Important PBJ Action Items

Step 1: Registration

Registration Training

• PBJ Training Modules for an introduction to the PBJ system and step-by-step registration instructions are available here: https://qtso.cms.gov/training-materials/payroll-based-journal-pbj

Registration

• Obtain a CMSNet User ID for PBJ Individual, Corporate and Third-Party users, if you don’t already have one for other QIES applications. https://qtso.cms.gov/providers/cmsnet-submission-access

• Obtain a PBJ QIES Provider ID for CASPER Reporting and PBJ system access. https://qtso.cms.gov/access-forms/harp-account-registration

• PBJ Corporate and Third-Parties must use the current form-based process to register for a QIES ID. Registration forms are available here under PBJ Access: https://qtso.cms.gov/access-forms

Step 2: Data Submission

Data Submission Training

• PBJ Training Modules for the CASPER Reporting and PBJ systems are available here: qtso.cms.gov/training-materials/payroll-based-journal-pbj

Data Submission

• PBJ CASPER Reporting and PBJ systems went live on October 1, 2015. A user can submit XML files or manually enter staffing data here: https://web.qiesnet.org/pbj

Other Resources

• Staffing Data Submission – PBJ Website: https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ

• We will communicate information about PBJ through the Skilled Nursing Facilities/LongTerm Care Open Door Forum available here: https://www.cms.gov/Outreach-and-Education/Outreach/OpenDoorForums/ODF_SNFLTC

• Vendors may register for email alerts through our vendor Listserv. This information will be used to contact you with important news, updates, and conference call information. https://qtso.cms.gov/news-and-updates/subscribe-new-cms-iqies-listserv


• Contact the help desk for help with registration and submission:
  o Email: iQIES@cms.hhs.gov
  o Phone: 1-888-477-7876