

## Payroll-Based Journal (PBJ)

**Mandatory Electronic Staffing  
Data Submission for Long Term  
Care Facilities**



# 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 14<sup>th</sup>, 2016**

# PBJ Guidelines

Staffing Data Submission Reminder: As of July 1, 2016, electronic submission of staffing data through the Payroll-Based Journal (PBJ) is mandatory for all Long Term Care Facilities. You have up to 45 days after the end of the quarter to submit data for the first reporting period (July 1, 2016-September 30, 2016.) The final submission file for this quarter is due on November 14, 2016.

# PBJ Guidelines

ALL nursing homes are required to register to submit data in order to meet this requirement and maintain compliance. Since this is new, we are not expecting the data submitted to be perfect. However, we do expect all facilities to submit data by the deadline. Facilities that are not compliant with this reporting requirement may be subject to sanctions or actions by CMS. For example, we may post information related to compliance with this requirement on nursing home compare or the Five Star Quality Rating System.

# PBJ Guidelines

For instructions on how to register and submit data, please go to the PBJ website by accessing the link included in the agenda to this call, and in the “Downloads” section, click on the link titled “PBJ QTSO Registration and Training 8-4-15”. Facilities should submit early and often, such as every 2 weeks. This has been identified as a best practice from facilities who submitted data during the voluntary period.

# PBJ Guidelines

We are aware that some facilities may be confused on the use of the “save” button in the PBJ system. The save button is the same as submitting your data. Additionally, you can save and submit as often as you’d like throughout the quarter, such as every two weeks, and you can go back and edit your data for previous weeks at any time up until the deadline. Do not wait until the end of the quarter to save and submit. Again, facilities should be saving and submitting every two weeks. CMS not collect any files until November 14.

# 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](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>

# 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](mailto:NHStaffing@cms.hhs.gov)
- Questions regarding the PBJ Data Specifications should be directed to [NursingHomePBJTechIssues@cms.hhs.gov](mailto: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>



**Thank you for your participation.**