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Payroll Based Journal (PBJ)

ADP TotalSource®

Getting Ready For PBJ

Section 6106 of the Affordable Care Act (ACA) now requires long term care facilities to electronically submit direct care staffing information based on payroll and other auditable data.

To streamline this effort, the Centers for Medicare and Medicaid Services (CMS) have developed a new system for facilities to submit their staffing and census information called the Payroll-Based Journal (PBJ). This system allows staffing and census information to be gathered and submitted electronically on a regular basis. This system will allow the information to be more easily tracked to ensure accuracy and accountability. All long term care facilities will be provided access to this system at no cost.

Employers must report total direct care hours worked (including agency and contract staff), employee hire and termination dates and facility census data. This information will be used to report the level of staff (hours per patient day), employee tenure, retention and turnover. All of these metrics can be attributed to the quality of care delivered to residents within a long term care facility.

CMS intends to mandate the collection of the staffing and census data through the PBJ system beginning on July 1, 2016. This information must be submitted at a minimum on a quarterly basis but can be submitted on a more frequent basis if desired. The first report must be submitted by November 14, 2016.

Please visit the [Centers for Medicare & Medicaid Services website](#) for additional details and data requirements as well as submission deadlines for the Payroll Based Journal.



Additional Resources

- CMS Payroll Based Journal Website
- CMS Registration Process Documentation
- Centers For Medicare and Medicaid Website
- healthcare.gov Website
- <http://www.adp.com/>
- adp.com Health Care Reform Website
- Technical questions with the CMS Website? – Email: NursingHomePBJTechIssues@cms.hhs.gov
- CMS PBJ Policy help? Email: nhstaffing@cms.hhs.gov

Important steps in making sure that your organization is ready for the Payroll Based Journal

Identify your facilities

Employee tenure, staffing hours and census metrics are required to be reported electronically to CMS based on each Facility ID. Make sure that you have your CMS provided Facility ID(s) and a way to identify which of your associates and contract or agency employees are affiliated with these facilities. Be sure that your HR/Payroll, Time & Attendance system and employees are configured in a manner so that you can easily and accurately identify employees by facility.

Identify and categorize all Direct Care associates

Only Direct Care employee hours need to be reported to the Payroll-Based Journal. CMS defines direct care staff as those individuals who, through interpersonal contact with residents or resident care management, provide care and services that allow residents to maintain the highest practicable physical, mental, and psychosocial well-being. Direct care staff does not include individuals whose primary function is maintaining the physical environment of the care facility (for example, housekeeping).

Employee portion of the reporting requirements include the following items:

- **Employee ID** The employee ID is a unique employee identifier within your HR/Payroll and/or Time & Attendance system.
- **Hire Date** This is the first date of employment within an organization or is the first date paid for services delivered under contract for agency or contract employees.
- **Termination Date** This is the last date of employment within an organization or is the last date paid for services delivered under contract for agency or contract employees.
- **Pay Type Code** This coding element indicates the staff member's classification as a direct employee of the facility (exempt or non-exempt) or employed under contract paid by the facility.
 - Non-exempt: Employees are entitled to overtime pay under the FLSA
 - Exempt: Employees are not entitled to overtime pay under the FLSA
 - Contract: Contract staff includes individuals under contract as well as individuals who provide services through 3rd party agencies under contract (Ex: an agency that provided nursing staff).

Centers for Medicare and Medicaid has long recognized the link between facility staffing and the quality of care provided. The goals of the Payroll Based Journal Staffing Data Submission Program are:

- 1) Provide a standardized reporting requirement
- 2) Collect information related to direct care staffing (including agency and contract staff) and facility census on a more frequent basis.

These compliance measures are being mandated in connection with Section 6106 of The Affordable Care Act.

Evaluate the CMS Job Title Coding Requirements

CMS requires that organizations provide a CMS defined Job Title Code (see Appendix A) with all staffing hours that are submitted. This includes both an employee's primary job classification as well as any hours worked outside of the employee's home job classification within the reporting period. A review of your organization's existing job or labor classifications will need to be completed and additional CMS job coding labor codes may need to be defined within your Time & Attendance system or hours tracking and reporting procedures.

Review your pay code types

The Payroll Based Journal requires that only certain hours worked for direct care employees are reported. Determining which hours worked types to include can be a challenge. To assist in this determination, CMS has offered guidance by providing examples of

hours types and situations where direct care hours should not be included.

Non-worked, absence or any hours away from the organization's facilities should not be included in the reporting. Examples of these types of hours would be Paid Time Off, Leave of Absence or off-site Training seminars.

Unpaid overtime is another example of an hours type that should not be included in the reporting submission. For example, if an employee works 10 hours but is only paid for 8 hours then only 8 should be included in the report.

Hours paid for by Fee-For-Service Medicare (FFS) or some other provider should not be included.

Shared service hours. Do not include hours for staff that provide services to residents in non-certified beds. An example of this would be nursing staff that provides care to both nursing home and traditional hospital beds.

Don't wait. Start now!

The first CMS Payroll Based Journal reporting period begins July 1, 2016 and runs through the end of September with a submission deadline of 45 days after the end of the quarter. Do not wait until the end of the reporting quarter to begin gathering the required reporting elements. Make sure that you have the proper data coding parameters in place for the employees and be sure that employees and supervisors understand what their responsibilities are when it comes to tracking and verifying their hours throughout the reporting periods. Defining any new organizational requirements, policies and best practices now will help ensure that you have accurate information to submit to the Payroll Based Journal.

Fiscal Quarter	Date Range for Staffing Data	Submission Deadline
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

If you do not have a time system in place but would like ADP TotalSource to assist, we can provide a report you can use as a starting point for the process. Or take advantage of ADP ezLaborManager® time and labor management program and have access to a PBJ reporting solution. Contact your Human Resource Business Partner to learn more about the support offered by ADP TotalSource.

Appendix A – CMS Job Title Code and Description

Job Title Code	Description
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	Dietitian
17	Food Service Worker
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	Blood Service Worker - Optional
39	Housekeeping Service Worker - Optional
40	Other Service Worker - Optional