Important PBJ Action Items (posted 9/28/2016)

Step 1: Registration:

Registration began August 4, 2015, if you have not registered for PBJ it is very important you register ASAP as we are nearing the end of the first mandatory submission period.
Registration Training:
- PBJ Training Modules for the PBJ system are available on QTSO e-University, select the PBJ option. (https://www.qtso.com/webex/qiesclasses.php)
-Obtain a CMSNet User ID for PBJ Individual, Corporate and Third Party users, if you don't already have one for other QIES applications. (https://www.qtso.com/cmsnet.html)
-Obtain a PBJ QIES Provider ID for CASPER Reporting and PBJ system access. (CMS QIES Systems for Providers page)
-PBJ Corporate and Third-Parties must use the current form based process to register for a QIES ID. Registration forms are available under the Access Request Information / Forms section on the right side of the page. (https://www.qtso.com/)

Step 2: Mandatory Data Submission:

Mandatory data submission for PBJ began July 1, 2016 for Federal Fiscal Quarter 4. Federal Fiscal Quarter 4 represents July 1, 2016 thru September 30, 2016. Direct care staffing and census data will be collected quarterly, and is required to be timely and accurate.   Facilities that do not meet these requirements will be considered noncompliant. Facilities may enter and submit data at any frequency throughout a quarter which is why it is very important to submit data early and often to ensure compliance is achieved. 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 in order to be considered timely. Below are the deadlines for each reporting period:

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

Data Submission Training:
-PBJ Training Modules for the CASPER Reporting and PBJ systems are available on QTSO e-University, select the PBJ option. (https://www.qtso.com/webex/qiesclasses.php)

PBJ 2.1.0 was released during the standard QIES Monthly Downtime weekend on September 17th. PBJ 2.1.0 included minor updates to the PBJ and CASPER Reporting systems. The data specifications and XML format were not changed for this release. The PBJ Provider User's Guide and the CASPER Reporting

User's Guide for PBJ Providers have been updated to reflect these changes. These guides can be found at https://www.qtso.com/pbjtrain.html. The following items have been updated in the PBJ guides:

- The Facilities two digit state code has been added to the header of all PBJ reports to assist third-party and corporate users.   See the CASPER Reporting User's Guide for PBJ Providers for updates to the 1700D Employee Report, 1701D Census Report, 1702D Individual Daily Staffing Report and the 1702S Staffing Summary Report.
- The PBJ Final File Validation report and PBJ Submitter Final File Validation report have changed the status of a rejected filed from 'Rejected' to 'Entire XML File Rejected' for clarification. See the CASPER Reporting User's Guide for PBJ Providers for updates to the PBJ Submitter Final File Validation Report. See section 9 of the PBJ Provider User's Guide for updates to the PBJ Final File Validation report.
- The PBJ Final File Validation will now show the process type used to submit the staffing and census sections of the XML. It's important to remember that a process type of replace will replace all census and staffing data that has been entered manually or submitted thru the XML process with what is in the current XML file being submitted for the quarter specified. See section 9 of the PBJ Provider User's Guide for updates to the PBJ Final File Validation report.
- Additional Hire/Termination/Rehire directions have been added for clarification. See section 8 of the PBJ Provider User's Guide for updates to the Hire/Term/Rehire directions.

Other Resources:
-Staffing Data Submission - PBJ Website: (http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html)
-We will communicate information about PBJ through the Skilled Nursing Facilities/Long-Term Care Open Door Forum. More information can be found at https://www.cms.gov/Outreach-and-Education/Outreach/OpenDoorForums/ODF_SNFLTC.html.
-Vendors may register for email alerts through our vendor Listserv. This information will be used to contact you with important news, updates, and conference call information (https://www.qtso.com/vendor/post.php).