

# 12

## PAYROLL BASED JOURNAL (PBJ) REPORTS

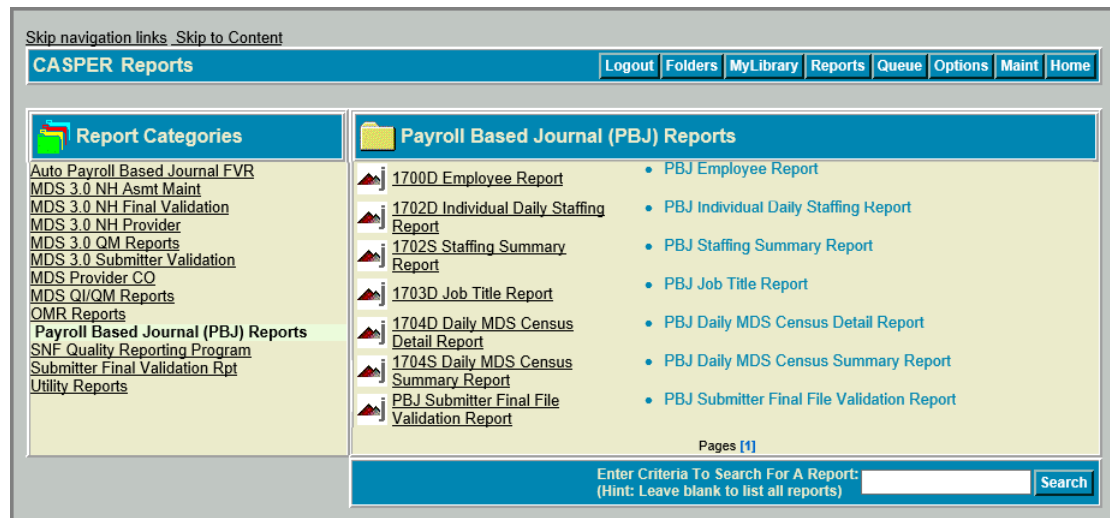
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**NOTE:** Unless otherwise noted, PDF is the recommended output format for the reports described herein. Excel and CSV output formats may result in a report that is not visually aesthetic.

## GENERAL INFORMATION

The Payroll Based Journal (PBJ) Reports report category is requested on the **CASPER Reports** page (Figure 12-1).

**Figure 12-1. CASPER Reports Page – Payroll Based Journal (PBJ) Reports Report Category**



1. Select the Payroll Based Journal (PBJ) Reports report category link from the *Report Categories* frame on the left. Links to the PBJ reports display in the right-hand frame.

**NOTE:** Only those report categories to which you have access are listed in the *Report Categories* frame.

2. Select the desired underlined report name link from the right-hand frame. One or more **CASPER Reports Submit** pages are presented providing criteria options with which you specify the information to include in your report. These options may differ for each report.

3. Choose the desired criteria and select the **Submit** or **Next** button.

**NOTE:** PBJ reports access detailed information and may require a significant amount of time to process. Once you submit your report request(s), you may consider exiting the CASPER Reporting application, and viewing the completed report(s) at a later time.

4. Refer to Section 2, Functionality, of the *CASPER Reporting MDS Provider User's Guide* for assistance in viewing, printing, saving and exporting the reports you request.

**NOTE:** PBJ reports are automatically purged after 60 days.

## 1700D EMPLOYEE REPORT

The Employee Report lists the active and/or terminated employees associated with a facility during a specified period. The report is available in PDF or CSV format.

The criteria selection page (Figure 12-2) for the Employee Report presents *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Employment Status*, *Report Output*, *Filter By*, *Sort By*, and *Descending* options.

**Figure 12-2. CASPER Reports Submit Page – 1700D Employee Report**

The screenshot shows the 'CASPER Reports Submit' page for the '1700D Employee Report'. At the top, there are navigation links: 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. Below this, the report title 'Report: 1700D Employee Report' is displayed. The main configuration area includes: 'Date Criteria' set to 'Prior Fiscal Quarter' with a dropdown arrow; 'from (mm/dd/yyyy)' set to '01/01/2018' with a calendar icon; 'thru (mm/dd/yyyy)' set to '03/31/2018' with a calendar icon; 'Employment Status' with radio buttons for 'Active', 'Terminated', and 'Both' (selected); 'Report Output' with radio buttons for 'CSV/Excel' and 'PDF' (selected); 'Filter By' with a section for 'Include In Results' and a checkbox for 'Employee ID' (unchecked); 'Sort By' set to 'System Employee ID' with a dropdown arrow; and 'Descending' with a checked checkbox. A note at the bottom of the configuration area states: '\* To select multiple items, hold down the Ctrl key and click the desired items'. At the bottom of the page, there are two dropdown menus: 'Template Folder' set to 'My Favorite Reports' and 'Template Name' set to '1700D Employee Report'. To the right of these are four buttons: 'Submit', 'Back', 'Save & Submit', and 'Save'.

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date

*from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, years greater than 2025, a period crossing multiple federal fiscal quarters, the use of alpha characters, and an incorrect date format.

**NOTE:** A terminated employee is one whose last submitted record contains a termination date that is prior to the *from* date of the report. An active employee is one whose last submitted record contains a null termination date or a date that is on or after the *from* date of the report.

*Employment Status* options include *Active* (the default), *Terminated*, and *Both*.

*Report Output* options are *CSV/Excel* and *PDF* (the default).

**NOTE:** For the report to be formatted as a PDF, the *Output Format* specified on the **CASPER Options** page must be *PDF* or *PDF Accessibility*. Refer to Section 2, *Functionality*, of the *CASPER Reporting MDS Provider User's Guide* for more information.

The *Filter By* option is *Employee ID*. Select (check) the associated checkbox to display the corresponding Employee ID for each System Employee ID on the report.

The report is automatically ordered by System Employee ID. The *Descending* checkbox allows you to specify an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is checked by default, resulting in a descending (largest to smallest) presentation. Uncheck the checkbox to specify an ascending presentation.

When *Employee ID* is the selected (checked) *Filter By* option, a second *Sort By* option, *Employee ID*, is presented with an associated *Descending* checkbox checked by default.

The Employee Report (Figure 12-3) details the following for the employees associated with the facility during the specified period.

- Employee ID (if *Filter By Employee ID* is selected)
- System Employee ID
- Hire Date
- Termination Date
- Staffing Hours
- Total Staffing Hours

**NOTE:** The Employee Report may contain protected privacy information that should not be released to the public. Any alteration to this report is strictly prohibited.

**Figure 12-3. Employee Report**

Employee ID	System Employee ID	Hire Date	Termination Date	Staffing Hours
209	497245	None	None	0.00
246	484705	01/01/2018	03/31/2018	0.00
258	428700	10/01/2017	12/31/2017	0.00
124	427131	06/22/2017	None	6.66
/				
208	4218304	07/21/2009	12/05/2016	0.00
103	4217052	None	None	134.00
245	4217051	None	None	0.00
257	4217001	None	None	0.00
223	333616	06/27/2016	None	0.00
282	208597	01/23/2017	None	0.00
118	208596	None	None	40.00
228	208595	None	None	0.00
219	201752	09/17/2014	None	0.00
232	201751	None	None	0.00
<b>Total:</b>				<b>1,800.66</b>

NOTE: This report may contain privacy protected data and should not be released to the public. Any alteration to this report is strictly prohibited.

Records are ordered by the selected *Sort By* option.

## 1702D INDIVIDUAL DAILY STAFFING REPORT

The Individual Daily Staffing Report details facility staffing information during a specified period by Employee ID. The report is available in PDF or CSV format.

The criteria selection page (Figure 12-4) for the Individual Daily Staffing Report presents *Employee ID*, *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Only Include Data Accepted Prior to the Deadline*, *Filter By*, *Report Output*, *Sort By*, and *Descending* options.

**Figure 12-4. CASPER Reports Submit Page – Individual Daily Staffing Report**

The screenshot shows the 'CASPER Reports Submit' page for the '1702D Individual Daily Staffing Report'. At the top, there are navigation links: 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. Below this is a blue header bar with the text 'CASPER Reports Submit'. The main content area is titled 'Report: 1702D Individual Daily Staffing Report' and contains several sections:

- Employee ID:** A text input field with an 'Add Employee ID' button to its right and a 'Remove Employee ID' button below it.
- Date Criteria:** A dropdown menu set to 'Prior Fiscal Quarter', followed by 'from (mm/dd/yyyy): 01/01/2018' and 'thru (mm/dd/yyyy): 03/31/2018'.
- Only Include Data Accepted Prior to the Deadline:** An unchecked checkbox.
- Report Output:** Radio buttons for 'CSV/Excel' and 'PDF' (selected).
- Filter By:** A dropdown menu set to 'Include In Results' and 'Employee ID' with an unchecked checkbox.
- Sort By:** A dropdown menu set to 'Date' and a 'Descending' column with four checked checkboxes.

At the bottom, there is a footer bar with 'Template Folder: My Favorite Reports' and 'Template Name: 1702D Individual Daily Staffing Report'. Action buttons include 'Submit', 'Back', 'Save & Submit', and 'Save'. A note at the bottom of the main area states: '\* To select multiple items, hold down the Ctrl key and click the desired items'.

Employee IDs are optional report criteria. Associated with the *Employee ID* field are **Add Employee ID** and **Remove Employee ID** buttons. If one or more Employee IDs are specified, select the **Add Employee ID** button after the entry of each. You may specify a maximum of 20 Employee IDs.

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date



from (mm/dd/yyyy) and thru (mm/dd/yyyy) dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, a period crossing multiple federal fiscal quarters, and the use of future dates, alpha characters, or an incorrect date format.

Select (check) the *Only Include Data Accepted Prior to the Deadline* checkbox to limit the report results to the staffing information that was submitted prior to the data submission deadline for the specified quarter.

**NOTE:** The *Only Include Data Accepted Prior to the Deadline* option is not available under the following circumstances:

- 1) If the selected date criteria equals or is prior to federal fiscal quarter 4 2016 (07/01/2016 – 09/30/2016)
- 2) If the current date is less than 45 days after the quarter end date of the selected date criteria.

Federal fiscal quarters are defined as follows:

- Q1 – October 1 through December 31
- Q2 – January 1 through March 31
- Q3 – April 1 through June 30
- Q4 – July 1 through September 30

The *Filter By* option is *Employee ID*. Select (check) the associated checkbox to display the corresponding Employee ID for each System Employee ID on the report.

*Report Output* options are *CSV/Excel* and *PDF* (the default).

**NOTE:** For the report to be formatted as a PDF, the *Output Format* specified on the **CASPER Options** page must be *PDF* or *PDF Accessibility*. Refer to Section 2, *Functionality*, of the *CASPER Reporting MDS Provider User's Guide* for more information.

The report is automatically ordered by Date. Four *Sort By* options control the presentation order of the records selected for the report: *Date* (the default primary sort), *Job Title*, *Pay Type*, *Staffing Hours*, and/or *System Employee ID*. The *Descending* checkbox allows you to specify for each sort option an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is checked by default, resulting in a descending (largest to smallest) presentation. Uncheck the checkbox to specify an ascending presentation.

**NOTE:** You may select one, two, three, or four sort options, but may not select the same option more than once.

The Individual Daily Staffing Report (Figure 12-5) provides the following information by Employee ID for the specified period.

- Employee ID (if *Filter By Employee ID* is selected)
- System Employee ID
- Job Title
- Labor Category Code
- Pay Type
- Date
- Staffing Hours

**NOTE:** The Individual Daily Staffing Report may contain protected privacy information that should not be released to the public. Any alteration to this report is strictly prohibited.

**Figure 12-5. Individual Daily Staffing Report**

Employee ID	System Employee ID	Job Title	Labor Category Code	Pay Type	Date	Staffing Hours
PDM123	3641347	Registered Nurse	3	1-Exempt	06/19/2017	18.00
102	1665486	Clinical Nurse Specialist	3	1-Exempt	04/18/2017	14.00
115	2921937	Certified Nurse Aide	3	2-NonExempt	04/17/2017	12.00
102	1665486	Clinical Nurse Specialist	3	1-Exempt	04/10/2017	8.80
1	3533897	Physician Assistant	2	1-Exempt	04/06/2017	8.00
100	975722	Registered Nurse	3	2-NonExempt	04/05/2017	7.77
100	975722	Dentist	7	2-NonExempt	04/10/2017	7.77
100	975722	Physician Assistant	2	1-Exempt	04/25/2017	7.77
1	3533897	Physician Assistant	2	1-Exempt	04/21/2017	7.77
102	1665486	Clinical Nurse Specialist	3	1-Exempt	04/11/2017	7.63
103	536854	Dietitian	5	3-Contractor	04/13/2017	7.60
1	3533897	Physician Assistant	2	1-Exempt	04/05/2017	6.50
1	3533897	Physician Assistant	2	1-Exempt	04/03/2017	4.50
100	975722	Registered Nurse	3	2-NonExempt	04/04/2017	4.50

NOTE: This report may contain privacy protected data and should not be released to the public. Any alteration to this report is strictly prohibited.



CASPER Report 1702D  
 Individual Daily Staffing Report  
 from 04/01/2017 thru 06/30/2017  
 IA 165595 IA0350  
 AKRON CARE CENTER, INC

Run Date: 09/28/2017  
 Job # 40146846  
 Last Update: 09/25/2017  
 Page 1 of 1

## 1702S STAFFING SUMMARY REPORT

The Staffing Summary Report summarizes staffing information by Job Title for a facility during a specified period. The report is available in PDF or CSV format.

The criteria selection page (Figure 12-6) for the Staffing Summary Report presents *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Report Output*, *Filter By*, *Sort By*, and *Descending* options.

**Figure 12-6. CASPER Reports Submit Page – Staffing Summary Report**

Skip navigation links

CASPER Reports Submit Logout Folders MyLibrary Reports Queue Options Maint Home

Report: 1702S Staffing Summary Report

Date Criteria: Prior Fiscal Quarter ▼  
from (mm/dd/yyyy): 10/01/2015 [calendar icon]  
thru (mm/dd/yyyy): 12/31/2015 [calendar icon]

Report Output:  CSV/Excel  PDF

Filter By Include In Results

Contractor	<input checked="" type="checkbox"/>
Exempt	<input checked="" type="checkbox"/>
Non Exempt	<input checked="" type="checkbox"/>

Sort By Descending

Staffing Hours ▼	<input checked="" type="checkbox"/>
▼	<input type="checkbox"/>

Template Folder: My Favorite Reports ▼

Template Name: 1702S Staffing Summary Report ▼

Submit Back  
Save & Submit Save

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date

*from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, a period crossing multiple federal fiscal quarters, and the use of future dates, alpha characters, or an incorrect date format.

*Report Output* options are *CSV/Excel* and *PDF* (the default).

**NOTE:** For the report to be formatted as a PDF, the *Output Format* specified on the **CASPER Options** page must be *PDF* or *PDF Accessibility*. Refer to Section 2, *Functionality*, of the *CASPER Reporting MDS Provider User's Guide* for more information.

*Filter By* options include *Contractor*, *Exempt*, and *Non-exempt* pay types. Select (check) the checkboxes associated with the pay type(s) with which you wish to select records for the report.

Two *Sort By* options control the presentation order of the records selected for the report: *Staffing Hours* (the default primary sort) and/or *Job Title*. The *Descending* checkbox allows you to specify for each sort option an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is checked by default, resulting in a descending (largest to smallest) presentation. Uncheck the checkbox to specify an ascending presentation.

The Staffing Summary Report (Figure 12-7) provides the following summary totals by job title for the specified period.

- Job Title
- Staff Count – at the pay type level; only for pay types with hours logged
- Exempt
- Non Exempt
- Contractors
- Staffing Hours

**Figure 12-7. Staffing Summary Report**

Job Title	Staff Count	Exempt	Non Exempt	Contractors	Staffing Hours
Certified Nurse Aide	182	87	48	47	150,669.00
Pharmacist	40	24	6	10	27,426.50
Qualified Activities Professional	32	20	5	7	18,742.50
Dietitian	33	20	7	6	13,252.50
Administrator	21	11	8	2	13,026.20
Registered Nurse Director of Nursing	9	2	3	4	9,792.00
Registered Nurse	18	9	5	4	9,732.50
Nurse Practitioner	8	7	0	1	6,120.00
Nurse Aide in Training	8	0	7	1	5,063.50
Licensed Practical/Vocational Nurse	13	5	4	4	4,097.00
Medication Aide/Technician	10	3	0	7	3,898.50
Registered Nurse with Administrative Duties	11	5	0	6	3,650.00
Licensed Practical/Vocational Nurse with Administrative Duties	9	5	3	1	3,583.50
Other Social Worker	1	0	0	1	207.00
Physician Assistant	6	0	5	1	180.00
Physical Therapist	5	5	0	0	165.00
Medical Director	10	3	7	0	119.00
Other Physician	2	1	1	0	6.00
<b>Total:</b>	<b>418</b>	<b>207</b>	<b>109</b>	<b>102</b>	<b>269,730.70</b>



**CASPER Report 1702S**  
**Staffing Summary Report**  
**from 01/01/2015 thru 12/31/2015**  
**UT 465003 UT0039**  
**HERITAGE PARK CARE CENTER**

Run Date: 08/22/2016  
 Job # 18400421  
 Last Update: 10/14/2015  
 Page 1 of 1

## 1703D JOB TITLE REPORT

The Job Title Report details by work date the staffing hours submitted for select job title(s) during a specified period. The report output is created in CSV/Excel format.

The criteria selection page (Figure 12-8) for the Job Title Report presents *Job Title*, *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Only Include Data Accepted Prior to the Deadline*, *Sort By*, and *Descending* options.

**Figure 12-8. CASPER Reports Submit Page – 1703D Job Title Report**

The screenshot shows the CASPER Reports Submit Page for the 1703D Job Title Report. The page has a blue header with navigation links: Skip navigation links, CASPER Reports Submit, Logout, Folders, MyLibrary, Reports, Queue, Options, Maint, and Home. The main content area is titled "Report: 1703D Job Title Report" and contains the following form elements:

- Job Title:** A list of job titles with a "Select All" button. The list includes: 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, and 8 - Licensed Practical/Vocational Nurse with Administrative Duties.
- Date Criteria:** A dropdown menu set to "Prior Fiscal Quarter".
- from (mm/dd/yyyy):** A text input field containing "04/01/2018" with a calendar icon.
- thru (mm/dd/yyyy):** A text input field containing "06/30/2018" with a calendar icon.
- Only Include Data Accepted Prior to the Deadline:** An unchecked checkbox.
- Sort By:** A dropdown menu set to "Date".
- Descending:** A checked checkbox.

At the bottom of the form, there is a note: "\* To select multiple items, hold down the Ctrl key and click the desired items". Below the form is a blue bar with two dropdown menus: "Template Folder:" (set to "My Favorite Reports") and "Template Name:" (set to "1703D Job Title Report"). To the right of these are four buttons: "Submit", "Back", "Save & Submit", and "Save".

You must select at least one job title from the *Job Title* list. To highlight multiple job titles, press the Ctrl key as you click the desired titles. Select the **Select All** button to highlight all job titles.

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date

*from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, years greater than 2025, a period crossing multiple federal fiscal quarters, the use of alpha characters, and an incorrect date format.

The *Sort By* option controls the presentation order of the records selected for the report. You may select *Date* (the default) or *Staffing Hours*. The *Descending* checkbox allows you to specify for the sort option an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is checked by default, resulting in a descending (largest to smallest) presentation. Uncheck the checkbox to specify an ascending presentation.

The Job Title Report (Figure 12-9) provides the following information for the specified period.

- Facility ID
- Facility Name
- State
- Date
- Job Title
  - Exempt Hours
  - Non-Exempt Hours
  - Contractor Hours
  - Total Hours

**Figure 12-9. Job Title Report in Date Order**

	A	B	C	D	E				F				G				H				I				J				K				L				M				N				O				P				Q			
1	Facility ID	Facility Name	State	Date	2 - Medical Director								7 - Registered Nurse								10 - Certified Nurse Aide																																			
2					Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total	Exempt	Non-Exempt	Contractor	Total																								
3	99999	ABC	OK	4/1/2018	0	0	0	0	8.65	12.3	6.5	27.45	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	0	54.4	81.85																							
4	99999	ABC	OK	4/2/2018	0	0	8	8	4.44	0	8.5	12.94	0	83.5	5.55	89.05	0	89.05	0	89.05	0	89.05	0	89.05	0	89.05	0	89.05	0	89.05	0	89.05	109.99																							
5	99999	ABC	OK	4/3/2018	0	0	8	8	0	8.3	0	8.3	4.56	89.7	0	94.26	0	94.26	0	94.26	0	94.26	0	94.26	0	94.26	0	94.26	0	94.26	0	94.26	110.56																							
6	99999	ABC	OK	4/4/2018	0	0	0	0	0	8.3	0	8.3	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	0	74.4	82.7																							
7	99999	ABC	OK	4/5/2018	0	0	0	0	0	8	0	8	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	0	72.3	80.3																							
8	99999	ABC	OK	4/6/2018	0	0	0	0	0	0	0	0	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	0	76.2	76.2																							
9	99999	ABC	OK	4/7/2018	0	0	0	0	0	8.3	0	8.3	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	0	69.1	77.4																							

## 1704D DAILY MDS CENSUS DETAIL REPORT

The Daily MDS Census Detail Report lists the IDs of the residents included in daily facility census counts for a specified period. The report is available in PDF or CSV format.

The criteria selection page (Figure 12-10) for the Census Report presents *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Report Output*, *Sort By*, and *Descending* options.

**Figure 12-10. CASPER Reports Submit Page – 1704D Daily MDS Census Detail Report**

Skip navigation links

CASPER Reports Submit Logout Folders MyLibrary Reports Queue Options Maint Home

Report: 1704D Daily MDS Census Detail Report

Date Criteria: Prior Fiscal Quarter ▾

from (mm/dd/yyyy): 04/01/2018 [calendar icon]

thru (mm/dd/yyyy): 06/30/2018 [calendar icon]

Report Output:  CSV/Excel  PDF

Sort By	Descending
Date ▾	<input type="checkbox"/>
▾	<input type="checkbox"/>
▾	<input type="checkbox"/>
▾	<input type="checkbox"/>

\* To select multiple items, hold down the Ctrl key and click the desired items

Template Folder: My Favorite Reports ▾ Submit Back

Template Name: 1704D Daily MDS Census Detail Report ▾ Save & Submit Save

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date

*from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, future dates, a period crossing multiple federal fiscal quarters, the use of alpha characters, and an incorrect date format.

*Report Output* options are *CSV/Excel* and *PDF* (the default).



**NOTE:** For the report to be formatted as a PDF, the *Output Format* specified on the **CASPER Options** page must be *PDF* or *PDF Accessibility*. Refer to Section 2, *Functionality*, of the *CASPER Reporting User's Guide* for more information.


The report is automatically ordered by State and Facility ID. Four *Sort By* options control the presentation order of the records selected for the report for each facility: *Date* (the default primary sort), *Resident Internal ID*, *Target Date of Counted Assessment*, and/or *CCN*. The *Descending* checkbox allows you to specify for each sort option an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is unchecked by default, resulting in an ascending presentation. Check the checkbox to specify a descending (largest to smallest) presentation.

**NOTE:** You may select one, two, three, or four sort options, but may not select the same option more than once.

The Daily MDS Census Detail Report (Figure 12-11) details the following for the specified period.

- Date
- Resident Internal ID
- Target Date of Counted Assessment
- CCN at Time of Submission

**Figure 12-11. Daily MDS Census Detail Report**

		<b>CASPER Report 1704D</b> <b>Daily MDS Census Detail Report</b> <b>from 04/01/2017 thru 06/30/2017</b> <b>PMCLTC</b> <b>PETERSBURG MEDICAL CENTER LTC</b> <b>AK-PETERSBURG</b>		Run Date: 09/20/2018 Job # 62886825 Page 32 of 32
<u>Date</u>	<u>Resident Internal ID</u>	<u>Target Date of Counted Assessment</u>	<u>CCN at Time of Submission</u>	
06/29/2017	21469161	06/15/2017	025019	
06/29/2017	21786492	05/01/2017	025019	
06/29/2017	22789820	04/28/2017	025019	
06/29/2017	27267890	02/01/2017	025019	
06/29/2017	28932094	04/22/2017	025019	
06/29/2017	32280004	04/25/2017	025019	
06/29/2017	35899138	06/01/2017	025019	
06/29/2017	35899140	06/04/2017	025019	
06/29/2017	36674378	05/19/2017	025019	
06/29/2017	36768511	06/22/2017	025019	
06/29/2017	37211163	04/20/2017	025019	
06/30/2017	12152	06/24/2017	025019	
06/30/2017	17341217	04/07/2017	025019	
06/30/2017	18271388	04/06/2017	025019	
06/30/2017	21469161	06/15/2017	025019	
06/30/2017	21786492	05/01/2017	025019	
06/30/2017	22789820	04/28/2017	025019	
06/30/2017	27267890	02/01/2017	025019	
06/30/2017	28932094	04/22/2017	025019	
06/30/2017	32280004	04/25/2017	025019	
06/30/2017	35899138	06/01/2017	025019	
06/30/2017	35899140	06/04/2017	025019	
06/30/2017	36674378	05/19/2017	025019	
06/30/2017	36768511	06/22/2017	025019	
06/30/2017	37211163	04/20/2017	025019	

NOTE: This report may contain privacy protected data and should not be released to the public. Any alteration to this report is strictly prohibited.

**NOTE:** The Daily MDS Census Detail Report may contain protected privacy information that should not be released to the public. Any alteration to this report is strictly prohibited.

## 1704S DAILY MDS CENSUS SUMMARY REPORT

The Daily MDS Census Summary Report provides daily facility census counts for a specified period. The report is available in PDF or CSV format.

The criteria selection page (Figure 12-12) for the Census Report presents *Date Criteria*, *from (mm/dd/yyyy)*, *thru (mm/dd/yyyy)*, *Report Output*, *Sort By*, and *Descending* options.

**Figure 12-12. CASPER Reports Submit Page – 1704S Daily MDS Census Summary Report**

The screenshot shows the 'CASPER Reports Submit' page. At the top, there are navigation links: 'Skip navigation links', 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. Below this is a blue header bar with 'CASPER Reports Submit' on the left and the navigation links on the right. The main content area is titled 'Report: 1704S Daily MDS Census Summary Report'. It contains the following form elements:

- Date Criteria:** A dropdown menu set to 'Prior Fiscal Quarter'.
- from (mm/dd/yyyy):** A text input field containing '04/01/2018' with a calendar icon to its right.
- thru (mm/dd/yyyy):** A text input field containing '06/30/2018' with a calendar icon to its right.
- Report Output:** Radio buttons for 'CSV/Excel' (unselected) and 'PDF' (selected).
- Sort By:** A dropdown menu set to 'Date'.
- Descending:** A checkbox that is currently unchecked.

Below the form, there is a note: '\* To select multiple items, hold down the Ctrl key and click the desired items'. At the bottom of the page, there is a blue footer bar with two dropdown menus: 'Template Folder:' set to 'My Favorite Reports' and 'Template Name:' set to '1704S Daily MDS Census Summary Report'. To the right of these are four buttons: 'Submit', 'Back', 'Save & Submit', and 'Save'.

*Date Criteria* defines the date range of the data to include in the report. The drop-down list includes the following options:

- Prior Fiscal Quarter (the default)
- Quarter to Date

*from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates are pre-filled based upon the *Date Criteria* option you selected. You can select different dates by using the calendar icons or by entering the information manually in mm/dd/yyyy format. An error message is presented if the date criteria are invalid. Examples include missing from and/or thru dates, the from date being after the thru date, future dates, a period crossing multiple federal fiscal quarters, the use of alpha characters, and an incorrect date format.

*Report Output* options are *CSV/Excel* and *PDF* (the default).

**NOTE:** For the report to be formatted as a PDF, the *Output Format* specified on the **CASPER Options** page must be *PDF* or *PDF Accessibility*. Refer to Section 2, *Functionality*, of the *CASPER Reporting User's Guide* for more information.


Two *Sort By* options control the presentation order of the records selected for the report: *Date* (the default primary sort) and/or *Census*. The *Descending* checkbox allows you to specify for each sort option an ascending (smallest to largest) or descending presentation of the records. The *Descending* checkbox is unchecked by default, resulting in an ascending presentation. Check the checkbox to specify a descending (largest to smallest) presentation.

**NOTE:** You may select one or both sort options, but may not select the same option more than once.

The Daily MDS Census Summary Report (Figure 12-13) provides daily census counts for the specified period as follows.

- Date
- Census

**Figure 12-13. Daily MDS Census Summary Report**

		<b>CASPER Report 1704S</b> <b>Daily MDS Census Summary Report</b> <b>from 04/01/2017 thru 06/30/2017</b> <b>PMCLTC</b> <b>PETERSBURG MEDICAL CENTER LTC</b> <b>AK-PETERSBURG</b>	Run Date: 09/20/2018 Job # 62886852 Page 2 of 3
Date	Census		
05/16/2017	14		
05/17/2017	14		
05/18/2017	14		
05/19/2017	13		
05/20/2017	13		
05/21/2017	13		
05/22/2017	13		
05/23/2017	13		
05/24/2017	13		
05/25/2017	13		
05/26/2017	13		
05/27/2017	13		
05/28/2017	13		
05/29/2017	13		
05/30/2017	13		
05/31/2017	13		
06/01/2017	13		
06/02/2017	13		
06/03/2017	13		
06/04/2017	13		
06/05/2017	13		
06/06/2017	14		
06/07/2017	14		
06/08/2017	14		
06/09/2017	14		
06/10/2017	14		
06/11/2017	14		
06/12/2017	14		
06/13/2017	14		
06/14/2017	14		
06/15/2017	14		

NOTE: This report may contain privacy protected data and should not be released to the public. Any alteration to this report is strictly prohibited.

**NOTE:** The Daily MDS Census Summary Report may contain protected privacy information that should not be released to the public. Any alteration to this report is strictly prohibited.

## PBJ SUBMITTER FINAL FILE VALIDATION REPORT

The PBJ Submitter Final File Validation Report provides detailed information about the status of a select submission file. The report indicates whether the submitted file was accepted or rejected and details the warning and fatal errors encountered.

**NOTE:** For information about the system-generated PBJ Final File Validation Report that is automatically placed in your facility's PBJ VR folder after you submit a PBJ file, refer to the *PBJ Provider User's Guide* available on the **Welcome to the CMS QIES Systems for Providers** page for MDS providers.

The criteria selection page (Figure 12-14) for the PBJ Submitter Final File Validation Report presents a *Submission ID* field.

**Figure 12-14. CASPER Reports Submit Page - PBJ Submitter Final File Validation Report**

Skip navigation links

**CASPER Reports Submit** Logout Folders MyLibrary Reports Queue Options Maint Home

Report: PBJ Submitter Final File Validation Report

Submission ID:

Template Folder: My Favorite Reports

Template Name: PBJ Submitter Final File Validation Report

You must enter a valid *Submission ID*.

**NOTE:** Only those submissions you performed while logged into the PBJ system with your User ID are available to you on this report.

The PBJ Submitter Final File Validation Report (Figure 12-15) details the following for the specified submission file.

Report Field	Report Field Description
CMS Submission Report	The title of the report.
PBJ Submitter Final File Validation Report	The sub-title of the report.
Submission Date/Time	The date and time the submission file was received by the PBJ system. The time is recorded to the nearest second. mm/dd/yyyy hh:mm:ss


<b>Report Field</b>	<b>Report Field Description</b>
Submission ID	The unique identifier assigned to the submission file when it was received by the system.
Submitter User ID	The user ID of the submitter.
Submission File Name	The name of the submitted zip file.
Submission File Status	The status of the submitted file – Completed or Error. If the file is in error, the file could not be processed. Examples of the Error status are: the file could not be unzipped or there was a database error.
Processing Completion Date/Time	The date and time the file processing was complete. The time is recorded to the nearest second. mm/dd/yyyy hh:mm:ss
# Files Processed	The total number of records processed (accepted and rejected) for the facility from the submission file.
# Files Accepted	The total number of records saved to the database from the submission file.
# Files Rejected	The total number of records for the facility that were not saved to the database because of fatal errors in the record.
# Files Submitted Without Facility Authority	The total number of records for the facility submitted by a user without authority to submit for the facility.
Total # of Messages	The total number of errors (fatal errors and warnings) for all records for the facility in the submission file.
File Name	The name of the submitted XML file.
File Status	The status of the individual XML file. Accepted or Entire XML File Rejected displays when the XML file was accepted or rejected. Invalid displays when the file could not be validated because it was an invalid XML or unexpected type of file, such as a Word doc.
Facility ID	The unique alphanumeric, state-assigned provider identifier.
State Code	The facility's two-digit state code.
Facility Name	The name of the provider associated with the submitted file.
PBJ_ID	The unique identifier assigned to the submitted file by the PBJ system.
File Spec Version	The version number of the file submission specifications used to create the XML record.
Federal Fiscal Year	The fiscal year with which the submitted file is associated.
Fiscal Quarter	The quarter of the fiscal year with which the submitted file is associated.
Total Employee Records	The number of employee records in the submitted file.
Total Staffing Hours Records	The number of staffing hours records in the submitted file.
Total Census Records	The number of census records in the submitted file.
Total Employee Link Records	The number of Employee Link records in the submitted file.

Report Field	Report Field Description
PBJ Item(s)	The PBJ item identifier(s) for which an error (either fatal or warning) occurred. PBJ Items in error are noted for the overall file and specifically for General Information, Employee, Staffing Hours, Census, and Employee Link records.
Item Values	The submitted data value causing the error condition. Item Values in error are noted for overall file (General Information) and specifically for Employee, Staffing Hours, Census, and Employee Link records.
Message Number/Severity	The number used to identify the error encountered for the indicated item. Displayed is also the severity of the error, either Fatal or Warning. For each error in the overall file and the Employee, Staffing, Census, and Employee Link records, the Message Number/Severity is noted.
Message	The description of the error encountered for the indicated item.

**NOTE:** For the total number of staffing hours that were submitted for a specified timeframe, refer to the 1702S Staffing Summary Report.



**Figure 12-15. PBJ Submitter Final File Validation Report**

		<b>CMS Submission Report</b> <b>PBJ Submitter Final File Validation Report</b>	Page 1 of 2
Submission Date/Time:		06/19/2018 14:10:43	
Submission ID:		2785339	
Submitter User ID:		[REDACTED]	
Submission File Name:		PBJ Smoke Test_1.zip	
Submission File Status:		Completed	
Processing Completion Date/Time:		06/19/2018 14:11:17	
<b># of Files Processed:</b>		1	
<b># of Files Accepted:</b>		0	
<b># of Files Rejected:</b>		1	
<b># of Files Submitted Without Facility Authority:</b>		1	
<b>Total # of Messages:</b>		1	
-----			
File Name:	PBJ Smoke Test_1.xml		
File Status:	Entire XML File Rejected		
Facility ID:		State Code:	
Facility Name:			
PBJ_ID:	3296455	File Spec Version:	2.00.3
Federal Fiscal Year:	2018	Fiscal Quarter:	3
<b>General Information:</b>			
PBJ Item(s):		Line 3-facilityId	
Item Values:		ND162	
Message Number/Severity:		-3693/FATAL	
Message:		facilityId is the facility/provider ID. A) This must be the facilityId assigned to the provider. The state agency assigns the facilityId to nursing homes. The submitted value must match the facilityId in the PBJ System for the facility or provider. B) A user submitting a file for a provider must be authorized to submit for the provider identified by the FAC_ID item in the file.	
		xml_facility_invalid	
<b>Total Employee Records:</b>		0	
PBJ Item(s):			
Item Values:			
Message Number/Severity:			
Message:			
<b>Total Staffing Hour Records:</b>		0	
PBJ Item(s):			
Item Values:			
Message Number/Severity:			
Message:			
<b>Total Census Records:</b>		0	
PBJ Item(s):			
Item Values:			
Message Number/Severity:			
Message:			
<b>Total Employee Link Records:</b>		0	
PBJ Item(s):			
Item Values:			
Message Number/Severity:			
Message:			
<small>NOTE: This Validation Report only validates whether or not the data submitted was received successfully; however, it does not reflect the accuracy or completeness of a facility's data. Please run the 1702S Staffing Summary Report to see the total number of staffing hours that have been submitted for a specified timeframe.</small>			

The report is sorted by State Code and Facility ID.