

What you NEED to KNOW about CMS Payroll Based Journal

Section 6106 of the Affordable Care Act requires facilities to electronically submit direct care staffing information (including agency and contract staff) based on payroll and other auditable data. The data, when combined with census information, can then be used to not only report on the level of staff in each nursing home, but also to report on employee turnover and tenure, which can impact the quality of care delivered.

1. The tracking / calculating of ACTUAL EMPLOYEE AND VENDOR DAILY net WORKED hours by labor class/type.
2. The ability to provide audit capabilities of IN/OUT transactions, net worked hours and labor type / class reported.
3. The submission through to CMS either manually through the CMS-PBJ data input screen or the transmission of an input file via the web to CMS.

Note: To manually track / calculate and KEY IN PBJ data would take conservatively two FTE's for every 100 staff.

How to Prepare:

1. Assess your current workforce.
 - a. Identify all employees and contracted agency or vendors who perform activities that fall into the category of "Direct Care". Identify the job description and pay type for each individual.
2. Know what data needs to be submitted.

Employee Info	Hour Info	Census Info
ID	Date	# on last day of month
Hire Date	Labor Category	*Resident Census for Medicaid / Medicare / Other for the last day of each month during the period being submitted.
Termination Date	Hours	
Pay Type	*hours by day by labor category	

3. Assess how you are tracking the information currently. If you are using a Time and Attendance system, verify that they will be creating an XML file for you. Remember the information must be auditable and verifiable.

4. Evaluate how you will submit the required information to the PBJ system.
 - a. Manual entry
 - b. Upload data directly from automated system (XML Submission)
 - i. The specifications for the XML are available on the CMS.gov website.
 - ii. SSC has an XML export that contains both employee and vendor information that has been successfully updated to CMS.

****Research to see if it is more cost effective to enter the hours manually or purchase a Workforce Management solution like StaffScheduleCare to prepare the XML file.**
5. Communicate with all of your external service providers and vendors to formulate a plan on how to collect and gather the required information.
 - a. SSC has a vendor tracking module that can help you with this tracking.
6. Register at <https://www.qtso.com/cmsnet.html> to get your CMSnet user ID.
 - a. Once registered, login go to PBJ User Registration – to register for the PBJ System.
7. Submit the information as required by the submission dates.

Fiscal		Date Range		Submission Date	Comments
Qtr	Year	From	To		
1	2016	October 1, 2015	December 31, 2015	February 14, 2016	*voluntary
2	2016	January 1, 2016	March 31, 2016	May 15, 2016	*voluntary
3	2016	April 1, 2016	June 30, 2016	August 14, 2016	*voluntary
4	2016	July 1, 2016	September 30, 2016	November 14, 2016	**MANDATORY

*The information for this document was taken directly from the CMS.gov website that can be found at

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

Don't wait until July 1st, start now to figure out your processes and get them in place.

For further information on CMS-PBJ reporting and submission requirements or to reserve your seat in our weekly Wednesday CMS-PBJ webinar please contact Bill Allen:



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