



Centers for Medicare & Medicaid Services

Internet Quality Improvement Evaluation System (iQIES)

iQIES Reports Guide: Payroll-Based Journal (PBJ)

Version 1.0

August 3, 2026

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Introduction

This Reports Guide provides detailed information on user-requested Payroll-Based Journal (PBJ) reports available in iQIES. The reports are organized in alphabetical order by report name. Each report is set up as follows:

- Report Name and Purpose
- Run Report Criteria
- Sample Report
- Report Details

Refer to the [iQIES Reports User Manual](#) for the following information:

- How to manage reports, including how to find, save, run, and download reports
- Notes on **Report Categories** and **Report Types**
- Alphabetical list of reports
- General notes on how to use iQIES, including roles and permissions
- iQIES Service Center information

General Notes:

- **Required Fields** are identified with an asterisk.
- **Date Range** defines the range of submission dates included in report; this includes the following options:
 - Prior Fiscal Quarter
 - Quarter to Date
- Alternate **Begin Date** and **End Date** can be selected for some reports. Be sure that the begin dates are earlier than the end dates.
- **Provider Keyword(s)** can be utilized to search for providers, keyword options include Facility ID, CCN, or a provider's name. There is a four-character minimum.
- Reports may contain protected privacy information that should not be released to the public. Any alteration to the report is strictly prohibited.
- Not all pages of every report are shown in report samples. The pages shown are a sample selection only.

PBJ Employee Report

Purpose	Displays a list of active and/or terminated employees associated with one or more select facilities during a specified period.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Staffing

Run Report Criteria

Run Report

PBJ Employee Report

The PBJ Employee Report lists the active and/or terminated employees associated with one or more select facilities during a specified period.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one

Providers

Search for providers and "Add" providers for each report run.

State *

All X Select... x v

Provider Keyword

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

Search

No providers added.

Dates

Date Range

Prior Fiscal Quarter

Begin Date *

04/01/2026

End Date *

06/30/2026

Employment Status *

All X Select... x v

Employee Sort

Filter By

Employee ID

Sort By

Employee ID

System Employee ID

Include In Results

☒

Descending

☒

Save Criteria

Reset Criteria

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run ⓘ

Run Report

Cancel

Figure 1: PBJ Employee Report Criteria

Report Details

The PBJ Employee Report is sorted by Facility ID and the Sort By option selected by the user.

The report details the following:

Report Field	Report Field Description
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the facility that created the PBJ submission record
Facility Name	Name of the facility
State	Facility's two-character state abbreviation code
Report Period	Date range of PBJ data submissions
Report Run Date	Date the report was run
Employment Status	Employment status of employees during the selected date span; Active, Terminated, or both
Employee ID	Submitted identifier of employee
System Employee ID	Employee identifier generated by iQIES system
Hire Date	First date of staff member's employment
Termination Date	Last date of staff member's employment
Staffing Hours	The number of staffing hours recorded in the submitted file
Total Staffing Hours Records	The total number of staffing hours records for the requested date span and employment statuses

PBJ Final Validation Report

Purpose	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.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Validation

Run Report Criteria

Run Report

PBJ Final Validation Report

The PBJ Final 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.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one

Providers

Search for providers and "Add" providers for each report run.

State *

All x Select...

Provider Keyword

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

Search

No providers added.

Submission Dates

Begin Date *

End Date *

The submission date range must not exceed 150 days.

Save Criteria [Reset Criteria](#)

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run [?](#)

[Run Report](#) [Cancel](#)

Figure 3: PBJ Final Validation Report Criteria

The submission date range must not exceed 150 days.

Sample Report*

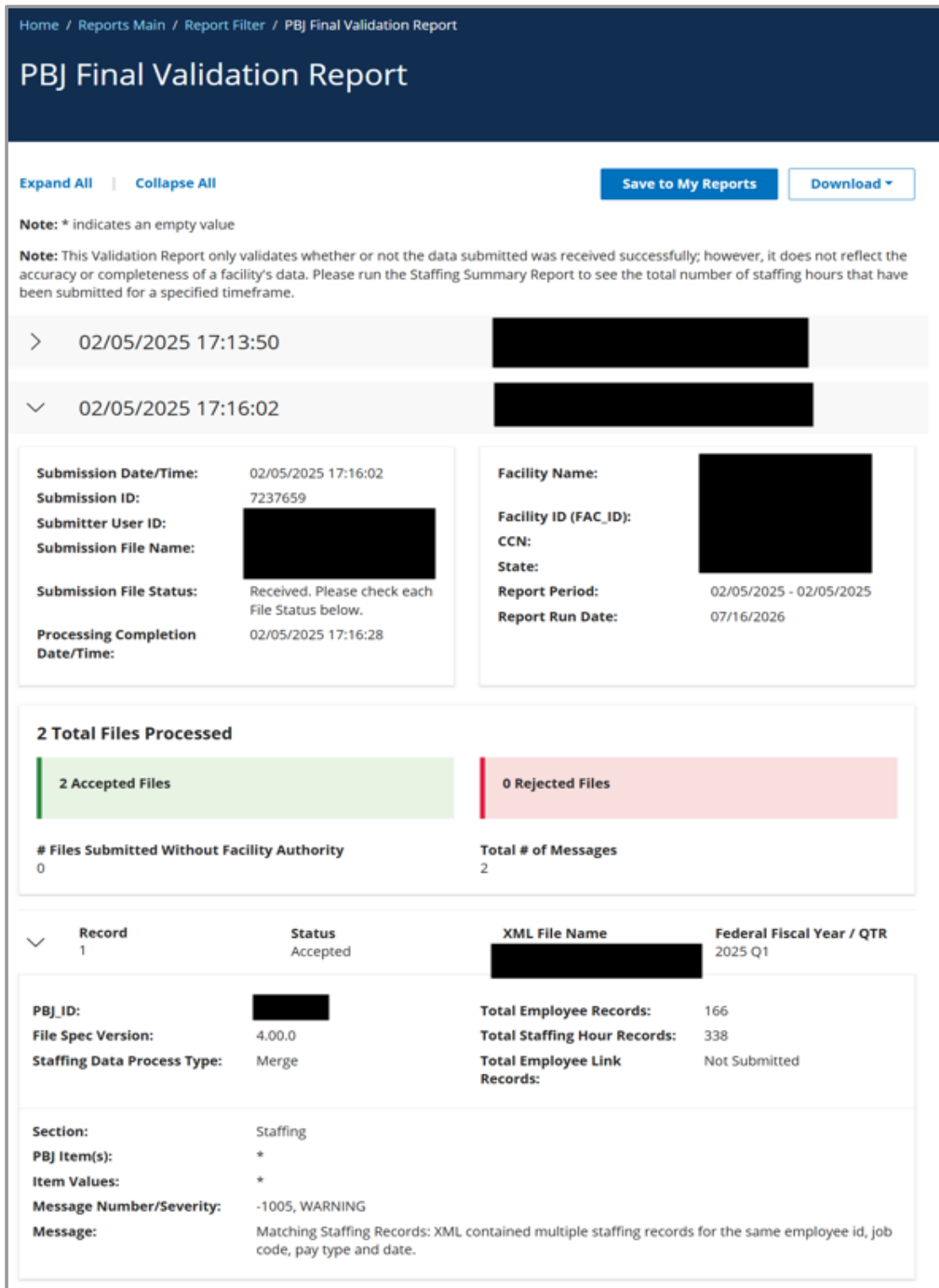


Figure 4: PBJ Final Validation Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Final Validation Report is sorted by State Code, Facility ID, Submission ID, PBJ ID, File Name, Section Name, and Process Error ID.

The report details the following:

Report Field	Report Field Description
Submission Date/Time	Date and time the submission file was submitted
Submission ID	Unique identification number assigned to the zip file
Submitter User ID	The user ID of the submitter of the zip file
Submission File Name	The name of the zip file submitted
Submission File Status	Status of the submitted file, Completed or Error
Processing Completion Date/Time	Date and time the processing of the submission file was completed
Facility Name	Name of facility
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission records
State	Facility's two-character state abbreviation code
Report Period	Date range requested by facility
Report Run Date	Date the report was run
# Total Files Processed	Number of records in the submission file that were processed
# Accepted Files	Number of records from the submission file that were accepted and saved into the database
# Rejected Files	Number of records from the submission file that received fatal errors in the record and were not saved into the database

Report Field	Report Field Description
# Files Submitted Without Facility Authority	Number of records from the submission file where the user submitting the record(s) did not have authority to submit for this provider
Total # of Messages	Number of errors (fatal errors and warnings) for all processed records in the submission file
Record #	Unique identifier for each record on this report
Status	Processing status of the individual record; Accepted or Rejected
File Name	Name of the XML file
Federal Fiscal Year/ QTR	The fiscal year and quarter with which the submitted file is associated
PBJ ID	The unique identifier assigned to the submitted file by the iQIES system
File Spec Version	The version number of the file submission specifications used to create the XML record
Staffing Data Process Type	For the processing type of staffing data, Merge or Replace will display. If the file is an Employee Link File, "Not Submitted" will display. If the file is completely rejected and unable to be processed, "Not Available" will display.
Total Employee Records	The number of employee records in the submitted file
Total Staffing Hour Records	The number of staffing hour 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
Section	This field displays where the error was identified; General, Staffing, Employee, or Employee Link
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. This

Report Field	Report Field Description
	information only displays if there was a Fatal or Warning error generated during file processing.
Item Values	The submitted data value causing the error condition. This information only displays if there was a Fatal or Warning error generated during file processing.
Message Number/ Severity	Error number and the severity of the error that was encountered; Fatal, Warning. This information only displays if there was a Fatal or Warning error generated during file processing.
Message	Description of the error encountered for the indicated item. This information only displays if there was a Fatal or Warning error generated during file processing.

PBJ Individual Daily Staffing Report

Purpose	Details facility staffing information during a specified period by Employee ID for one or more select facilities.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Staffing

Run Report Criteria

Run Report

PBJ Individual Daily Staffing Report

The Individual Daily Staffing Report details facility staffing information during a specified period by Employee ID for one or more select facilities.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one

Providers

Search for providers and "Add" providers for each report run.

State * **Provider Keyword**

All x Select... x | v

Search

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

No providers added.

Employee IDs

Select one Facility ID to enter/search for Employee IDs. Employee ID entry is disabled for multiple Facility selections.

Employee ID

Enter an Employee ID and click Add (max 20).

Add

Dates

Date Range

Prior Fiscal Quarter

Begin Date * **End Date ***

01/01/2026 03/31/2026

Employee Sort

Filter By

Employee ID

Include in Results

☐

Sort By

Date

Job Title

Labor Category Code

Pay Type

Descending

☒

☐

☐

☐

Save Criteria Reset Criteria

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run

Run Report Cancel

Figure 5: PBJ Individual Daily Staffing Report Criteria

Only one Facility ID may be entered into the search criteria for the ability to search by a specific Employee ID. If more than one Facility ID is selected, the Employee ID search function will be disabled. The limit of Employee IDs that can be included in the search criteria is a maximum of 20.

The PBJ Individual Daily Staffing Report allows the user to include Employee ID in the report detail. The user also has the option to sort the report by Job Title, Labor Category Code, Pay Type, Date, Staffing Hours, Employee ID (if Filter By Employee ID is selected), and System Employee ID.

Sample Report*

Home / Reports Main / Report Filter / PBJ Individual Daily Staffing Re...

PBJ Individual Daily Staffing Report

Expand All | Collapse All

Note: * indicates an empty value

Save to My Reports Download

Facility ID: CCN: Facility Name: State:

Report Period: 01/01/2026 - 03/31/2026
Report Run Date: 06/23/2026

Employee ID	System Employee ID	Job Title	Labor Category	Pay Type	Work Date	Staffing Hours
Filter	Filter	Filter	Filter	Filter	Filter	Filter
		Housekeeping Service Worker	14	2	03/31/2026	8.50
		Certified Nurse Aide	3	2	03/31/2026	1.77
		Certified Nurse Aide	3	2	03/31/2026	5.60
		Other Service Worker	15	2	03/31/2026	10.76
		Licensed Practical/Vocational Nurse	3	2	03/31/2026	8.22
		Administrator	1	1	03/31/2026	8.00
		Other Service Worker	15	2	03/31/2026	4.95
		Other Service Worker	15	2	03/31/2026	6.83
		Qualified Social Worker	6	2	03/31/2026	9.18
		Other Service Worker	15	2	03/31/2026	8.60
		Certified Nurse Aide	3	2	03/31/2026	7.40
		Certified Nurse Aide	3	2	03/31/2026	7.75

Figure 6: PBJ Individual Daily Staffing Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Individual Daily Staffing Sample Report is sorted by Facility ID and Facility Name.

The report details the following:

Report Field	Report Field Description
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission record
Facility Name	Name of facility
State	Facility's two-character state abbreviation code
Report Period	Date range requested by user
Report Run Date	Date the report was run
Employee ID	Submitted identifier of employee (if selected to include in report criteria)
System Employee ID	Employee identifier generated by the iQIES system
Job Title	Defined title that matches the primary role of the staff member
Labor Category	A code identifying the CMS defined labor category groupings of associated Job Titles
Pay Type	Classification of whether the staff member is a direct employee of the facility (exempt or non-exempt), or employed under contract paid by the facility
Work Date	Date employee worked from the submission file for the appropriate employee ID and selected date range
Staffing Hours	The number of staffing hours recorded in the submitted file

PBJ Job Title Report

Purpose	Details by work date the staffing hours submitted for select job title(s) for one or more facilities during a specified period.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Staffing

Run Report Criteria

Run Report

PBJ Job Title Report

The PBJ Job Title Report details by work date the staffing hours submitted for select job title(s) for one or more facilities during a specified period.

Select the desired provider type to generate the CSV file

All required fields are marked with an asterisk (*)

Providers

Search for providers and "Add" providers for each report run.

State *

All × Select... × ▾

Provider Keyword

Search

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

No providers added.

Job Title *

All × Select... × ▾

Dates

Date Range

Prior Fiscal Quarter ▾

Begin Date *

04/01/2026

End Date *

06/30/2026

Sort By

Sort By

Date ▾

Descending
☒

Download CSV

Cancel

Figure 7: PBJ Job Title Report Criteria

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Sample Report*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	CCN	Facility ID	Facility Na State	Date	1 - Adminis	1 - Adminis	1 - Adminis	1 - Adminis	2 - Medica	2 - Medica	2 - Medica	2 - Medica	3 - Other P	3 - Other P	3 - Other P	3 - Other P	4 - Physici	4 - Physici	4 - Physici	4 - Physici	Total	
2	101009	FID0001	Test SNF P NH	3/31/2026	117.93	10.1	0	128.03	0	0	0	0	0	0	0	0	0	0	0	0	128.03	
3	101009	FID0001	Test SNF P NH	3/30/2026	124.62	7.77	0	132.39	0	0	0	0	0	0	0	0	0	0	0	0	132.39	
4	101009	FID0001	Test SNF P NH	3/29/2026	11	1.53	0	12.53	0	0	0	0	0	0	0	0	0	0	0	0	12.53	
5	101009	FID0001	Test SNF P NH	3/28/2026	20.5	10.65	0	31.15	0	0	0	0	0	0	0	0	0	0	0	0	31.15	
6	101009	FID0001	Test SNF P NH	3/27/2026	89.12	9.22	0	98.34	0	0	0	0	0	0	0	0	0	0	0	0	98.34	
7	101009	FID0001	Test SNF P NH	3/26/2026	99.9	8.32	0	108.22	0	0	0	0	0	0	0	0	0	0	0	0	108.22	
8	101009	FID0001	Test SNF P NH	3/25/2026	129.36	8.48	0	137.84	0	0	0	0	0	0	0	0	0	0	0	0	137.84	
9	101009	FID0001	Test SNF P NH	3/24/2026	122.73	0	0	122.73	0	0	0	0	0	0	0	0	0	0	0	0	122.73	
10	101009	FID0001	Test SNF P NH	3/23/2026	106.44	11.05	0	117.49	0	0	0	0	0	0	0	0	0	0	0	0	117.49	
11	101009	FID0001	Test SNF P NH	3/22/2026	28.82	8.03	0	36.85	0	0	0	0	0	0	0	0	0	0	0	0	36.85	
12	101009	FID0001	Test SNF P NH	3/21/2026	31.82	12.4	0	44.22	0	0	0	0	0	0	0	0	0	0	0	0	44.22	
13	101009	FID0001	Test SNF P NH	3/20/2026	75.64	10.28	0	85.92	0	0	0	0	0	0	0	0	0	0	0	0	85.92	
14	101009	FID0001	Test SNF P NH	3/19/2026	103.87	19.17	0	123.04	0	0	0	0	0	0	0	0	0	0	0	0	123.04	
15	101009	FID0001	Test SNF P NH	3/18/2026	137.05	8.95	0	146	0	0	0	0	0	0	0	0	0	0	0	0	146	
16	101009	FID0001	Test SNF P NH	3/17/2026	125.79	10.18	0	135.97	0	0	0	0	0	0	0	0	0	0	0	0	135.97	
17	101009	FID0001	Test SNF P NH	3/16/2026	135.76	10.28	0	146.04	0	0	0	0	0	0	0	0	0	0	0	0	146.04	
18	101009	FID0001	Test SNF P NH	3/15/2026	18.2	0	0	18.2	0	0	0	0	0	0	0	0	0	0	0	0	18.2	
19	101009	FID0001	Test SNF P NH	3/14/2026	18.9	0	0	18.9	0	0	0	0	0	0	0	0	0	0	0	0	18.9	
20	101009	FID0001	Test SNF P NH	3/13/2026	114.25	8.9	0	123.15	0	0	0	0	0	0	0	0	0	0	0	0	123.15	
21	101009	FID0001	Test SNF P NH	3/12/2026	107.88	11.5	0	119.38	0	0	0	0	0	0	0	0	0	0	0	0	119.38	
22	101009	FID0001	Test SNF P NH	3/11/2026	139.8	11.38	0	151.18	0	0	0	0	0	0	0	0	0	0	0	0	151.18	
23	101009	FID0001	Test SNF P NH	3/10/2026	137.1	18.39	0	155.49	0	0	0	0	0	0	0	0	0	0	0	0	155.49	
24	101009	FID0001	Test SNF P NH	3/9/2026	114.07	17.06	0	131.13	0	0	0	0	0	0	0	0	0	0	0	0	131.13	
25	101009	FID0001	Test SNF P NH	3/8/2026	15.5	0	0	15.5	0	0	0	0	0	0	0	0	0	0	0	0	15.5	
26	101009	FID0001	Test SNF P NH	3/7/2026	14.5	0	0	14.5	0	0	0	0	0	0	0	0	0	0	0	0	14.5	
27	101009	FID0001	Test SNF P NH	3/6/2026	113.29	19.5	0	132.79	0	0	0	0	0	0	0	0	0	0	0	0	132.79	

Figure 8: PBJ Job Title Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Job Title Report is sorted by Facility ID.

The report details by provider the following:

Report Field	Report Field Description
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission record
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
Facility Name	Name of facility
State	Facility's two-character state abbreviation code
Date	Date of staffing hours record
Job Title - Exempt Hours	Recorded hours of staff who are exempt. The job title matches staff's primary role.
Job Title - Non-Exempt Hours	Recorded hours of staff who are non-exempt. The job title matches staff's primary role.
Job Title - Contract Hours	Recorded hours of contract staff. The job title matches staff's primary role.
Job Title - Total Hours	Total number of staffing hours recorded in the submitted file per day for each job title's pay types.
Total Hours	Total number of staffing hours recorded in the submitted file per day for all job title pay types.

PBJ Staffing Data Report

Purpose	Identifies areas of concern that may trigger follow-up during the survey of one or more select facilities during a specified period.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Staffing

Run Report Criteria

Home / Find a Report / Run Report

Run Report

PBJ Staffing Data Report

The PBJ Staffing Data Report identifies areas of concern that may trigger follow-up during the survey of one or more select facilities during a specified period.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one

Providers

Search for providers and "Add" providers for each report run.

State * **Provider Keyword**

All X Select... x | v

Search

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

No providers added.

PBJ Fiscal Quarter Dates *

Select one

Save Criteria Reset Criteria

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run ⓘ

Run Report Cancel

Figure 9: PBJ Staffing Data Report Criteria

PBJ Fiscal Quarter Dates will include the most recent five Federal Fiscal Quarters. When data for the newest Federal Fiscal Quarter becomes available, the oldest Federal Fiscal Quarter will no longer be available. Only one quarter may be selected.

Sample Report*

Home / Reports Main / Report Filter / PBJ Staffing Data Report

PBJ Staffing Data Report

Expand All | Collapse All

Save to My Reports
Download

Facility Name:
CCN:
Facility ID:
State:

Federal Fiscal Quarter/Year: Quarter 3 2020 (April 1 - June 30)
Report Run Date: 07/27/2026

This Staffing Data Report identifies areas of concern that will be triggered (e.g., requires follow-up during the survey)

Metric	Result	Definition
Failed to Submit Data for the Quarter	Not Triggered	Triggered = No Data Submitted for Quarter
One Star Staffing Rating	Triggered	Triggered = Star Staffing Rating Equals 1
Excessively Low Weekend Staffing	Not Triggered	Triggered = Submitted Weekend Staffing data is excessively low
No RN Hours	Triggered	Triggered = Four or More Days Within the Quarter with no RN Hours. See Infraction Dates on Page 2, if triggered.
Failed to have Licensed Nursing Coverage 24 Hours/Day	Not Triggered	Triggered = Four or More Days Within the Quarter with <24 Hours/Day Licensed Nursing Coverage. See Infraction Dates on Page 2, if triggered.

Possible reasons for suppressed metrics: Invalid data, Facility is too new to rate, Special Focus Facility

Metric	Infraction Dates
No RN Hours	04/11 (SA); 04/12 (SU); 04/19 (SU); 04/25 (SA); 04/26 (SU)
No RN Hours	05/02 (SA); 05/09 (SA); 05/10 (SU); 05/16 (SA); 05/17 (SU)
No RN Hours	06/14 (SU)

Figure 10: PBJ Staffing Data Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Staffing Data report is sorted by Group, Measure Metric Report Order, and Month.

The report details the following:

Report Field	Report Field Description
Facility Name	Name of facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission record
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
Federal Fiscal Quarter/ Year	The federal fiscal quarter and year selected
State	Facility's two-character state abbreviation code
Report Run Date	Date the report was run
Metric	Possible areas of concern for the facility
Result	Details whether the selected facility for the selected date range triggered an area of concern
Definition	Details what is required for the facility to have received a "triggered" response for each metric
Metric (Page 2)	Lists each of two areas of concern for the facility that were triggered; note that this information displays only if one of the Measure Metrics were triggered: - No RN Hours - Failed to have Licensed Nursing Coverage 24 Hours/Day
Infraction Dates	Details each date that the facility triggered the metric within the selected federal fiscal quarter and year

PBJ Staffing Summary Report

Purpose	Summarizes staffing information by Job Title for one or more facilities during a specified period.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Staffing

Run Report Criteria

Run Report

PBJ Staffing Summary Report

The Staffing Summary Report summarizes staffing information by Job Title for one or more facilities during a specified period.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one

Providers

Search for providers and "Add" providers for each report run.

State *

All x Select... x v

Provider Keyword

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

Search

No providers added.

Dates

Date Range

Prior Fiscal Quarter

Begin Date *

01/01/2026

End Date *

03/31/2026

Pay Type *

All x Select... x v

Sort By

Sort By

Staffing Hours

Descending

☒

Save Criteria Reset Criteria

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run ⓘ

Run Report Cancel

Figure 11: PBJ Staffing Summary Report Criteria

Users have the option to sort the report by Staffing Hours and Job Title in descending or ascending order.

Sample Report*

Home / Reports Main / Report Filter / PBJ Staffing Summary Report

PBJ Staffing Summary Report

Expand All | Collapse All

Save to My Reports Download ▾

Note: * indicates an empty value

▼ [Redacted]

Facility ID:

CCN:

Facility Name:

State:

Report Period: 01/01/2026 - 03/31/2026

Report Run Date: 07/17/2026

Job Title ▾	Staff Count ▾	Exempt ▾	Non-Exempt ▾	Contract ▾	Staffing Hours ▾
Filter	Filter	Filter	Filter	Filter	Filter
Certified Nurse Aide	48	0	48	0	14815.60
Other Service Worker	34	4	30	0	8974.20
Housekeeping Service Worker	17	0	17	0	5560.50
Medication Aide/Technician	13	0	13	0	4451.20
Licensed Practical/Vocational Nurse	15	0	15	0	4207.10
Registered Nurse	4	0	4	0	1638.40
Licensed Practical/Vocational Nurse with Administrative Duties	3	2	1	0	1264.00
Occupational Therapy Assistant	5	0	0	5	1032.09
Other Activities Staff	2	0	2	0	753.10
Physical Therapy Assistant	4	0	0	4	600.87
Qualified Activities Professional	1	0	1	0	538.10
Registered Nurse Director of Nursing	1	1	0	0	516.00
Administrator	1	1	0	0	504.00
Speech/Language Pathologist	3	0	0	3	465.84

Figure 12: PBJ Staffing Summary Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Staffing Summary Report is sorted by State Code, Facility ID, and the user selected sort of Staffing Hours and Job Title.

The report details the following:

Report Field	Report Field Description
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission record
Facility Name	Name of facility
State	Facility's two-character state abbreviation code
Report Period	Date range requested by user
Report Run Date	Date the report was run
Job Title	Defined title that matches the primary role of the staff member
Staff Count	The number of staff with a specific job title, who had hours logged within the report period
Exempt	The number of staff with a specific job title, who had hours logged within the report period and are exempt
Non-Exempt	The number of staff with a specific job title, who had hours logged within the report period and are non-exempt
Contract	The number of staff with a specific job title, who had hours logged within the report period and are contractors
Staffing Hours	The number of hours logged for staff with a specific job title within the report period
Total Staff Count	The total number of staff who had hours logged within the report period
Total Exempt	The total number of staff who had hours logged within the report period and are exempt

Report Field	Report Field Description
Total Non-Exempt	The total number of staff who had hours logged within the report period and are non-exempt
Total Contract	The total number of staff who had hours logged within the report period and are contractors
Total Staffing Hours	The total number of hours logged for all staff within the report period

PBJ Submitter Final Validation Report

Purpose	Details 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.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Validation

Run Report Criteria

[Home](#) / [Find a Report](#) / Run Report

Run Report

PBJ Submitter Final Validation Report

The PBJ Submitter Final 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.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one ▼

Submission ID *

Only PBJ submissions performed in iQIES are available in the iQIES PBJ Submitter Final Validation Report; PBJ submissions in QIES are not available.

[Save Criteria](#) [Reset Criteria](#)

 Certain reports e.g., Final Validation Report(s), will not display for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run 

[Run Report](#) [Cancel](#)

Figure 13: PBJ Submitter Final Validation Report Criteria

The PBJ Submitter Final Validation report criteria requires a valid **Submission ID**. Only PBJ Final Validation Reports Submitted in iQIES will be available in PBJ Submitter Final Validation Reports. PBJ Final Validation Reports submitted in CASPER will not be available.

Sample Report*

Home / Reports Main / Report Filter / PBJ Submitter Final Validation R...

PBJ Submitter Final Validation Report

Expand All | Collapse All Save to My Reports Download ▾

Note: * Indicates an empty value

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 Staffing Summary Report to see the total number of staffing hours that have been submitted for a specified timeframe.

▽ 07/16/2026 17:09:12

Submission Date/Time: Submission ID: Submitter User ID: Submission File Name:	Submission File Status: Received. Please check each File Status below. Processing Completion Date/Time: * Report Run Date: 07/27/2026
--	--

1 Total Files Processed

0 Accepted Files	1 Rejected Files
------------------	------------------

Files Submitted Without Facility Authority: 0 Total # of Messages: 1

Record	Status	XML File Name	Federal Fiscal Year / QTR
1	Entire XML File Rejected		2026 Q3

PBJ_ID: Facility ID: CCN: Facility Name: State:	File Spec Version: * Staffing Data Process Type: Not Available Total Employee Records: 0 Total Staffing Hour Records: 0 Total Employee Link Records: Not Submitted
--	---

Section: PBJ Item(s): Item Values: Message Number/Severity: Message:	General reportQuarter/federalFiscalYear 2025Q2 -1004, FATAL Unable to Process Record: Quarter/Fiscal Year do not match previous user selection. Report quarter in the header (2025Q2) does not match the user selected quarter (2026Q3).
---	--

Figure 14: PBJ Submitter Final Validation Sample Report

* Fictitious, sample data are depicted.

Report Details

The PBJ Submitter Final Validation Report is sorted by State Code and Facility ID.

The report details the following:

Report Field	Report Field Description
Submission Date/Time	Date and time the submission file was submitted
Submission ID	Unique identification number assigned to the zip file
Submitter User ID	The user ID of the submitter of the zip file
Submission File Name	The name of the zip file submitted
Submission File Status	Status of the submitted file, Completed or Error
Processing Completion Date/Time	Date and time the processing of the submission file was completed
Report Run Date	Date the report was run
Facility Name	Name of facility
PBJ ID	The unique identifier assigned to the submitted file by the iQIES system
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the PBJ submission record
State	Facility's two-character state abbreviation code
# Total Files Processed	Number of records in the submission file that were processed
# Accepted Files	Number of records from the submission file that were accepted and saved into the database
# Rejected Files	Number of records from the submission file that received fatal errors in the record and were not saved into the database

Report Field	Report Field Description
# Files Submitted Without Facility Authority	Number of records from the submission file where the user submitting the record(s) did not have authority to submit for this provider
Total # of Messages	Number of errors (fatal errors and warnings) for all processed records in the submission file
Record #	Unique identifier for each record on this report
Status	Processing status of the individual record; Accepted or Rejected
File Name	Name of the XML file
File Spec Version	The version number of the file submission specifications used to create the XML record
Federal Fiscal Year/ QTR	The fiscal year and quarter with which the submitted file is associated
Staffing Data Process Type	For the processing type of staffing data, Merge or Replace will display. If the file is an Employee Link File, "Not Submitted" will display. If the file is completely rejected and unable to be processed, "Not Available" will display.
Total Employee Records	The number of employee records in the submitted file
Total Staffing Hour Records	The number of staffing hour 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
Section	This field displays where the error was identified; General, Staffing, Employee, or Employee Link
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. This

Report Field	Report Field Description
	information only displays if there was a Fatal or Warning error generated during file processing.
Item Values	The submitted data value causing the error condition. This information only displays if there was a Fatal or Warning error generated during file processing.
Message Number/ Severity	Error number and the severity of the error that was encountered; Fatal, Warning. This information only displays if there was a Fatal or Warning error generated during file processing.
Message	Description of the error encountered for the indicated item. This information only displays if there was a Fatal or Warning error generated during file processing.

Daily MDS Census Report

Purpose	Details the daily facility census counts and lists the IDs of the residents included in the daily census for one or more selected facilities.
Report Category	Payroll-Based Journal (PBJ)
Report Type	Census

Run Report Criteria

Home / Find a Report / Run Report

Run Report

Daily MDS Census Report

The Daily MDS Census Report provides the daily facility census counts and lists the IDs of the residents included in the daily census for one or more selected facilities.

Enter the report criteria to run the report or save the criteria for a later time.

All required fields are marked with an asterisk (*)

Select Saved Criteria

Select one ▼

Providers

Search for providers and "Add" providers for each report run.

State * **Provider Keyword**

All × Select... × ▼

Enter at least 4 characters to search by Provider Name, CCN, or Facility ID.

No providers added.

Dates

Date Range

Prior Fiscal Quarter ▼

Begin Date * **End Date ***

04/01/2026 06/30/2026

☐ Include Details

Selecting this box will produce the full detailed report for each date within the date specified above.

Note: Certain reports e.g., Final Validation Report(s), will not display any data for selected providers if there are no data available for the selected reporting period.

☐ Schedule Report Run ⓘ

Figure 15: Daily MDS Census Report Criteria

Sample Report*

Home / Reports Main / Report Filter / Daily MDS Census Report

Daily MDS Census Report

[Expand All](#) | [Collapse All](#) [Save to My Reports](#) [Download](#)

* Data not available or not applicable

▼ [Redacted]

Facility ID:
CCN:
Facility Name:
City/State:

[Redacted]

Date Range:
Report Run Date:

04/01/2026 - 06/30/2026
07/13/2026

▼ 04/01/2026

Total Residents: 70

Resident Internal ID ▾	Target Date of Counted Assessment ▾	CCN at Time of Submission ▾
Filter	Filter	Filter
[Redacted]	03/31/2026	[Redacted]
	01/08/2026	
	01/28/2026	
	01/05/2026	
	03/13/2026	
	12/31/2025	

Figure 16: Daily MDS Census Sample Report

* Fictitious, sample data are depicted.

Report Details

The Daily MDS Census report is sorted by State, Facility Name, Date, and Resident Internal ID.

The report details the following:

Report Field	Report Field Description
Facility ID	Unique identifier assigned to the provider for identifying submissions from their facility
CCN	CMS Certification Number (Medicare provider number) of the provider that created the assessment records
Facility Name	Name of facility
City/ State	Facility's city and state
Date Range	Date range requested by facility
Report Run Date	Date the report was run
Census Date	Single date of each day within the selected date range
Total Residents	Number of unique, active residents in facility on one date
Resident Internal ID	Unique identifier associated with the resident
Target Date of Counted Assessment	Resident's assessment target date
CCN at Time of Submission	Facility's CCN at the time of the submission