### B. Description of Nursery

A description of the applicant’s hospital and nursery including hospital accreditation and licensure, the population served, and description of the NIDCAP Training that the nursery staff are currently receiving or have received in the past.

#### C. Assurance of Support

The assurance that the nursery leadership and staff are formally committed, across all disciplines, to practice the NIDCAP approach to care; and the assurance that financial resources are available for staff seeking further training in the NIDCAP approach to caregiving.

#### D. Supporting Evidence

- ❖ Two examples of developmental care plans (e.g., NIDCAP Write-Ups).
- ❖ 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).

#### E. Evaluation Outcome

If the nursery applicant’s submission is deemed appropriate and meets the NNACP Eligibility Requirements, the applicant is then invited to prepare and submit the **NNACP Application: Part II**.

Should a nursery applicant fail to meet the basic NNACP Eligibility Criteria, the NNACP Review Team will provide recommendations and suggestions for the nursery’s next steps towards a successful application. Education, guidance and increasing implementation of NIDCAP care in the applicant’s nursery may lead to readiness for application for NIDCAP Nursery Certification.

**Review and Evaluation Fee for NNACP Application: Part I . . . . . \$1,500**

**Subtotal: \$1,500**

## II. Review and Evaluation Fees for NNACP Application: Part II

The NIDCAP Nursery Assessment and Certification Program Review Team evaluates the nursery applicant’s submission of NNACP Application: Part II, which includes:

### A. Nursery Site Self-Assessment

The nursery 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; as well as 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) and staff and administration relationships; as well as developing infant/family/staff relationships.

### B. Nursery Assessment Manual

This evaluation instrument assists an applicant nursery to assess itself on the level of quality and the degree of adherence to the key NIDCAP concepts of: individualization of all care and environmental aspects; family centeredness; 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 readiness for NIDCAP Nursery Certification. The Nursery Assessment Manual is also utilized by the NNACP Review Team in the assessment of the applicant nursery’s standing on the key NIDCAP concepts described above.

### C. Nursery Assessment Manual: Provision of Evidence

The Nursery Assessment Manual: Provision of Evidence offers the nursery applicant the opportunity to demonstrate its implementation of relationship-based, family-centered, developmental care. The applicant is asked to provide specific information and documentation that corroborates the scores assigned to the Nursery Assessment Manual. The Nursery Assessment Manual: Provision of Evidence lists required evidence for scores of *four* (4) and *five* (5) and optional evidence for scores *one to three* (1–3) for each of the 121 scales of the Nursery Assessment Manual. This is the applicant’s opportunity to “shine” as a nursery and demonstrate the integration of the NIDCAP approach to care. It is strongly suggested that the nursery applicant provide as much of the identified documentation/information as possible.

### D. Evaluation Outcome

The NNACP Review Team will examine the documentation submitted and may request further documentation and/or clarification of materials that were presented. If the assessment of the submitted materials, described above, are deemed to reflect the high likelihood of a successful certification, the NNACP Director in interaction with the Review Team and the nursery applicant, develops an **NNACP Site Visit Schedule**. This schedule addresses the dates and times that particular activities (e.g., observations, interviews, chart reviews) will be conducted, and specifies the logistics for the site visit (see *Preparation for the NNACP Site Review*).

Should a nursery applicant fail to provide evidence of the criteria described above, the NNACP Review Team will provide recommendations and suggestions for the nursery’s next steps towards a successful application. Education, guidance and increasing implementation of NIDCAP care in the applicant’s nursery may lead to readiness for application for NIDCAP Nursery Certification.

**Review and Evaluation Fee for NNACP Application: Part II . . . . . \$9,000**  
**Subtotal: \$9,000**

### III. Fees for the Review/Evaluation of the Nursery: The NNACP Site Review

#### A. Review of Application and Preparation for the Site Visit

Prior to the NNACP Site visit, a Team Leader for the NNACP Review Team is designated. This individual ensures that the Review Team is well prepared for the site visit. The Team Leader: organizes and coordinates the review of all application materials (i.e., NNACP Application Parts I and II, the nursery applicant's self-evaluation of their nursery utilizing the Nursery Assessment Manual, and the Nursery Assessment Manual: Provision of Evidence) with the NNACP Director and the Review Team prior to the Site Visit; serves as a liaison between the nursery's Site Coordinator and the rest of the team; and coordinates plans for the Site Review with the NNACP Director).

#### B. NNACP Site Review Visit

The nursery is evaluated by three NNACP Site Reviewers, during a two- to three-day Site Visit, depending on the nursery's size and complexity. This is followed by a one day off-site, yet on-location, Site Review Team integration day, to review the results of the site assessment. The NNACP Review Team will seek to identify and confirm the nursery applicant's strengths and, as indicated, provide additional guidance towards growth and successful certification. During the Site Visit, the Review Team will most likely wish to walk the path that families take through the hospital to their infants' bedsides, and will wish to observe the nursery environment and various care opportunities in action. The Review Team will also schedule opportunities to meet with: the hospital and nursery administrative leadership; representatives from across and within the various disciplines active in the nursery; parents who may have in the recent past had a child in the nursery; and parents, who together with their infant, currently experience the nursery.

#### D. Preparation and Distribution of Summary Report

The Review Team Leader in collaboration with the NNACP Director takes the lead in the organization and development of the *NNACP Summary Report*. This report is then shared with the NFI NNACP Steering Committee, and upon the Committee's review and approval, the NFI Board. Once the Board concurs with the NNACP Steering Committee's recommendation, the nursery applicant is informed of the outcome by the NNACP Director and President, NFI Board.

#### E. Evaluation Outcomes

Should the review process yield a successful NIDCAP Nursery Certification, the NNACP Director in collaboration with the NFI Board and the applicant nursery will determine the nature and timing of the NNACP Award announcement, which may include a ceremony.

Should the review process indicate that further development is required before NIDCAP Nursery Certification is likely, specific guidance will be offered to the site for their next steps of growth. The NNACP Review Team submits recommendations in the NNACP Summary Report. These may include: further education and preparation of the site by attending one of the NNACP workshops; specific guidance offered concerning the nursery environment, care of the infant or family, or the staff that cares for them; and/or obtaining further mentoring from a NIDCAP Trainer. The hospital's NICU developmental leadership team will be supported in solidifying their developmental program towards successful NIDCAP Nursery Certification.

**F. Projected Review/Evaluation Fees and Travel Expenses for NNACP Site Visit**

The length of the NNACP on-site visit (i.e., total of 3 or 4 days) is determined by the complexity and size of the applicant’s nursery. Two projected budgets are provided for the reader’s purview. The first budget is based upon a three member NNACP Review Team participating in a three-day site visit of a nursery with a twenty-bed capacity (#1, below). The second budget is based upon a three member NNACP Review Team participating in a four-day site visit of a more complex nursery with a forty-five bed capacity (#2, below).

**1. \*Estimated Costs for a *Three-Day* NNACP Site Visit**

- a. Three-Day Site Review. . . . . 9,000  
(\$1,000/day x 3 days x 3 Site Review Team Members)
- b. Application Review and Summary Report Preparation. . . . . 3,000  
(Pre- and Post-Site Preparation: \$1,000 x 3 Site Review Team Members)
- c. Travel Expenses:
  - RT Airfare (\$1,000 x 3 Review Team Members). . . . . 3,000
  - Ground Transportation (\$200 x 3 Review Team Members). . . . . 600
  - Lodging (\$200/day x 4 days x 3 Review Team Members). . . . . 2,400
  - Food (\$60/day x 4 days x 3 Review Team Members). . . . . 720

**Preparation, Review, Evaluation and Travel Fees: Four-Day NNACP Site Review . . . \$18,720**

**Subtotal: \$18,720**

**2. \*Estimated Costs for a *Four-Day* NNACP Site Visit**

- a. Four-Day Site Review. . . . . 12,000  
(\$1,000/day x 4 days x 3 Site Review Team Members)
- b. Application Review and Summary Report Preparation. . . . . 3,000  
(Pre- and Post-Site Preparation: \$1,000 x 3 Site Review Team Members)
- c. Travel Expenses:
  - RT Airfare (\$1,000 x 3 Review Team Members). . . . . 3,000
  - Ground Transportation (\$200 x 3 Review Team Members). . . . . 600
  - Lodging (\$200/day x 5 days x 3 Review Team Members). . . . . 3,000
  - Food (\$60/day x 5 days x 3 Review Team Members). . . . . 900

**Preparation, Review, Evaluation and Travel Fees: Four-Day NNACP Site Review . . . \$22,500**

**Subtotal: \$22,500**

***\*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.***

**IV. Summary of *Total* Estimated NIDCAP Nursery Certification Costs**

**Fees & Travel Expenses**

**A. Estimated NNACP Fees and a *Three-Day* NNACP Site Visit**

- 1. Review and Evaluation Fee for NNACP Application: Part I . . . . . 1,500
- 2. Review and Evaluation Fee for NNACP Application: Part II. . . . . 9,000
- 3. Review, Evaluation and Transportation Fees for NNACP Site Review. . . . . 18,720

**\*TOTAL Estimated Review/Evaluation Fees and Travel Expenses: \$29,220**

**B. Estimated NNACP Fees and a *Four-Day* NNACP Site Visit**

- 1. Review and Evaluation Fee for NNACP Application: Part I . . . . . 1,500
- 2. Review and Evaluation Fee for NNACP Application: Part II. . . . . 9,000
- 3. Review, Evaluation and Transportation Fees for NNACP Site Review. . . . . 22,500

**\*TOTAL Estimated Review/Evaluation Fees and Travel Expenses: \$33,000**

*\*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.*

**NNACP Contact Information:**

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