Payroll Based Journal (PBJ) Frequently Asked Questions 05/2020

Table of Contents

PBJ New User Questions

Q. I am new to PBJ, what do I need to know?

A. Following is a list of pertinent links for PBJ and their function.

CMS page for Staffing Data Submission Payroll Based Journal (PBJ)
https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html

PBJ Application Access (once User ID is in place):
https://web.qiesnet.org/pbj

Access Forms for PBJ:
https://qtso.cms.gov/access-forms

Submission Specifications/Data Specifications:

(Under "Downloads" at bottom of page.) https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html
Training Modules and Materials: https://qtso.cms.gov/training-materials/payroll-based-journal-pbj

Reference and Manuals (PBJ User Guide and CASPER Reporting User's Guide):

https://qtso.cms.gov/providers/nursing-home-mdsswing-bed-providers/reference-manuals

CASPER Reporting User's Guide is specifically for PBJ Providers:

https://qtso.cms.gov/reference-and-manuals/casper-reporting-users-guide-pbj-providers

PBJ FAQ's QTSO:

https://qtso.cms.gov/providers/nursing-home-mdsswing-bed-providers/reference-manuals

CMS PBJ Page:

(Under "Downloads" at bottom of page.)

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

PBJ Policy Manual and Policy FAQ's (Under

"Downloads" at bottom of page.)

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

QIES Help Desk Support:

iqies@cms.hhs.gov

800-339-9313

PBJ policy questions should be submitted to the policy mailbox:

nhstaffing@cms.hhs.gov

Data Specification questions should be directed to:

iqies@cms.hhs.gov

PBJ Registration Questions

Q. If another user replaces an existing user, what is the process?

A. Each User should have their own unique User ID. Request that the old User ID be deleted and the new ID be created for the new staff person. See "Access Forms for PBJ" above for instructions to request an ID.

Q. Is the CMSNet User ID a new ID for each long term care facility?

A. Existing CMSNet user ID's can be used to register for PBJ access. If you don't have a CMSNet ID you will need to register for one. See https://qtso.cms.gov/access-forms .

Q. What provider types should a user select for registration?

A. Providers should utilize MDS for CMSNet and PBJ for QIES. Instructions may be found at:

https://qtso.cms.gov/access-forms

Q. I registered for CMSNet, but I cannot access the link to obtain a PBJ QIES Provider ID.

A. Please make sure you are logged in to CMSNet before you try to access the link.

PBJ Data Specifications Questions

Q. We (or our vendor) have the capability to script our submissions and then send them in a bulk, automated process. Is this allowed?

A: No, scripting and automated submissions are not supported by CMS for PBJ submissions – either for XML files or when using the PBJ web pages. CMS is not responsible for any data issues arising when using automated scripting or third party software.

Q. What type of file does the PBJ system accept?
A. A zip file containing one or more XML files will be accepted.
No .pdf, csv, docx, xlsm, etc. files are accepted.

Q. What is the proper structure for an XML file?

A. See above for Submission Specs/Data Specifications, Overview document. There are examples, both in the Overview and a separate example with the XML and XSD zip.

Q. Would there be somewhere you can download the XML file or will software companies have to build them for each facility?

A. If you are using a software developer or vendor, they could produce the XML for you or the other option is manual entry online. With proper permissions, third parties are allowed to submit XML files on behalf of a facility. See Access Forms for PBJ above. If you would like to develop your own XML file from a spreadsheet, a PBJ Excel to XML Template has been developed for converting a spreadsheet to an XML file. Excel templates are available in the Download section to convert valid PBJ Excel data to a valid XML format.

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

Q. Do I need to submit the Employee ID every quarter in the Employee Section of the XML file?

A. No, employees are remembered across quarters and do not need to be provided with every submission, only when there are changes to the employee.

Q. Can CMS provide recommendations for converting data in other formats (i.e. Excel) to XML?

A. CMS cannot recommend any method since we cannot verify the results. A PBJ Excel to XML Template has been developed for converting a spreadsheet to an XML file. Excel templates are available in the Download section to convert valid PBJ Excel data to a valid XML format.

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

Q. Can you tell me some of the tools used to create the XML if we did this in-house? **A.**

CMS cannot endorse or recommend a specific tool to create the XML.

Q. Are the XSD files available for download for the developers?

A. Yes, they come in the specifications package. See above for Submission Specs/Data Specifications.

Q. Is the Labor Category field used in the XML file at all? How will the Labor Category information be used?

A. No, the Labor Category field is not used at all in the XML file. It is used for the manual data entry screens and for administrative purposes. The required information on the XML file is the job title code.

Q. Are XML files processed in a certain order?

A. For .zip files containing multiple XML files, there is no guarantee to the order in which the XML files will be processed within the .zip file or between zip files If order of processing is important, submit XML files in two separate .zip files and ensure processing has completed for the first .zip file before submitting the second .zip file.

Q. On the XML format, are you able to provide monthly hours instead of hours by day for each employee?

A. Hours should be provided by day for each employee. If an employee works over midnight, the hours should be submitted for two different days.

Q. What is the definition of staffing hours?

A. Please refer to the policy manual and FAQs.

 (Under "Downloads" at bottom of page.) https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment- Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html

Q. How large are zip files able to be when uploaded?

A. The maximum size of the zip file is 5 MB (after compression). The maximum size of each XML file within the zip file is 50 MB.

PBJ Submission Questions

Q. What are my options for submitting PBJ data to CMS?

 A: The two options are listed here. Both options update the same PBJ database and either can be used to submit PBJ data.

Manual Data Entry: Choose "Manual Data Entry" from the main page of the PBJ application.

XML File (compressed as a zip file) Submission: Choose "File Upload" from the main page of the PBJ application.

Q. Are daily, monthly or weekly XML submissions advised?

A. This is the facility's decision. It depends on how it will work best for you. It is highly recommended that a facility does not wait until the last week prior to the deadline.

Q. Why would I receive the error, "Quarter/Fiscal Year do not match previous user selection"?
A. Fiscal Quarter designated in the XML file does not match the Fiscal Quarter chosen at the time the file was uploaded.

In the XML example below, the data in the XML file is being submitted for **Report Quarter** 1, **Federal Fiscal Year** 2019. Using the chart below, this equates to **Reporting Period** October 1 - December 31, 2018. When this file is uploaded, the User must choose Oct 1 - Dec 31, 2018 on the dropdown menu when uploading the file. This way, their choice will match the quarter designated in the XML file. If not, they will receive the error: "*Quarter/Fiscal Year do not match previous user selection*"

                <reportQuarter> </reportQuarter>
                  <federalFiscalYear>2019</federalFiscalYear>

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

Q. Does PBJ accept Census data?

A: As of March 3, 2019, the link to the PBJ Census Page for Manual Data Entry is no longer available. In April, 2018, CMS began using resident census data derived from MDS assessments. Therefore, the PBJ submission of census data will no longer be used.

Q. I am going to start using a vendor to manage my timekeeping (or, I am switching vendors). How should we handle changing Employee ID's?

A. In order to maintain the reporting of an employee's hours through an employee ID change, submit an XML file to link an old employee's ID to a new one.

Information regarding linking employee ID's can be found at:

https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Linking-Methodology.pdf

If you have an employee who has had two different employee ID's at the same facility (Fac ID), use the PBJ linking feature to tie the old ID and new ID data together into one System ID so it can be reported as one employee. This is especially helpful if you change Payroll vendors or a single employee leaves and then returns to work at your facility.

Q. What is the difference between Merge vs Replace?

A. The "process type" within the <staffing hours> tag is located in the XML file and is used to control how the data within these sections will be processed. There are two possible values for "process type": "merge" and "replace". USE "REPLACE" WITH CAUTION. See Reference and Manuals (PBJ User Guide) above.

Q. What are the steps to verify the file upload status on the My Submissions page? How do I know if my file was accepted? How do I verify my submitted information?

A. It is recommended that you print and retain the Submission Information listed on the screen immediately after your upload.

1. Check CASPER for a system generated PBJ Final File Validation Report (FFVR) within 24 hours. If no FFVR appears, run a PBJ Submitter Final File Validation Report.

2. Run the PBJ 1702D (by Employee) or 1703D (by Job Type) Reports to verify the quarterly PBJ data reflects your records.

3. You can also check the status of each file submission on the My Submission Page.

My Submissions is comprised of a Submission List that includes all zip files submitted within the last six months and, for each zip file, an XML File List that shows each XML file that was packaged in the zip file. To get to the My Submissions page from the Menu, select File Upload and then My Submissions.

4. See PBJ User and CASPER Guides for more information or contact the QIES Help desk at iqies@cms.hhs.gov.

Q. Can I submit PBJ data for prior quarters?

A. 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 to be considered timely. No submissions will be allowed after the deadline passes.

Deadlines

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

Q. What report could I run to help me understand staffing?

A. The 1703D Job Title report details by work date the staffing hours submitted for select job title(s) during a specified period. Other PBJ Staffing Reports are available as well.
See New User FAQ questions for the CASPER Reporting User's Guide.

Q. Would the SNF be able to upload multiple electronic files for the payroll information that is required?

A. Yes, you will be able to submit multiple XML files up until the deadline. The files must match on the FAC ID and State Code supplied in the header.

Q. Can we submit multiple formats for the same quarter? For example, some of our facilities are going to be using manual data entry submissions and XML file submissions.

A. Yes, you may use both types of submissions for the same facility. Remember to use the "Merge" option when you submit your XML file. If you use "Replace", all data (both manual data entry and data submitted via XML files) will be deleted for that quarter. For Merge vs. Replace, see Reference and Manuals (PBJ User Guide) above.

Q. Where can I find the definition for hours paid?

A. You will be able to find what hours should be reported related to hours paid in the PBJ Policy Manual. Also, there is a Policy FAQ on hours paid versus hours if you have more questions. Lastly, in the important resources section under PBJ policy questions if you still have a question, you are able to submit it to the policy mailbox: nhstaffing@cms.hhs.gov. See PBJ Policy Manual and Policy FAQ's above.