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)**
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.

<table>
<thead>
<tr>
<th>FISCAL QUARTER</th>
<th>REPORTING PERIOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 1 – December 31</td>
<td>February 14</td>
</tr>
<tr>
<td>2</td>
<td>January 1 – March 31</td>
<td>May 15</td>
</tr>
<tr>
<td>3</td>
<td>April 1 – June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>4</td>
<td>July 1 – September 30</td>
<td>November 14</td>
</tr>
</tbody>
</table>

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](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](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](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**
Note: Pay Type Code will be moved to Staffing Hours screen prior to July 1
### Staffing Hours Entry Screen

#### Week of 08/09/2015 - 08/15/2015

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<td>Registered Nurse</td>
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<td>Add New Work Entry</td>
</tr>
<tr>
<td><strong>Employee 2</strong></td>
<td><strong>Labor Category/Job Title</strong></td>
</tr>
<tr>
<td></td>
<td>Administrator</td>
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<td>Add New Work Entry</td>
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<tr>
<td><strong>Employee 3</strong></td>
<td><strong>Labor Category/Job Title</strong></td>
</tr>
<tr>
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<td></td>
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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:**

