



**Center for Clinical Standards and Quality/Survey & Certification Group**

**Admin Info: 17-33-NH**

**DATE:** September 25, 2017  
**TO:** State Survey Agency Directors  
**FROM:** Director  
Survey and Certification Group  
**SUBJECT:** Access to Payroll-Based Journal (PBJ) Reports

**Memorandum Summary**

- The Centers for Medicare & Medicaid Services (CMS) is giving States and CMS Regional Offices (ROs) access to PBJ reports, which can be requested through the Certification and Survey Provider Enhanced Reports (CASPER) reporting system.

**Background**

Staffing within long-term care (LTC) facilities significantly affects the care delivered to residents. In August 2015, CMS amended the Requirements for Participation for LTC facilities to require electronic submission of staffing data according to specifications established by CMS. The data submitted, through PBJ, shall be the number of hours direct care staff are paid to work each day, auditable back to other verifiable information. PBJ data is intended to eventually replace data submitted on the CMS-671 Form. However, facilities are required to continue to submit the CMS-671 Form during their annual survey, until instructed otherwise.

More information can be found on the CMS website: <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>.

**Access to Payroll-Based Journal Reports**

Currently, each nursing home has access to several PBJ CASPER. The following reports allows nursing homes to view their PBJ data submitted through the PBJ system.

- The Employee Report (1700D) lists the active and/or terminated employees associated with a facility during a specified period.
- The Census Report (1701D) details facility census information such as census date, Medicare count, Medicaid count, other count, and total for a specified period.

- The Individual Daily Staffing Report (1702D) provides the following information by Employee ID: Job Title, Labor Category Code, Pay Type, Date, and Staffing Hours.
- The Staffing Summary Report (1702S) summarizes staffing information by Job Title for a facility during a specified period.

States will get access to the PBJ reports listed above for the facilities in their State, and ROs will get access to all facilities in the nation. To retrieve these reports, States and ROs will:

1. Select the Payroll Based Journal (PBJ) Reports report category link from the Report Categories frame on the left. Links to the PBJ reports display in the right-hand frame.

NOTE: Only those report categories to which you have access are listed in the Report Categories frame.

2. Select the desired underlined report name link from the right-hand frame. One or more CASPER Reports Submit pages are presented providing options by which you specify the information to include in your report. These options may differ for each report.
3. Choose the desired criteria and select the Submit or Next button. PBJ reports access detailed information and may require a significant amount of time to process. Once you submit your report request(s), you may consider exiting the CASPER Reporting application, and viewing the completed report(s) at a later time.

An updated Quality Improvement and Evaluation System (QIES) National Data Access Request form is available if PBJ data access is required after the initial permissions are granted. The updated form is located at <https://www.qtso.com/access.html>.

For more information regarding the above PBJ CASPER reports, please refer to any of the following resources:

- CASPER Reporting User’s Guide for PBJ Providers which is located on QTSO (<https://www.qtso.com/pbjtrain.html>)
- Section 12 of the CASPER Reporting User’s Guide for MDS Providers available on the Welcome to the CMS QIES Systems for Providers page ([https://web.qiesnet.org/qiesmds/mds\\_home.html](https://web.qiesnet.org/qiesmds/mds_home.html))
- QTSO e-University to view Module 11: Payroll Based Journal (PBJ) – Updated for PBJ 2.0 (<https://www.qtso.com/webex/qiesclasses.php>).

States may choose to view the reports to become familiar with the data, and evaluate how they might use the data moving forward (similar to how a State may use an MDS CASPER report). Please see the “About the Payroll-Based Journal Data” section below for more information on how to interpret the data.

**About the Payroll-Based Journal Data**

We note that the first mandatory deadline for submitted PBJ staffing data was October 15, 2016. While most providers have successfully submitted data since that time, some have not. Therefore, when reviewing the data, please be aware that data submitted for each facility may not be a full representation of the hours staff actually worked. Rather, it may be a function of erroneous reporting as some providers continue to fine-tune their data submissions. More information about the data can be found in S&C 17-45-NH.

**Contact:** Please contact the PBJ Policy team at [NHStaffing@cms.hhs.gov](mailto:NHStaffing@cms.hhs.gov) with any questions or concerns. Technical questions from vendors or software developers related to the data submission specifications should be sent to [NursingHomePBJTechIssues@cms.hhs.gov](mailto:NursingHomePBJTechIssues@cms.hhs.gov).

**Effective Date:** Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/  
David R. Wright

cc: Survey and Certification Regional Office Management