Figure H.1. Magnet Program Interim Monitoring and Evaluation Phase Timeline—Four Year Designation (page 130)

Magnet Interim Monitoring and Evaluation - Four Year Designation Interim Year 2 Designation Interim Year 3 Year 4: Re-Designation Interim Year 1 Interim Monitoring Report **Application Submission No Reports** Due last day of designation Document submission months: Due last day of designation Due anniversary month February anniversary month April Send via Email to Analyst: Application fees June · If designated with (required for application August deficiency(ies): complete the completion) October PDCA action plan • CNO CV or resume Nurse AVP/Director and Nurse · Current facility org chart Supplemental Documents: Manager Education and Eligibility Interim Year 2 Due 15th of the month before · Current nursing org Table document submission date: CNO Attestation Letter chart • 5 graphs must be submitted; • DDCT Report - Submit online · List of externally Due on document submission can represent any unit managed databases for date: 1 RN satisfaction RN Sat, NSIs and Patient 1 inpatient nurse sensitive indicator 1 ambulatory nurse sensitive Nurse AVP/Director and Nurse Experience. manager Education and indicator · AVP/Director and Nurse Eligibility Table 1 inpatient patient experience Manager Education and • Unit Level Data Crosswalk category 1 ambulatory patient experience Eligibility Table category • IRB Attestation Letter Written Documentation: • Nurse Research Table Due 1st business day of month closest to designation month NOTE: the DDCT is not Submit online: - Submit via ADAM or required Year 3 DDCT Report ADAMplus Interim Call with Analyst

Requirements for Legacy Healthcare Systems

The following must be submitted separately:

- · Demographic Data Collection Tool reports for each entity
- Supporting documents for each entity in the System

Table

H.1. Magnet Program Interim Monitoring and Evaluation Timeline* (Includes Schedule of Appraisal Review Fees) (page 131-133)

Designation Timeline	Designation Requirements
Year 1 Magnet Designation	Your anniversary month is the month that you received your Magnet designation. The DDCT is not required.
Year 2 Interim Monitoring Report The IMR is due by the last day of the anniversary month.	 Interim Monitoring Report (email to Analyst) For organizations that received designation with a deficiency(ies) complete the PDCA action plan Document located with Tables and Templates on MLC CNO Attestation Letter (see below)

Designation Timeline	Designation Requirements
	Nurse AVP/Nurse Director and Nurse Manager Education & Eligibility Table
	• OO11 Research Table
	• Five (5) graphs <u>must</u> be submitted. Each graph should meet the
	requirements in the Magnet application manual for graph presentation.
	 Graph 1 – One graph for RN satisfaction/RN engagement (can
	represent any unit/ambulatory care setting)
	 Graph 2 – One graph for one inpatient nurse-sensitive clinical
	quality indicator (can represent any inpatient unit)
	 Graph 3 - One graph for one ambulatory nurse-sensitive clinical
	quality indicator (can represent any ambulatory care setting).
	 Include a narrative describing how the selected measure is
	nurse-sensitive in your organization and a narrative to
	describe the benchmark used
	 Graph 4 - One graph for one inpatient experience category (can
	represent any inpatient unit)
	 Graph 5 - One graph for one ambulatory patient experience category
	(can represent any ambulatory care setting)
	DDCT Report (submitted online)
	Once the required reports have been approved, a call will be scheduled with your Analyst to discuss any pertinent issues and answer all questions, including those involving documentation preparation for re-designation.
Year 3 Magnet Application The application is due by the last day of the anniversary	Application Requirements
	Application fees (required for application completion)
	CNO CV or resume
month.	Current facility org chart
	Current nursing org chart
	List of externally managed databases for RN satisfaction/RN
	engagement, NSIs, and patient experience.
	 Nurse AVP/Nurse Director and Nurse Manager Education & Eligibility Table IRB Attestation
	The DDCT is not required.

Designation Timeline	Designation Requirements
Year 4 Document Submission	Document Submission for Redesignation Due on the 15 th of the month before document submission: DDCT Report (submitted online) Due on the 1 st business day of your scheduled submission month.
	Emailed to the SMPA:
	 Nurse AVP/Nurse Director and Nurse Manager Education & Eligibility Table Unit Level Data CrosswalkTM (ULDCTM)
	Submitted via <i>ADAM</i> ™ <i>or ADAMplus</i> ™) with written documentation.
	 Organization and Nursing Organization Charts (003)
	o Copy of the Nursing Research Table (0011)
Systems	Requirements for Systems The following must be submitted: Demographic Data Collection Tool reports for each facility Supporting documents for each entity in the system