

# CMS Staffing Data Submission/ Payroll-Based Journal (PBJ)

## Be prepared for staff reporting changes

Section 6106 of the Affordable Care Act, enacted on March 23, 2010, clarified section 1128(l) of the Act to incorporate specific provisions pertaining to the collection of staffing data for long-term care facilities.<sup>1</sup> Section 1128(l)(g) of the Act will require nursing homes to electronically submit direct care staffing information to the Centers for Medicare & Medicaid Services (CMS), including information with respect to agency and contract staff based on payroll and other verifiable and auditable data in a uniform format.<sup>2</sup> The reporting specifications require detailed information about the work employees perform, as well as demographic human resource data.<sup>3</sup> In addition, resident census data must also be reported.<sup>4</sup> This electronic data collection program is called the Payroll-Based Journal (PBJ).<sup>5</sup> The frequency of data submission will be quarterly.<sup>6</sup> The voluntary submission period for testing began on October 1, 2015, and mandatory reporting started on July 1, 2016.<sup>7</sup> Additional information on the requirements and system is posted [here](#).

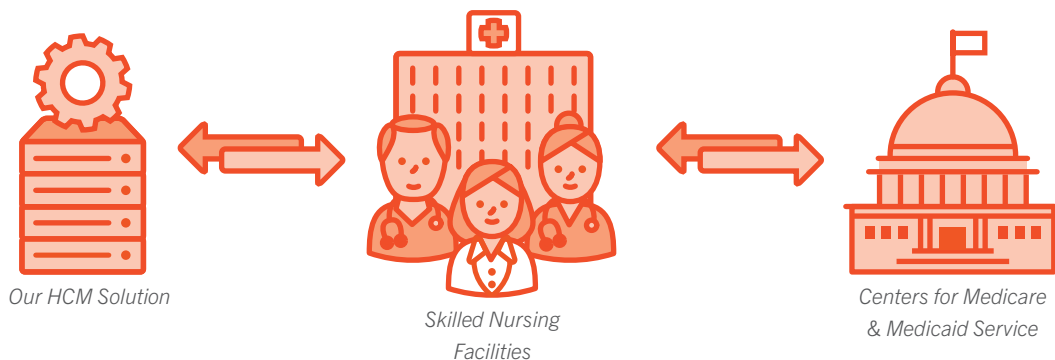
### How we can help

Our human capital management (HCM) solution can help providers meet PBJ electronic staffing data reporting requirements with its integrated functionality. With our platform, providers can reduce the administrative burden of data collection reporting, and can focus on the core mission to deliver quality resident care.



## Key Benefits

- » **SIMPLIFY** electronic Payroll-Based Journal reporting
- » **REDUCE** the administrative burden of Payroll-Based Journal reporting
- » **PROVIDE** a reconciliation report to verify hours and census prior to uploading to CMS
- » **PRODUCE XML** output in compliance with CMS requirements for easy, electronic filing



### Our solution for CMS/PBJ reporting

We help providers meet PBJ reporting requirements. Our solution will help:

- Provide tools to capture your internal job codes to be mapped to CMS job title categories
- Produce a reconciliation report to verify hours and census prior to uploading to CMS
- Produce XML output in compliance with CMS requirements for easy, electronic filing
- Provide history of all previous exports, and the ability to easily edit that file



## Accurately capture and report detailed worked hours

The Centers for Medicare & Medicaid Services PBJ reporting system is designed to accept two primary submission methods: 1) manual data entry, and 2) uploaded data from an automated payroll or time and attendance system.<sup>8</sup> Manual data entry can be time-consuming and error-prone, making it the least desirable method of reporting for most providers. Uploading electronic payroll file data, though less burdensome, does not eliminate the manual data entry of those required data points not contained in the payroll system (e.g., agency and contract labor, type of work performed). A complete automated source of detailed worked hours and work type, inclusive of audit trails, can be found in our platform.

## Reporting made simple

The transferring and uploading of data for PBJ is simple and reliable with our HCM solution. Our solution directly uploads the employee time data required for PBJ, and produces a file formatted to the specific CMS data specs for electronic staffing data submission. The platform also provides a history of all previously uploaded reports for record keeping and analysis.

## Our customers will be prepared for Payroll-Based Journal reporting

Our solution helps providers of all sizes develop their workforce into a competitive advantage to support the delivery of value-based healthcare. That's why more than 10,000 healthcare providers use the same human capital management and workforce management solutions we provide to help organizations of all sizes attract, retain, and engage employees while improving efficiency and patient satisfaction. We offer the industry's most robust suite of tools for managing the entire workforce — from pre-hire to retire.

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<sup>1</sup> Centers for Medicare & Medicaid Services, Ref: S&C: 15-35-NH at 1, Issued April 10, 2015: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-15-35.pdf>.

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

<sup>5</sup> *Id.*

<sup>6</sup> Centers for Medicare & Medicaid Services, *Electronic Staffing Data Submission Payroll-Based Journal: Long-Term Care Facility Policy Manual. Version 1.1, Issued August 2015:* <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Policy-Manual-Draft-V11.pdf>.

<sup>7</sup> Centers for Medicare & Medicaid Services, Ref: S&C: 15-35-NH at 1, Issued April 10, 2015, at 2.

<sup>8</sup> *Id.* at 2.