Mandatory Electronic Staffing Data Collection: Your Survey Score Depends on This

Presented by:
Urvi Patel
Session Objectives

- Understand the history of the Payroll-Based Journal
- Develop an understanding of the requirements of the Payroll-Based Journal
- Understand how to set yourself up for success with the Payroll-Based Journal
- Understand the first steps you need to take to be ready for the mandatory submission period starting on July 1, 2016
Electronic Submission of Staffing Data

- Required by Affordable Care Act
- Information must be auditable and verifiable and in a uniform format
- Direct care staff (employed and contracted)
- Employee turnover and tenure
- Include census data and case mix
Payroll-Based Journal

- Draft policy manual (PBJ) updated March 16, 2016
- The system will collect time and attendance information for all direct care workers and that needs to be verified by payroll
- Requirement of Participation and full remedies – CMPs, DPNA, Decertification
- Mandatory period starts July 1, 2016
Data Submission

Staff Hours

- Per day for each day in the quarter per employee
- Only hours paid for exempt employees can be reported

Census Data

- Last day of each month
  - Medicaid
  - Medicare
  - Other (private pay/insurance)
Direct Care Staff

- Direct care staff
  - Those individuals, who, through interpersonal contact with residents or resident care management, provide care and services to allow residents to attain or maintain the highest practicable physical, mental, and psychosocial well-being.
  - Does not include individuals whose primary duty is maintaining the physical environment of the long term care facility.
Job Roles

1. Administrator
2. Medical Director
3. Other Physician
4. Physician Assistant
5. Registered Nurse Director of Nursing
6. Registered Nurse with Administrative Duties
7. Registered Nurse
8. Licensed Practical/Vocational Nurse with Administrative Duties
9. Licensed Practical/Vocational Nurse
10. Certified Nurse Aide
11. Nurse Aide in Training
12. Medication Aide/Technician
13. Nurse Practitioner
14. Clinical Nurse Specialist
15. Pharmacist
16. Dietician
17. Paid Feeding Assistant
18. Occupational Therapist
19. Occupational Therapy Assistant
20. Occupational Therapy Aide
21. Physical Therapist
22. Physical Therapy Assistant
23. Physical Therapy Aide
24. Respiratory Therapist
25. Respiratory Therapy Technician
26. Speech/Language Pathologist
27. Therapeutic Recreation Specialist
28. Qualified Activities Professional
29. Other Activities Staff
30. Qualified Social Worker
31. Other Social Worker
32. Dentist
33. Podiatrist
34. Mental Health Service Worker
35. Vocational Service Worker
36. Clinical Laboratory Service Worker
37. Diagnostic X-ray Service Worker
38. Administration & Storage of Blood Services
39. Housekeeping Services
40. Other Services
Job Code Crosswalk

- All of the direct care staff (employed and contracted) need to have their job titles cross-walked to these job roles.
What CMS Will Collect

- Must be employee or contracted/agency staff paid for by center
- Any direct care workers paid for by other sources (e.g., directly from Medicare/Medicaid) CANNOT be counted
Employee and Consultant/Contractor Information

- Discreet Employee ID
- Hire and termination dates
- Code for exempt, non-exempt, or employed under contract
- Hours submitted per day per employee
Data Reporting

- Data will be collected for each fiscal quarter

<table>
<thead>
<tr>
<th>Fiscal Quarter</th>
<th>Date Range</th>
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<tbody>
<tr>
<td>1</td>
<td>October 1- December 31</td>
</tr>
<tr>
<td>2</td>
<td>January 1 – March 31</td>
</tr>
<tr>
<td>3</td>
<td>April 1 – June 30</td>
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<tr>
<td>4</td>
<td>July 1 – September 30</td>
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- Corrections can be made up to 45 after the end of the current quarter
Timeline

- **Start of Voluntary Period**
- **Start of 2nd Quarter of Voluntary Period**
- **Deadline for Submission of 2nd Quarter of Voluntary Period**
- **Deadline for Submission of 1st Mandatory Period**
- **Start of Mandatory Period**

- **1 Oct 2015**
- **1 Nov 2015**
- **1 Dec 2015**
- **1 Jan 2016**
- **1 Feb 2016**
- **1 Mar 2016**
- **1 Apr 2016**
- **1 May 2016**
- **1 Jun 2016**
- **1 Jul 2016**
- **1 Aug 2016**
- **1 Sep 2016**
- **1 Oct 2016**
- **1 Nov 2016**
How to Submit Data

- Manual data entry
- Upload data from an automated payroll or time and attendance system (XML only)
- Can use a combination of the two
Registration for Voluntary Submission

- Open now
  - Webex training for step by step registration instruction
- During voluntary submission, data will NOT be used for Five Star Staffing domain
- During calendar years 2015 and 2016, data will not be used for Five Star Staffing domain
- During calendar years 2015 & 2016, centers will also have to submit CMS forms 671 & 672
Steps to Success

- Register for access to the Payroll Based Journal submission system via step by step instructions available on the QTSO e-University website.
  - Obtain a CMSNet USER ID
    - Required to access the private CMS network
  - Review **minimum system requirements** for the Payroll Based Journal system.
  - Install the **Juniper software**
  - Obtain a QIES USER ID
    - Required to access
      - QIES – to collect and validate data from providers. User ID registration Process.
      - CASPER – obtain reports on the Payroll Based Journal data submitted
    - Note, each provider is able to register for 2 QIES user ids. If you need another QIES user ID a request must be sent to the QTSP help desk.
  - Log into the Payroll Based Journal and verify facility information
Welcome to the CMS Systems for Providers

MDS and ePOC User Registration

Payroll Based Journal User Registration

MDS 3.0 Submissions

PBJ Submissions

CASPER Reporting - Select this link to access the Final Validation and Provider reports.

MDS 3.0 Provider User’s Guide

CASPER Reporting User’s Guide for MDS Providers:

ASPEN Access (ePOC)

AHCA

AMERICAN HEALTH CARE ASSOCIATION

NCAL

NATIONAL CENTER FOR ASSISTED LIVING
Steps to Success

- Review the Electronic Staffing Data Submission Payroll-Based Journal Long-Term Care Facility Policy Manual
- Crosswalk your organizations staffing categories to the 37 required staffing job codes
- Add employee data to the Payroll Based Journal system
- Submit data for at least one direct care employee
- Submit data for at least one contract employee
- Submit census data
- If you are planning on submitting data via XML, prepare and submit an XML file.
- Download and review validation reports
Steps to Success- All in One!

1. Get Registered
   - CMSNET User ID
   - Install Juniper
   - QIES ID
   - Verify Facility Information

2. Set-up for Data Submission
   - Review Payroll Based Journal Manual
   - Crosswalk your job categories to the CMS Job Roles in Table 1
   - Add your employees and contractor data to the Payroll Based Journal

3. Submit Exempt Staff Data
   - Submit Exempt Staff Data

4. Submit Contractor/Consultant Data
   - Talk to your vendors to see how you are going to track hours

5. Submit Census Data

6. Review Validation and other CASPER Reports
AHCA Continued Concerns

- Hours paid vs. hours worked
- Census data for last day per month
- Complexity of submission process
Questions are guaranteed in life; Answers aren't.
Helpful Links

- **ahcancaLED**

- **AHCA Webpage**
  - [https://www.ahcancal.org/facility_operations/Pages/Electronic-Staffing-Data-Collection.aspx](https://www.ahcancal.org/facility_operations/Pages/Electronic-Staffing-Data-Collection.aspx)

- **List of Vendors with PBJ Solutions**
  - [https://www.ahcancal.org/facility_operations/Documents/Vendors%20with%20solution%20for%20PBJ%203%2016.pdf](https://www.ahcancal.org/facility_operations/Documents/Vendors%20with%20solution%20for%20PBJ%203%2016.pdf)
Helpful Links

- CMS PBJ website

- QTSO
  - [https://www.qtso.com/cmsnet.html](https://www.qtso.com/cmsnet.html)

- Email - PBJ Data Specifications Questions
  - NursingHomePBJTechIssues@cms.hhs.gov

- Email - PBJ Policy Questions
  - nhstaffing@cms.hhs.gov
# Electronic Payroll Based Journal Resource

<table>
<thead>
<tr>
<th>Resource Title</th>
<th>Description</th>
<th>Web Site Link</th>
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<tbody>
<tr>
<td>Additional Training Resources</td>
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