

PBJ XML Submission Process

Training Outline: Module 4

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CMS Website

The CMS website contains the PBJ technical data specifications required for PBJ XML submissions.

To access the CMS website, enter <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html> in your browser.

Bookmark this website for future use.

QTSO Website

The QTSO website contains technical user guides and other important technical information that you will use for the CMSNet and QIES User ID Registration.

To access the QTSO website, enter <https://www.qtso.com> in your browser.

Bookmark this website for future use.

Important Reminders

The PBJ XML submission process should not be attempted if any of the steps below are not complete.

Ensure that you have a CMSNet User ID and password and the Juniper software is correctly installed on your PC.

Register and activate your PBJ QIES User ID. This gives you access to the CASPER Reporting and PBJ systems.

To obtain instructions about registering for a CMSNet User ID, QIES User ID or installing your communications software, please refer to recorded training Module 1 – CMSNet User ID Registration, Module 2 – Installing Juniper Software and Module 3 – QIES User ID Registration at <https://www.qtso.com/webex/qiesclasses.php>.

Each XML file must be created in accordance with CMS's PBJ Data Specifications.

The PBJ system only processes zipped files with a ".zip" extension. Files with extensions other than .zip will not be accepted into the PBJ system.

The PBJ system will only accept files that are 5 MB or less in size.

Also important to note is that two employee records cannot have the same employee ID in the employee section of the XML file. This will result in a rejected file. Therefore, if you need to make one or more updates to an employee's information, you will need to do this in separate zip files.

The two examples below are not allowed in one zip file for the same employee. You will need to submit the second change (b.) in a subsequent zip file.

1. Pay-Type Code change example
 - a. Change pay type code from exempt to non-exempt
 - b. Change pay type code back to exempt
2. Hire or Term Date change example
 - a. Update the term date
 - b. Add a new hire date

Merge/Replace

The process type functionality has two options and is as follows:

The "process type" within the <staffing hours> and <census> tags are used to control how the data within these sections will be processed. There are two possible values for "process type": "merge" and "replace".

Replace

If "process type" is set to the value "replace", then all the data for that specific section (census or staffing) for the specified quarter will be removed from the active database and then replaced with the data submitted in the file.

Merge

If "process type" is set to the value "merge", then the data within that section will be processed as follows:

Staffing Hours data will be matched on the employee ID, job title and date. If data exists for a specific day/employee ID/job title combination, it will be overwritten; otherwise the data for that day is simply added.

Census data will be matched on the month end date. If data exists for a specific month end date, it will be overwritten; otherwise the data for that day is simply added.

Merge/Replace - Scenarios

Scenario #1: A facility submits hours for week 1 for all their employees. Then they submit hours for week 2 with process type="merge". Week 1 hours are left intact and week 2 hours are added on.

Scenario #2: A facility submits hours for week 1 for all their employees. Then they submit hours for week 2 with process type="replace". Week 1 hours are removed and week 2 hours are added. Only week 2 hours will remain in the database.

Scenario #3: A facility submits hours for week 1 for all their employees. They realize they made a mistake for a single employee on a single day. For EMP1234 they had 4 hours on Job Title 1 and 5 hours on Job Title 2 on 4/28/2015. They submit a file with process type="merge" that only contains 3 hours on Job Title 3 and 4 hours on Job Title 4 on 4/28/2015. The original hours on Job Title 1 and Job Title 2 are removed, and the hours for Job Title 3 and Job Title 4 are added. No other data was affected by the merge.

Scenario #4: If staffing data is submitted in the same XML for the same employee id, job title and date, the staffing hours will be added together.

Scenario #5: If census data is submitted for the same month end date multiple times in the same XML, the census count will be added together.

Please Note: The PBJ manual data entry system will automatically perform the merge/replace functions, this feature is only important for XML submissions into the PBJ system.

CMS QIES Systems for Providers Welcome Page

The PBJ XML submission process begins at the point of establishing the connection to the CMS private network as outlined in the Installation Guide for CMSNet Remote Users referenced in Module 2; however, for demonstration purposes, this module will begin at the CMS QIES Systems for Providers Welcome Page.

XML Submission Process

The confirmation message only confirms successful receipt of the file by the CASPER Reporting and PBJ systems. It does NOT confirm the file has processed or the records have been accepted by the CASPER Reporting and PBJ systems.

It is highly recommended that you print this message or otherwise note the submission ID and date information. You will need this information to identify the corresponding system-generated Final Validation Report in the CASPER Reporting system. The confirmation message is cleared once you perform another PBJ File Submission function.

NOTE: After your submitted PBJ data file is successfully received by the CASPER Reporting and PBJ systems, the PBJ system validates the file structure and data content. Within 24 hours of a successful submission, a system-generated Final Validation Report is created in the CASPER Reporting system.

This report provides a detailed account of any errors found during the validation of the records in the PBJ submission file. This report is generally created within minutes of the submission, but the time does vary depending on the size of your file and concurrent system activity.

Training Progression

Please proceed to Module 5 “PBJ Login and Facility Information Verification” if you plan to submit data manually or go to Module 9 “Retrieving the PBJ Final Validation Report” for more information on the report that is generated once the file is processed.

Please note: You can perform a combination of manual data entry and XML submissions.

QTSO Help Desk Support

If you require assistance with the PBJ system, contact the QTSO Help Desk by:

Phone at (800) 339-9313

E-mail at help@qtso.com