



## **NIDCAP Nursery Program**

# **Cost Analysis & Budget Justification: NIDCAP Nursery Certification Renewal**

©NIDCAP Federation International, 2015, 2019, 2026  
NIDCAP<sup>®</sup> is a registered trademark of the NFI, Inc.

## Cost Analysis & Budget Justification: NIDCAP Nursery Certification Renewal

### Table of Contents

	Page
I. Review & Evaluation Fee - NIDCAP Nursery Certification Renewal Application: Year 2.....	3
II. Review & Evaluation Fee - NIDCAP Nursery Certification Renewal Application: Year 4.....	4
III. Application, Review & Evaluation Fees and Site Review Travel Expenses for: NIDCAP Nursery Certification Renewal Application: Year 6. ....	5

### Where to Send Renewal Fees

For checks:

NIDCAP Federation International, Inc.  
P.O. Box 3303  
Woburn, MA, 01888

For ACH Direct Deposit or Wire Transfer:

Account Name: NIDCAP Federation Int’l INC  
EIN Number (tax exempt identifier): **043-579-859**  
Account Number: **004636972113**  
Bank: Bank of America, 333 Longwood Ave., Boston, MA 02115, USA  
SWIFT Number: **BOFAUS6S** for wires sent in foreign currency (non-USD) / **BOFAUS3N** for wires sent in USD  
Wire Transfer Routing Number: **026009593**  
Domestic Electronic payment (direct deposit & ACH transfers): **011000138**  
CHIPS Federal Participant #: **0959**  
Bank: Bank of America, 333 Longwood Ave., Boston, MA 02115

For payment questions, contact: [billing@nidcap.org](mailto:billing@nidcap.org)

### Additional Information

For all NIDCAP Nursery Program inquiries, certification renewal application materials, guidance and/or questions, please contact the Program Director: [nidcapnurserydirector@nidcap.org](mailto:nidcapnurserydirector@nidcap.org)

## **I. Review & Evaluation Fee for NIDCAP Nursery Certification Renewal Application: Year 2**

The NIDCAP Nursery Program Director reviews and evaluates the nursery applicant's submission of NIDCAP Nursery 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 NIDCAP Nursery 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 NIDCAP Nursery Program Director reviews and evaluates the applicant's renewal application and prepares the ***NIDCAP Nursery Certification Renewal Summary Report: Year 2***. This report is shared with the NIDCAP Nursery Program Steering Committee and subsequently forwarded to the NFI Board. The NFI Board decides on the ultimate status of the application. The nursery applicant is sent the NIDCAP Nursery 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 Program Director, in collaboration with the Program 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 NIDCAP Nursery Program 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.

**Fee for NIDCAP Nursery Certification Renewal Application: Year 2: \$500**

## II. Review & Evaluation Fee NIDCAP Nursery Certification Renewal Application: Year 4

The NIDCAP Nursery Program Director reviews and evaluates the nursery applicant's submission of NIDCAP Nursery 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 NIDCAP Nursery 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 Program Director reviews and evaluates the renewal application and prepares the ***NIDCAP Nursery Certification Renewal Summary Report: Year 4*** which is shared with the Program Steering Committee and subsequently with the NFI Board. The NFI Board decides on the ultimate status of the application. The NIDCAP Nursery 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 Program Director, in collaboration with the Program 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 NIDCAP Nursery Program 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.

### Fee for NIDCAP Nursery Certification Renewal Application: Year 4: \$800

### **III. Application, Review/Evaluation Fees and Site Review Travel Expenses NIDCAP Nursery Certification Renewal Application: Year 6**

The NIDCAP Nursery Program Director reviews the nursery applicant's submission of NIDCAP Nursery 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 (*Nursery Assessment Manual and Score Sheets*)**

The applicant rates the nursery by use of the *Nursery Assessment Manual and Score Sheets* ([www.nidcap.org](http://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 NIDCAP Nursery 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 NIDCAP Nursery Site Reviewers during the original NIDCAP Nursery Certification with the currently rated scale scores. (The Program 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 Program 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 Program Director reviews the *NIDCAP Nursery Certification Renewal Application: Year 6*. If complete, the application is sent, along with previously submitted materials (i.e., NIDCAP Nursery 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 NIDCAP Nursery 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 Program Director meets with the applicant and Site Reviewers to develop the ***NIDCAP Nursery Certification Renewal Site Review Schedule***. The Site Review is conducted over the course of one day.

Once the Site Review is complete, the Site Review Team prepares the ***NIDCAP Nursery Certification Renewal Summary Report: Year 6***, which is shared with the Program Director and Program Steering Committee and subsequently with the NFI Board. The NFI Board decides on the ultimate status of the application. The NIDCAP Nursery 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 Program Director, in collaboration with the Program 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 NIDCAP Nursery Program 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 NIDCAP Nursery Certification Renewal Site Review Visit, Year 6\***

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. <b>Application Fee</b> (to be paid at time of application submission) . . . . .	1,000
b. <b>One Day Site Review</b> (\$1,000 x 2 Site Reviewers). . . . .	2,000
c. <b>Application Review &amp; Evaluation</b> (Pre/Post Site Preparation: \$1,000 X 2 Site Reviewers) . . . . .	<u>2,000</u>
	Subtotal: \$5,000
d. <b>Travel Expenses</b>	
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.