

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

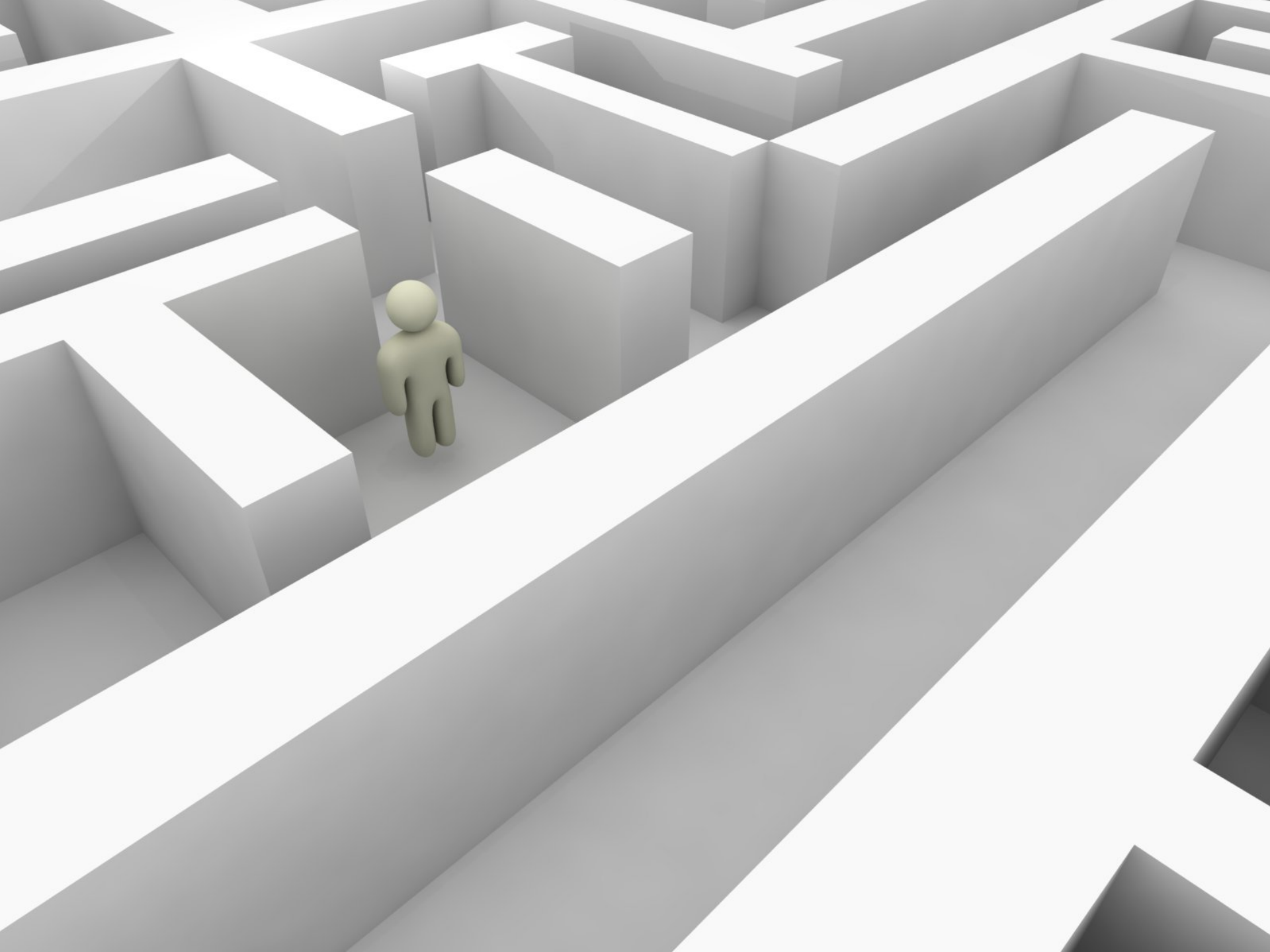
Presented by:

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

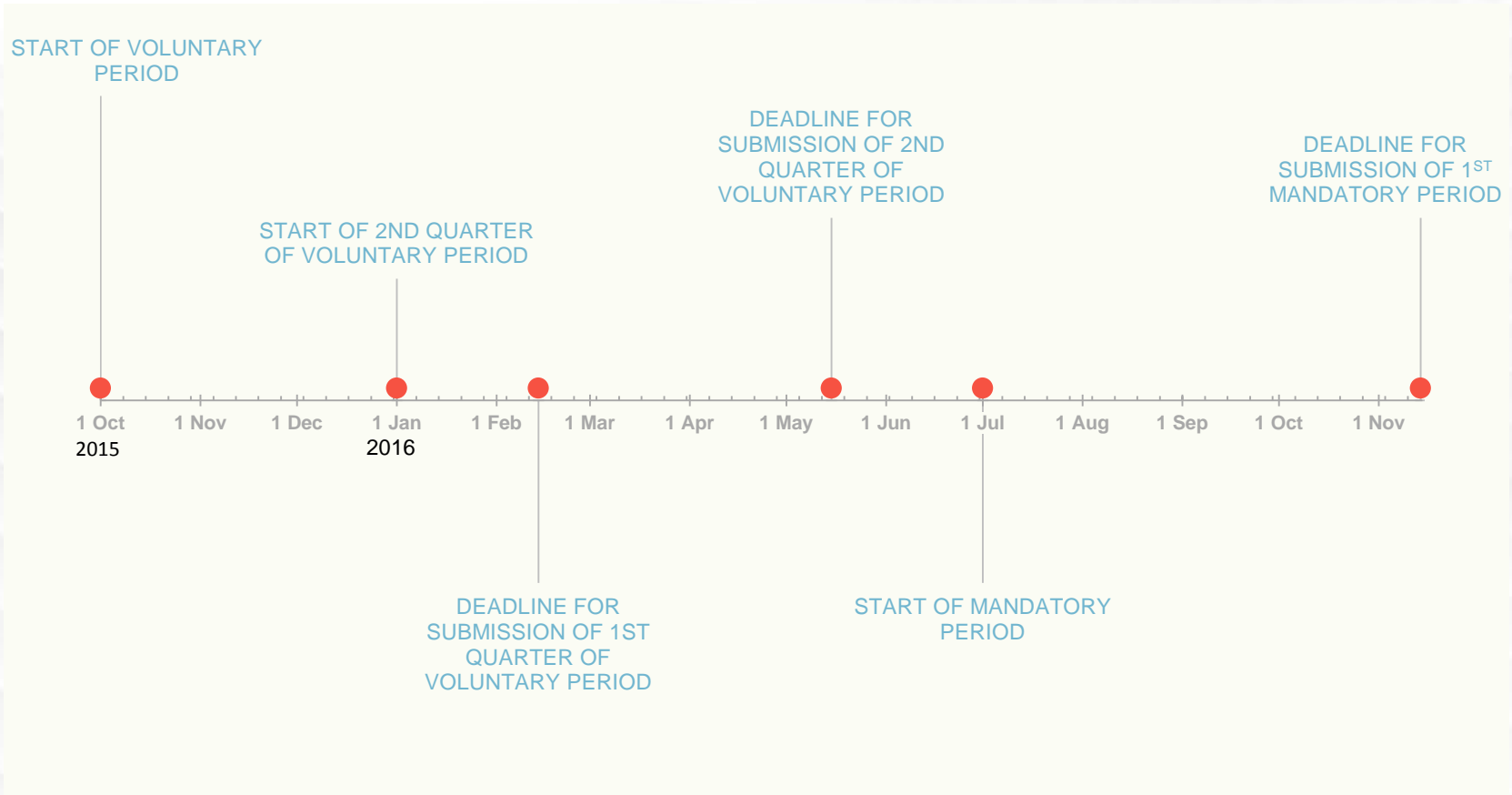
Data Reporting

- Data will be collected for each fiscal quarter

Fiscal Quarter	Date Range
1	October 1- December 31
2	January 1 – March 31
3	April 1 – June 30
4	July 1 – September 30

- Corrections can be made up to 45 after the end of the current quarter

Timeline



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

Facility: *

Federal Fiscal Quarter: *

Staffing Hours

[+ | ADD NEW EMPLOYEE](#)

[← Previous Week](#)

Week of 2015-08-02 - 2015-08-08

[Next Week →](#)

Employee ID

Employee Staffing Details

EmpTestX002

Labor Category/Job Title	Sun 08/02	Mon 08/03	Tue 08/04	Wed 08/05	Thu 08/06	Fri 08/07	Sat 08/08	Total
Select One...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
+ Add New Work Entry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EmpTestX003

Labor Category/Job Title	Sun 08/02	Mon 08/03	Tue 08/04	Wed 08/05	Thu 08/06	Fri 08/07	Sat 08/08	Total
Select One...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Manual Census Data Entry

* indicates required field(s)

Facility: *

Federal Fiscal Quarter: *

Census Records

Q2 2015 (Jan 1 - Mar 31)

Date of Census	Medicare Census	Medicaid Census	Other Census	Total Census
January 31, 2015	<input type="text" value="51"/>	<input type="text" value="53"/>	<input type="text" value="7"/>	<input type="text" value="111"/>
February 28, 2015	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
March 31, 2015	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>


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</root>

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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

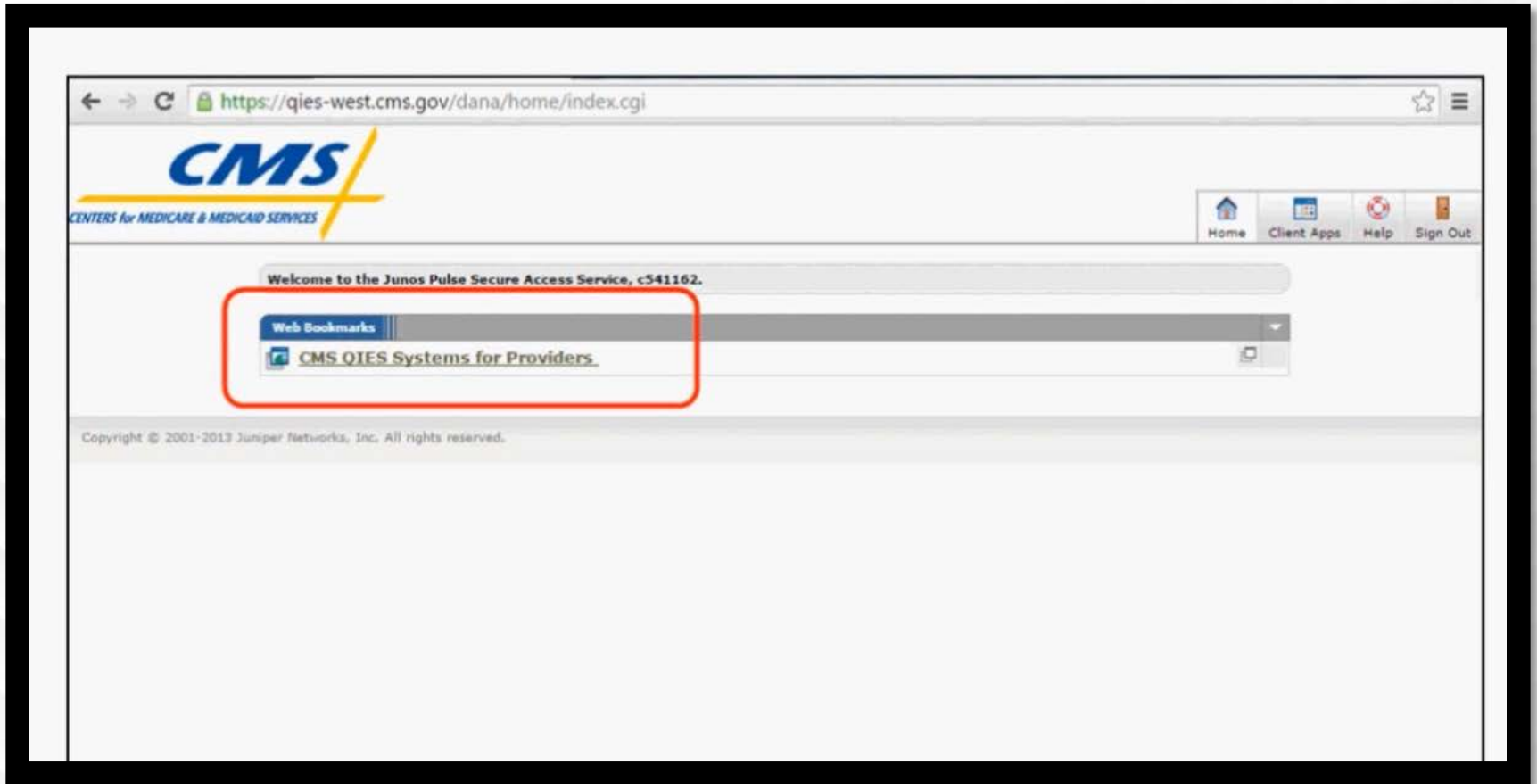
CMSNet REMOTE ACCESS REQUEST PORTAL

[Home](#) [Access Request Form](#) [FAQs](#)

ENTER CCN
CHOOSE STATE ▾
ENTER ZIP

[Trouble Accessing CMSNet Form?](#)





Welcome to the CMS Systems for Providers

[MDS and ePOC User Registration](#)

[Payroll Based Journal User Registration](#)



[MDS 3.0 Submissions](#)

[PBJ Submissions](#)

[MDS 3.0 Submissions Helpful Hints](#) Posted 11/04/2010

MDS 3.0 Provider User's Guide

CASPER Reporting User's Guide for MDS Providers:

[CASPER Reporting](#) - Select this link to access the Final Validation and Provider reports.

[QIES User Maintenance Application User's Guide](#)





[ASPEN Access \(ePOC\)](#)

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DATA ENTRY

Available Entry Options

-  [Upload Data File](#) Use XML file with Employee, Staffing and Census data to populate records.
-  [Employee Data](#) Manually create new Employee Records or update existing records.
-  [Staffing Hours Data](#) Manually populate Staffing Hours or update existing records.
-  [Census Data](#) Manually populate Census Data or update existing records.

UPDATES & ALERTS

Federal Fiscal Quarter: Q3 2015 >

 11 day(s) remaining in Q3 to submit data.

Facility:

IA - 000123 - TEST FACILITY1234 ▾

Staffing Data:

0%

91 day(s) have no entries.
[View Staffing Details >](#)

Census Data:

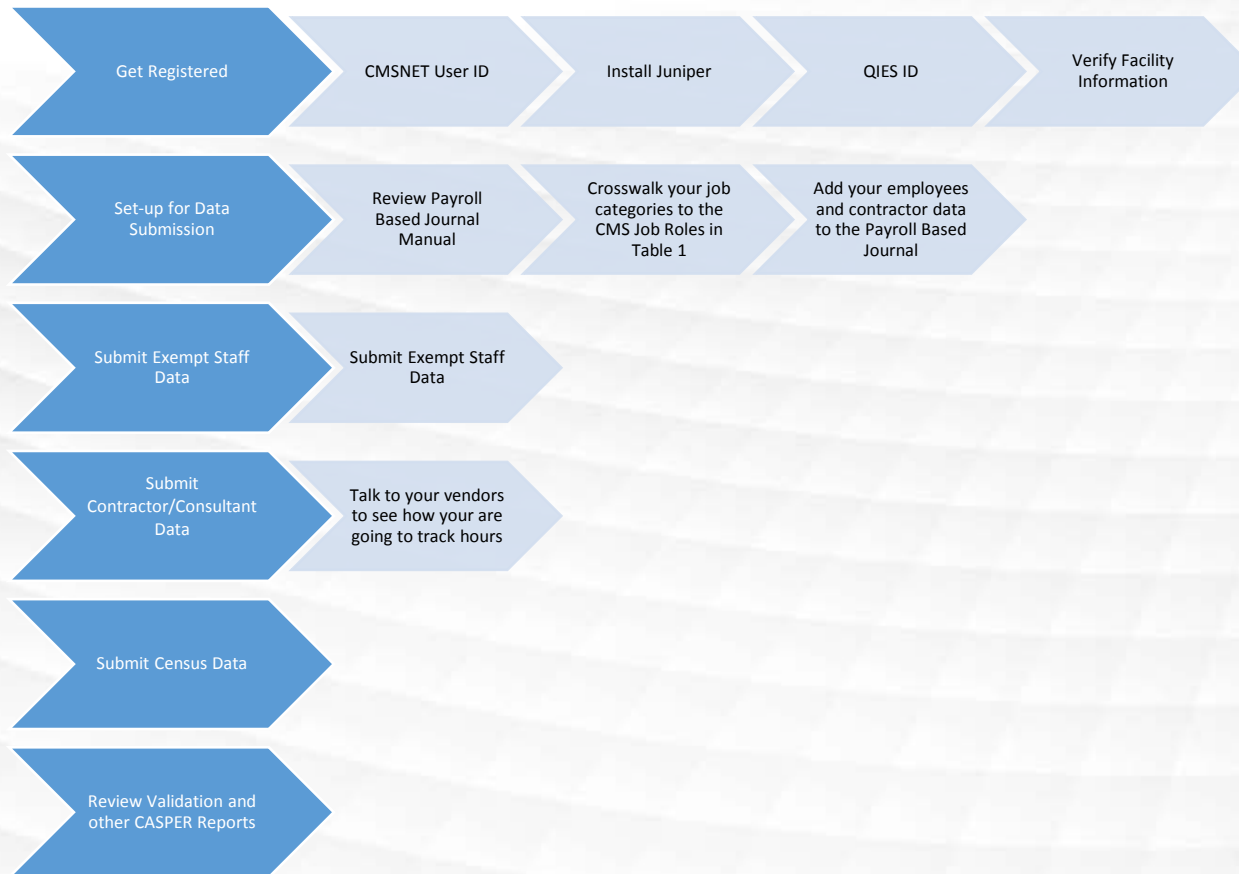
0%

3 month(s) have no entries.
[View Census Details >](#)

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!



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
 - <https://educate.ahcancal.org/products/resources-for-mandatory-electronic-staffing-data-collection-pbj>
- AHCA Webpage
 - 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

Helpful Links

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

Resource Title	Description	Web Site Link
CMS Staffing Data Submission	CMS home page for Staff Data Submission PBJ	https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html
Electronic Staffing Data Submission Payroll-Based Journal Long-Term Care Facility Policy Manual	Policy Manual V2 March 2016	https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Policy-Manual-Final-V2.pdf
Important PBJ Action Items	Outlines steps to register for PBJ and to participate in voluntary data submission as well	https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-QTSO-Registration-Training.pdf
Electronic Staffing Data Submission Payroll-Based Journal (PBJ) System Data Submission Frequently Asked Questions	Provides a list of frequently asked questions with responses from CMS	https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Policy-Manual-FAQ-8-25-15.pdf
PBJ Technical Specifications Frequently Asked Questions	Provides a list of frequently asked questions with response related to the technical requirements for PBJ	https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Technical-Specs-FAQ.pdf
Additional Training Resources		
PBJ Training Modules	CMS Training Modules	https://www.qtso.com/webex/qiesclasses.php