12

PAYROLL BASED JOURNAL (PBJ) REPORTS

GENERAL INFORMATION 3
1700D EMPLOYEE REPORT 5
1702D INDIVIDUAL DAILY STAFFING REPORT 8
1702S STAFFING SUMMARY REPORT 11
1703D JOB TITLE REPORT 14
1704D DAILY MDS CENSUS DETAIL REPORT 16
1704S DAILY MDS CENSUS SUMMARY REPORT 19
PBJ ON DEMAND FINAL FILE VALIDATION REPORT 22
PBJ SUBMITTER FINAL FILE VALIDATION REPORT 27

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.

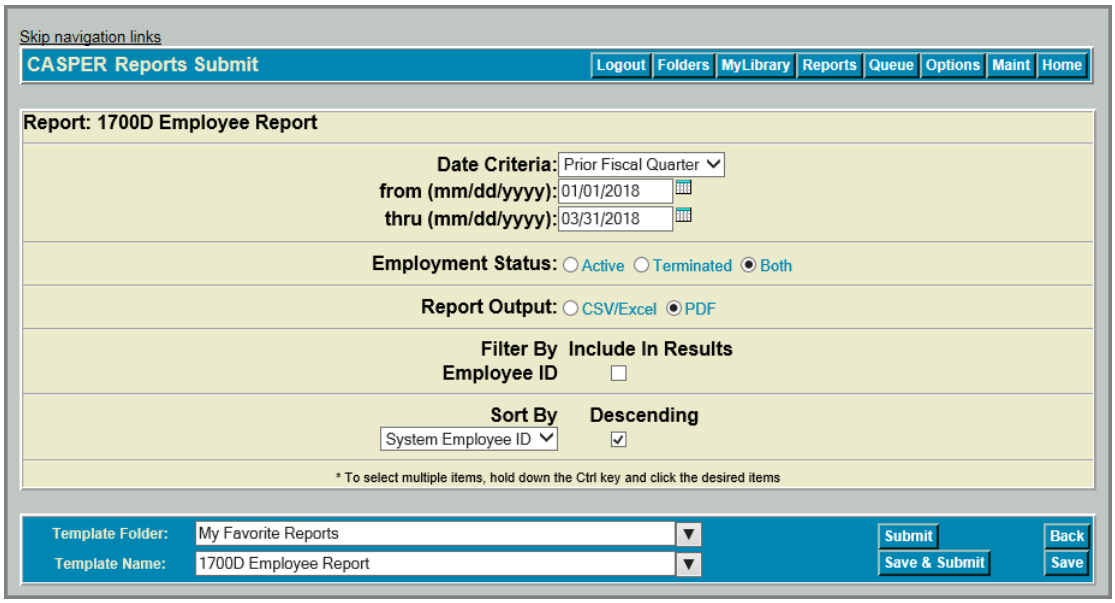
NOTE: PBJ reports are automatically purged after 60 days.

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



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

CASPER Report 1700D
Employee Report
Active & Terminated Employees from 01/01/2018 thru 03/31/2018
IA 165595 IA0350
AKRON CARE CENTER, INC

Run Date: 06/12/2018
Job # 62803675
Page 1 of 7

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
Total:				**1,800.66**

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

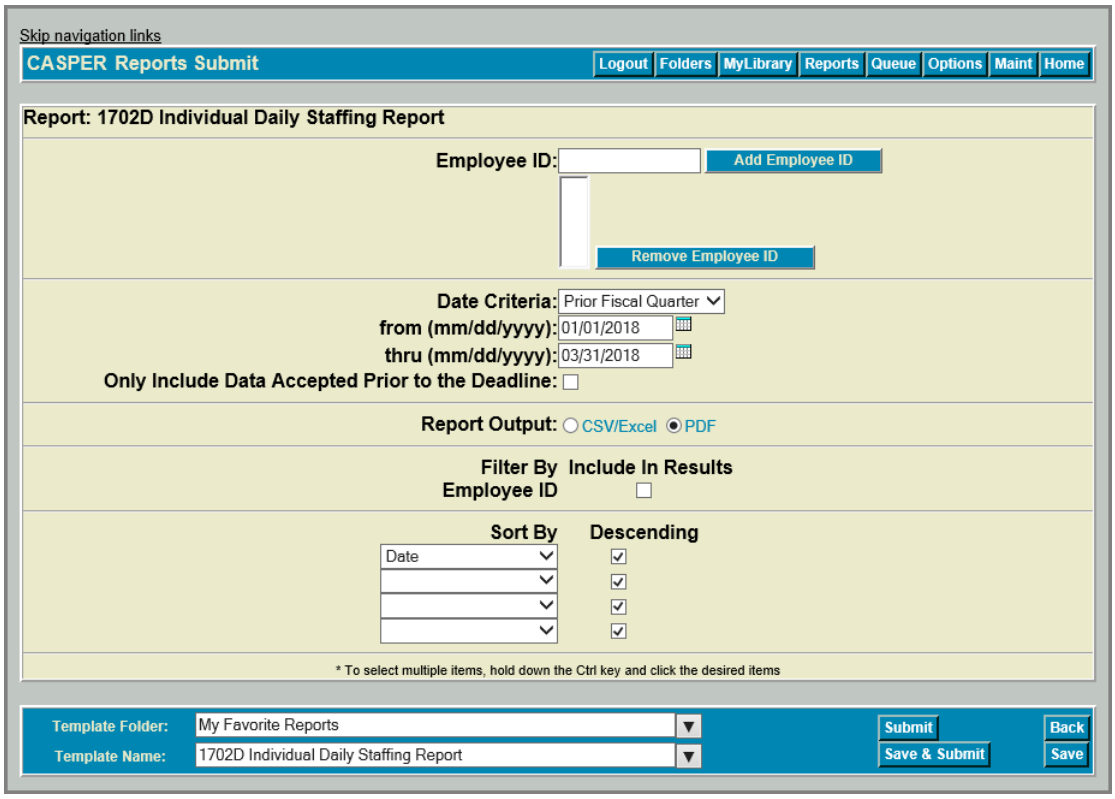
Records are ordered by the selected *Sort By* option.

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



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

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

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

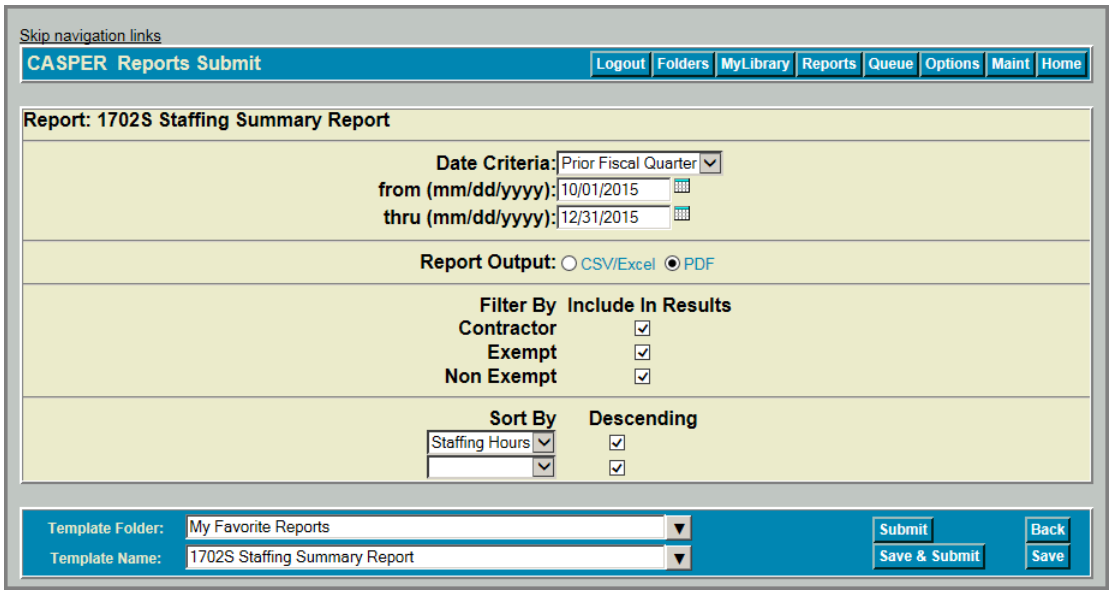
NOTE: This report may contain privacy protected data and should not be released to the public. Any alteration to this report is strictly prohibited.

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



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

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

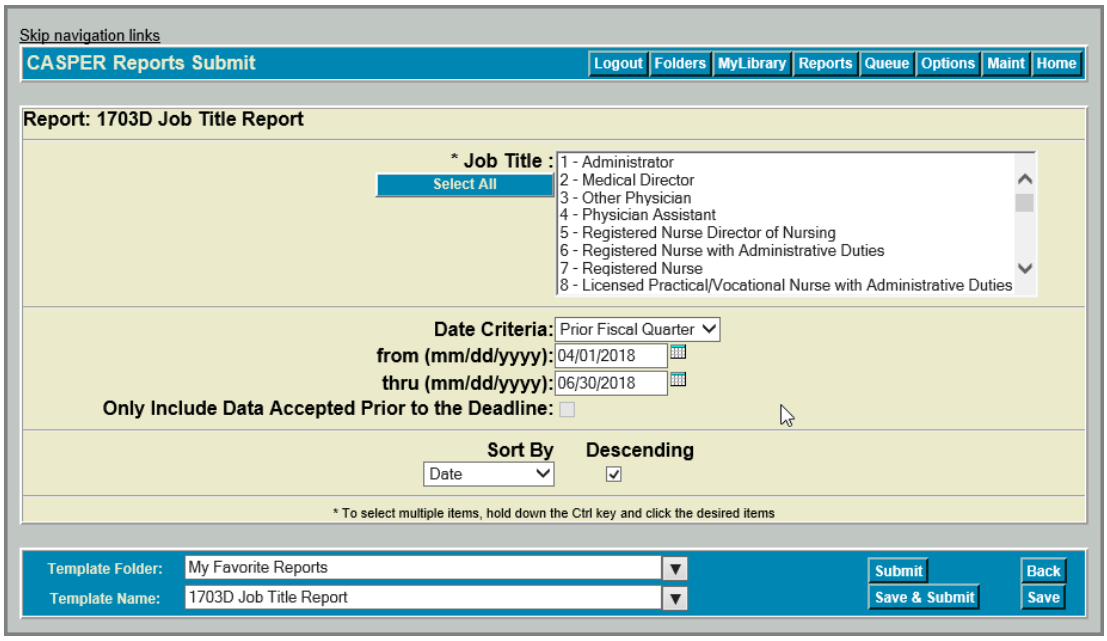
Job Title	Staff Count	Exempt	Non Exempt	Contractors	Staffing Hours
Certified Nurse Aide	182	87	48	47	150,669.00
Pharmacist	40	24	6	10	27,426.50
Qualified Activities Professional	32	20	5	7	18,742.50
Dietitian	33	20	7	6	13,252.50
Administrator	21	11	8	2	13,026.20
Registered Nurse Director of Nursing	9	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
Total:	**418**	**207**	**109**	**102**	**269,730.70**

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



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

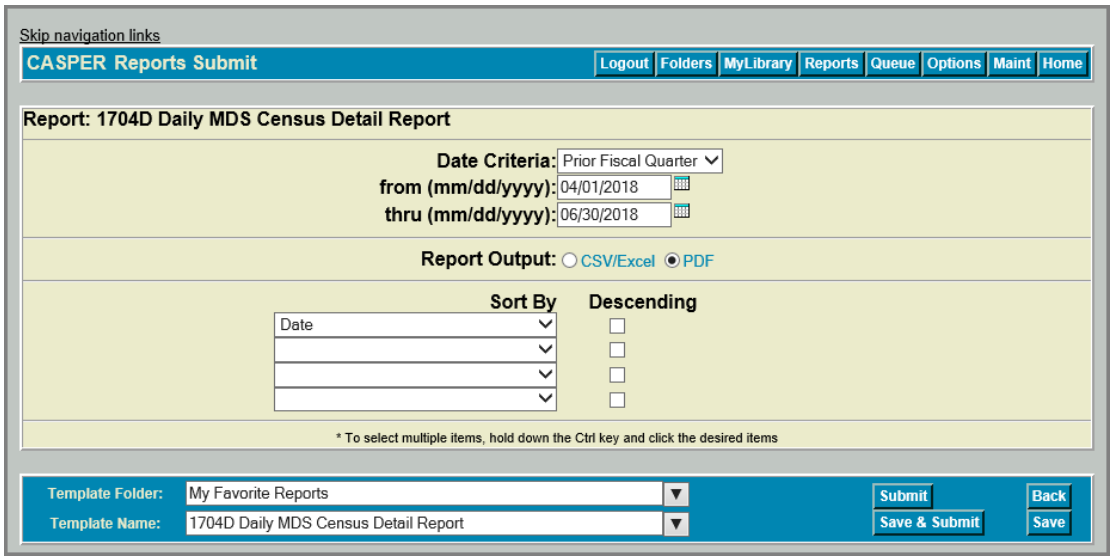
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Facility ID	Facility Na	State	Date	2 - Medical Director				7 - Registered Nurse				10 - Certified Nurse Aide				
2					Exempt	Non-Exem	Contracto	Total	Exempt	Non-Exem	Contracto	Total	Exempt	Non-Exem	Contracto	Total	Total
3	99999	ABC	OK	4/1/2018	0	0	0	0	8.65	12.3	6.5	27.45	0	54.4	0	54.4	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	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	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	82.7
7	99999	ABC	OK	4/5/2018	0	0	0	0	0	8	0	8	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	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	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



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

CASPER Report 1704D
Daily MDS Census Detail Report
from 04/01/2017 thru 06/30/2017
PMCLTC
PETERSBURG MEDICAL CENTER LTC
AK-PETERSBURG

Run Date: 09/20/2018
Job # 62886825
Page 32 of 32

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

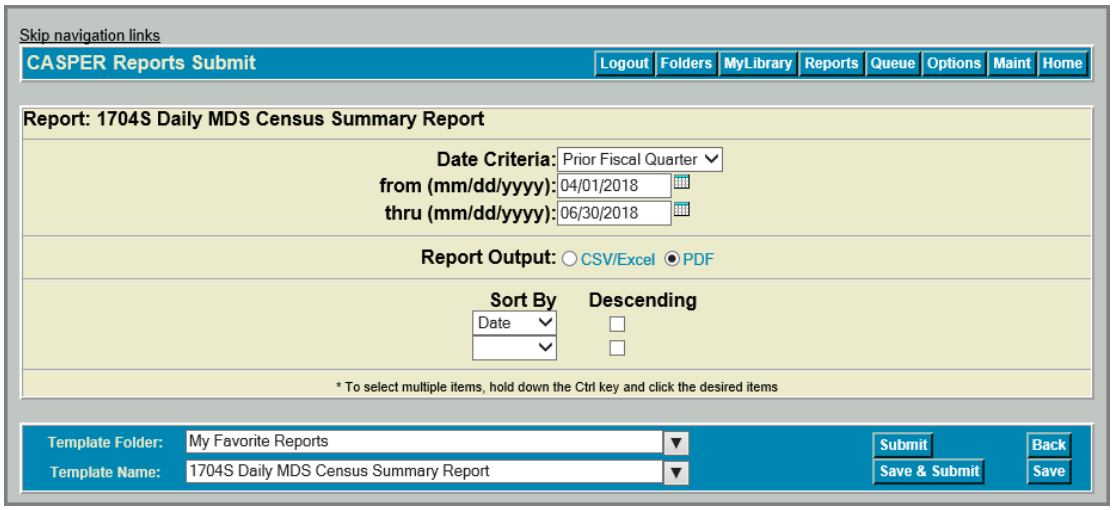
NOTE: The Daily MDS Census Detail Report may contain protected privacy information that should not be released to the public. Any alteration to this report is strictly prohibited.

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



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

CASPER Report 1704S
Daily MDS Census Summary Report
from 04/01/2017 thru 06/30/2017
PMCLTC
PETERSBURG MEDICAL CENTER LTC
AK-PETERSBURG

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 ON DEMAND FINAL FILE VALIDATION REPORT

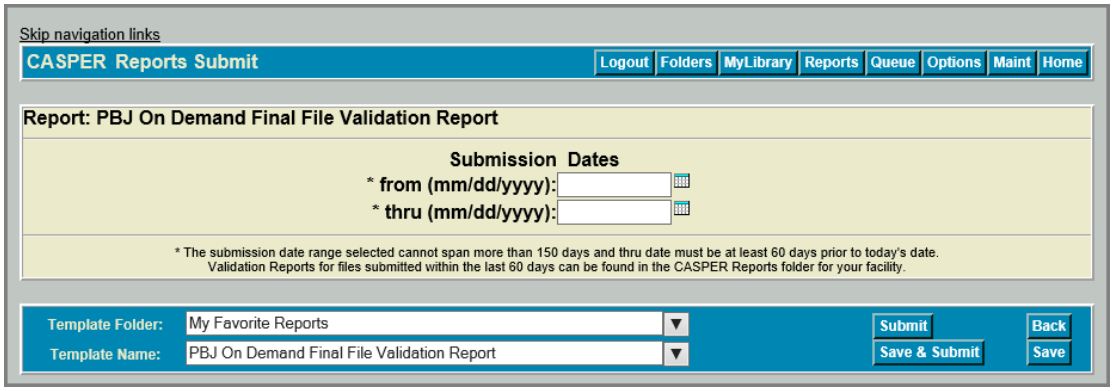
The PBJ On Demand Final File Validation Report provides detailed information about the status of one or more submission files submitted 61 days ago or longer. The original PBJ Final File Validation Report purges from CASPER after 60 days. The report indicates whether the submitted file was accepted or rejected and details the warning and fatal errors applicable to the data or the data file structure submitted. It includes each zip file submitted for a select facility during a specified date range. **Important:** Not all zip files or XML files will appear on an On Demand FFVR. Similar to the system-generated FFVR, if the file had serious errors (e.g. Facility ID could not be detected by PBJ) then it will not appear on the On Demand FFVR. However, all submissions within the last six months for any given user, regardless of error type, can be found on the My Submissions page when a user logs into PBJ. The PBJ On Demand Final File Validation Report may be run by a user with permissions to the facility regardless of whether the user submitted the original file.

NOTE: For information about the system-generated PBJ Final File Validation Report that is automatically placed in the 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.

NOTE: PBJ Final File Validation Reports for files submitted within the last 60 days can be found in the facility's PBJ VR folder.

The criteria selection page (Figure 12-14) for the PBJ On Demand Final File Validation Report includes Submission Dates *from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* fields.

Figure 12-14. CASPER Reports Submit Page - PBJ On Demand Final File Validation Report



Enter *from (mm/dd/yyyy)* and *thru (mm/dd/yyyy)* dates 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, the use of alpha characters, and an incorrect date format. The specified date range cannot span more than 150 days and the *thru* date must be at least 60 days prior to the current date.

The PBJ On Demand Final File Validation Report (Figures 12-15, 12-16) details the following for each file submitted for the facility during the specified period.

Report Field	Report Field Description
CMS Submission Report	The title of the report.
PBJ On Demand 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
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.
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
Facility ID	The unique alphanumeric, state-assigned provider identifier.
Facility Name	The name of the facility associated with the submitted file.
State Code	The facility's two-digit state code.
# Files Processed	The total number of XML files processed (accepted and rejected) for the facility from the submission file.
# Files Accepted	The total number of XML files saved to the database from the submission zip file.
# Files Rejected	The total number of XML files for the facility that were not saved to the database because of fatal errors in the file.
# Files Submitted Without Facility Authority	The total number of XML files 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.
	The following fields are repeated for each XML file included in the zip file:
File Name	The name of the submitted XML file.

Report Field	Report Field Description
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.
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.
Staffing Data Process Type	Merge or Replace; see the PBJ Provider User’s Guide for details.
General Information	Displays general errors, typically in the header of the XML file.
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 Employee Link Records	The number of linking records in the file or “Not Submitted” if the file is not a linking file.

The report depicted in the figures below shows 2 XML files submitted during the specified period.

Figure 12-15. PBJ On Demand Final File Validation Report – Page 1

CMS Submission Report
PBJ On Demand Final File Validation Report

Page 1 of 1

Submission Date/Time:	08/07/2017 19:28:52
Submission ID:	2695460
Submitter User ID:	[illegible]
Submission File Name:	[illegible].zip
Submission File Status:	**Received. Please check each File Status below.**
Processing Completion Date/Time:	08/07/2017 19:29:30
Facility ID:	[illegible]
Facility Name:	[illegible]
State Code:	[illegible]
# of Files Processed:	1
# of Files Accepted:	1
# of Files Rejected:	0
# of Files Submitted Without Facility Authority:	0
Total # of Messages:	0

File Name: [illegible].xml
File Status: Accepted

PBJ_ID: [illegible]	**File Spec Version:** 2.00.0
Federal Fiscal Year: 2017	**Fiscal Quarter:** 3
	Staffing Data Process Type: Merge

General Information:
PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

Total Employee Records:	600

PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

Total Staffing Hour Records:	10687

PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

	0
Total Employee Link Records:	Not Submitted

PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

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.

Figure 12-16. PBJ On Demand Final File Validation Report – Page 2

CMS Submission Report
PBJ On Demand Final File Validation Report

Page 1 of 1

Submission Date/Time:	08/09/2017 19:18:21
Submission ID:	2705874
Submitter User ID:	[redacted]
Submission File Name:	[redacted].zip
Submission File Status:	**Received. Please check each File Status below.**
Processing Completion Date/Time:	08/09/2017 19:18:46
Facility ID:	[redacted]
Facility Name:	[redacted]
State Code:	[redacted]
# of Files Processed:	1
# of Files Accepted:	1
# of Files Rejected:	0
# of Files Submitted Without Facility Authority:	0
Total # of Messages:	0

File Name: [redacted].xml
File Status: Accepted

PBJ_ID: [redacted]
Federal Fiscal Year: 2017

File Spec Version: 2.00.0
Fiscal Quarter: 3
Staffing Data Process Type: Merge

General Information:
PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

Total Employee Records: 597
PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

Total Staffing Hour Records: 10118
PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

0

Total Employee Link Records: Not Submitted
PBJ Item(s):
Item Values:
Message Number/Severity:
Message:

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.

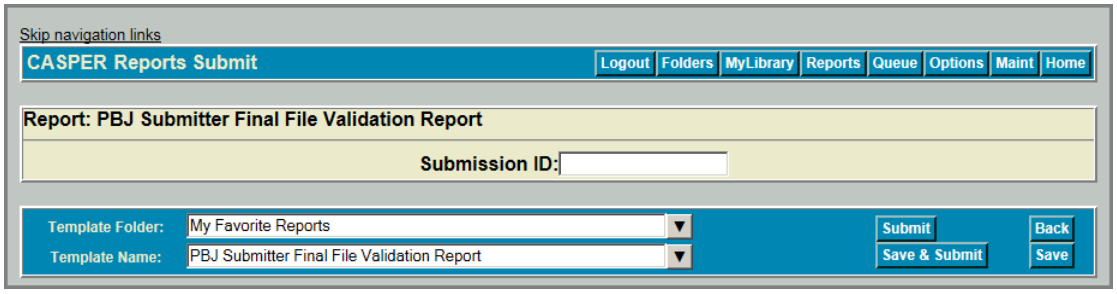
PBJ SUBMITTER FINAL FILE VALIDATION REPORT

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 12-17) for the PBJ Submitter Final File Validation Report presents a *Submission ID* field.

Figure 12-17. CASPER Reports Submit Page - 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 12-18) 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

Report Field	Report Field Description
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 Employee Link Records	The number of Employee Link records in the submitted file.
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, and Employee Link records.

Report Field	Report Field Description
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, 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, 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 12-18. PBJ Submitter Final File Validation Report

CMS Submission Report
PBJ Submitter Final File Validation Report

Page 1 of 12

Submission Date/Time:	03/07/2019 12:47:30
Submission ID:	2974698
Submitter User ID:	[illegible]
Submission File Name:	4002 Edits and Before 1985.zip
Submission File Status:	**Received. Please check each File Status below.**
Processing Completion Date/Time:	03/07/2019 12:47:52
# of Files Processed:	13
# of Files Accepted:	5
# of Files Rejected:	8
# of Files Submitted Without Facility Authority:	1
Total # of Messages:	22

File Name: 4002 Edits and Before 1985/1016_ASCII_Trigger_v2.00.0.xml
File Status: Accepted

Facility ID: CA010000026 **State Code:** CA
Facility Name: APPLE VALLEY POST-ACUTE REHAB

PBJ_ID: 3476416 **File Spec Version:** 2.00.0
Federal Fiscal Year: 2019 **Fiscal Quarter:** 2

General Information:	
PBJ Item(s):	
Item Values:	
Message Number/Severity:	-1017/WARNING
Message:	Census data is no longer being processed by the PBJ System. CMS will use Minimum Data Set (MDS) data to calculate a daily resident census for each facility. Census data found.
Total Employee Records:	1
PBJ Item(s):	
Item Values:	
Message Number/Severity:	
Message:	
Total Staffing Hour Records:	0
PBJ Item(s):	
Item Values:	
Message Number/Severity:	-1010/WARNING
Message:	File contains records with dates that are not within the date range of the reportQuarter (specified in the Header section of the PBJ submission file). These records were not processed and must be resubmitted for the appropriate quarter. 1 record was not processed
Total Employee Link Records:	0
PBJ Item(s):	
Item Values:	
Message Number/Severity:	
Message:	

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.

The figure above shows one of the 13 XML files submitted. Details of the additional 12 files would follow if the entire report were displayed.

The report is sorted by State Code and Facility ID.