



Electronic Staffing Data Submission

Payroll Based Journal (PBJ)



Electronic submission of Staffing Information

- Background
 - Section 6106 of the Affordable Care Act
 - Funding provided by the IMPACT Act of 2014
 - Strengthen public reporting and Five-Star Quality Rating System
- Objectives
 - Report staffing levels, turnover, and tenure
 - Auditable back to payroll data and other verifiable sources
 - Report staffing information throughout the year (more frequently than 671/672 forms)
- Finalized through FY16 SNF PPS Rule as 42 CFR 483.75(u)
(<https://www.federalregister.gov/articles/2015/08/04/2015-18950/medicare-program-prospective-payment-system-and-consolidated-billing-for-skilled-nursing-facilities>)

Electronic submission of Staffing Information

Payroll-Based Journal (PBJ):

- Exported file (XML) from automated systems (e.g., payroll, timekeeping), or
- Manual entry directly through PBJ system, or
- Combination of XML and manual entry (merging data)

Voluntary submission period: October 2015 to June 30, 2016

Mandatory submission period begins July 1, 2016

Submission Deadlines

- Direct care staffing and census data will be collected for each fiscal quarter. Staffing data includes the number of hours each staff member is paid for working each day within a quarter. Census data includes the facility's census on the last day of each of the three months within a quarter.
- Submissions must be received by the end of the 45th calendar day (11:59 PM Eastern Standard Time) after the last day in each fiscal quarter in order to be considered timely.

FISCAL QUARTER	REPORTING PERIOD	DUE DATE
1	October 1 – December 31	February 14
2	January 1 – March 31	May 15
3	April 1 – June 30	August 14
4	July 1 – September 30	November 14

The deadline for the first required submission is November 14th, 2016

Registration and Training

Electronic submission of staffing data through the Payroll-Based Journal (PBJ) is required of all Long Term Care Facilities in 2016. **ALL** nursing homes will need to register to submit data in order to meet this requirement and maintain compliance.

Please follow the below instructions to register:

- **Step 1**: 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://www.qtso.com/cmsnet.html>) (many users may already have this access for MDS submission).
- **Step 2**: Obtain a PBJ QIES Provider ID for CASPER Reporting and **PBJ system access** (https://mds.qiesnet.org/mds_home.html)
- **Training**: PBJ Training Modules for an introduction to the PBJ system and step by step registration instruction are available on QTSO e-University, select the PBJ option <https://www.qtso.com/webex/qiesclasses.php>

Voluntary Reporting

- We strongly recommend facilities register **and** submit voluntary data.
- Voluntary reporting is aimed at enabling facilities to test their processes in order to meet the mandatory requirement.
- Voluntary data will not be used for survey or enforcement purposes, and not used in the Five-Star Quality Rating System.
- Facilities may submit data:
 - for each quarter of the voluntary period, **or**
 - for any time-frame within the voluntary period (e.g., a month, a few days, etc.), **or**
 - at any time (does not need to be after the end of a quarter).
- What are the risks for registering and submitting voluntary data? **NONE**

Employee Entry Screen

Figure 1: Sample Employee Entry Screen

The screenshot displays the 'Add New Employee' form within the 'CMS Payroll Based Journal' application. The interface includes a top navigation bar with 'Home', 'Upload Data File', 'Manual Data Entry', and 'Help' options. The main form area contains the following fields:

- Facility:** A dropdown menu with a selected option.
- Pay Type Code:** A dropdown menu with the text 'Select Pay Type Code ...'.
- Employee ID:** A text input field with the placeholder 'Enter Employee ID'.
- Hire Date:** A date input field with the format 'MM/DD/YYYY' and a calendar icon.
- Termination Date:** A date input field with the format 'MM/DD/YYYY' and a calendar icon.

At the bottom of the form, there are two buttons: 'SAVE NEW EMPLOYEE' and 'CANCEL'. A footer note at the bottom of the page reads: 'Developed under contract with the Centers for Medicare & Medicaid Services (CMS). Accessibility Policy'.

Note: Pay Type Code will be moved to Staffing Hours screen prior to July 1

Staffing Hours Entry Screen

[← Previous Week](#)
Week of 08/09/2015 - 08/15/2015
[Next week →](#)

Employee ID Employee Staffing Details

Employee 1

Labor Category/Job Title	Sun 08/09	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14	Sat 08/15	Total
Registered Nurse with Administrativ		8.00	8.00		8.00	8.00		32.00
Registered Nurse				8.00				8.00
+ Add New Work Entry	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Employee 2

Labor Category/Job Title	Sun 08/09	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14	Sat 08/15	Total
Administrator		8.00	8.00	8.00	8.00	8.00		40.00
+ Add New Work Entry	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Employee 3

Labor Category/Job Title	Sun 08/09	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14	Sat 08/15	Total
Licensed Practical/Vocational Nurse	8.00	8.00	8.00			8.00	8.00	40.00
+ Add New Work Entry	8.00	8.00	8.00	0.00	0.00	8.00	8.00	40.00

Employee 4

Labor Category/Job Title	Sun 08/09	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14	Sat 08/15	Total
Medical Director		2.00	2.00		2.00	2.00		8.00
+ Add New Work Entry	0.00	2.00	2.00	0.00	2.00	2.00	0.00	8.00

Sample PBJ XML File

```
<header fileSpecVersion="2.00.0">
  <facilityId>fac1234</facilityId>
  <stateCode>IA</stateCode>
  <reportQuarter>4</reportQuarter>
  <federalFiscalYear>2016</federalFiscalYear>
  <softwareVendorName>CMS</softwareVendorName>
  <softwareVendorEmail>help@qtso.com</softwareVendorEmail>
  <softwareProductName>Timecard Software</softwareProductName>
  <softwareProductVersion>1.4.2</softwareProductVersion>      </header>
<employees>
  <employee>
    <employeeId>EM123456</employeeId>
    <hireDate>2010-02-15</hireDate>
    <terminationDate>2017-05-15</terminationDate>
  </employee>
</employees>
<staffingHours processType="merge">
  <staffHours>
    <employeeId>EM123456</employeeId>
    <workDays>
      <workDay>
        <date>2016-07-01</date>
        <hourEntries>
          <hourEntry>
            <hours>5.8</hours>
            <jobTitleCode>5</jobTitleCode>
```

Enforcement

- CMS retains enforcement authority (e.g., civil money penalties (CMPs)) for noncompliance with all requirements for participation, including this new requirement (§483.75(u))
- We will provide feedback mechanisms to providers that will help facilitate compliance with this requirement
- CMS may refrain from imposing enforcement remedies while providers adjust to the new requirement (e.g., for good faith effort)

Who Should I Contact with Questions?

- Questions regarding PBJ policy issues should be directed to NHStaffing@cms.hhs.gov
- Questions regarding the PBJ Data Specifications should be directed to NursingHomePBJTechIssues@cms.hhs.gov. Software developers or vendors that provide services such as automated payroll or time and attendance systems that will support electronic submissions should use this address.

More Information:

PBJ Website: <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>

Survey and Certification Memo S&C 13-16-NH: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Policy-and-Memos-to-States-and-Regions.html>

