



iQIES Survey & Certification Job Aid

Payroll Based Journal (PBJ) Staffing Data

Report Overview

The PBJ Staffing Data Report identifies areas of concern that may trigger follow-up during the survey of one or more selected facilities for a specified federal fiscal quarter.

The report contains the same data and calculations as the previous PBJ Staffing Data Report. The primary change is that the report is now available in iQIES.

Report Access

The PBJ Staffing Data Report can be accessed in iQIES from either of the following locations. Both navigation paths open the report filter page (see **Figure 3**).

- **Team Coordinators only:** Select the “Offsite Prep” link within “LTCSP” > “Survey Prep” > “Offsite” (see **Figure 1**).
- Select “Reports” > “Find a Report”, then enter “Staffing Data” in the search field to locate and open the report (see **Figure 2**).

Figure 1: Accessing PBJ Staffing Data Report through LTCSP in iQIES

Survey 35FBA7-H1
Albany Nursing Home
CCN 336019
Nursing Home

SPECIAL FOCUS STATUS
Graduate

Basic Information
Responsible Staff
Manage Tasks
Teams

LTCSP
Survey Prep
Offsite Prep
Entrance
Conference
Team Meeting

There have been no Intakes closed since the Previous Recertification Survey Date, 06/08/2026.

Does the facility have staffing concerns based on the [PBJ Staffing Data Report](#) ?

Mark all concerns that apply and the applicable quarter

Concern	FY Quarter	Year
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Figure 2: Accessing PBJ Staffing Data Report from Find a Report in iQIES[Home](#) / [Find a Report](#)

Find a Report

Search by report keyword, or category and type.

▼ [Hide Filters](#)

Report Keyword

Staffing Data

Report Category

Select one

Find Report

Reset

Search Results

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.

Actions

Run Report

Report Filter Page

The PBJ Staffing Data Report requires two parameters: Providers and PBJ Fiscal Quarter.

- Providers: Select up to 25 providers.
 - State defaults to the user's assigned state. For users with a CMS role, the default selection is *All*.
- PBJ Fiscal Quarter: Select the federal fiscal quarter for the data you want to include in the report (see **Figure 4**).

PBJ data is calculated and loaded several weeks after each federal fiscal quarter submission deadline. As a result, the PBJ Fiscal Quarter drop-down list displays only the five most recent federal fiscal quarters for which data is available. Only one fiscal quarter can be selected.

Figure 3: PBJ Staffing Data Report Filter Page

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

Providers

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

State *

Provider Keyword

Search

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

Add Providers (up to 25)

2 Providers

0 Providers Added

Provider Name	CCN	Address	City	State	ZIP Code	Actions
Adam NH Provider 1	No information	123 Foobar Ln	Miami	Florida	12345	Add
Adam NH Provider 1	No information	123 Foobar	Miami	Florida	12345	Add

PBJ Fiscal Quarter Dates *

Figure 4: PBJ Submission Deadlines

FISCAL QUARTER	REPORTING PERIOD	DUE DATE
1	October 1–December 31	February 14
2	January 1–March 31	May 15
3	April 1–June 30	August 14
4	July 1–September 30	November 14

Report Output

The first page of the PBJ Staffing Data Report (see **Figure 5**) summarizes the following information for the selected facility and federal fiscal quarter:

- **Metric**

- Failed to Submit Data for the Quarter
- One Star Staffing Rating
- Excessively Low Weekend Staffing
- No RN Hours
- Failed to Have Licensed Nursing Coverage 24 Hours/Day
- **Result**
 - This metric is suppressed for this facility and quarter.
- **Definition**
 - A description of each metric and the conditions that cause it to be triggered.

Figure 5. PBJ Staffing Data Report Sample – Page 1
Sample Report*

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

PBJ Staffing Data Report

Expand All | Collapse All Save to My Reports Download ▾

▼ Test Nursing Home

Facility Name: Test Nursing Home

CCN: 111111

Facility ID: 11111

Federal Fiscal Quarter/Year: Quarter 2 2026 (January 1 - March 31)

Report Run Date: 06/30/2026

State: FL

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	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	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.

* Fictitious, sample data are depicted.

The second page of the PBJ Staffing Data Report (see **Figure 6**) is displayed **only** when the selected facility has one or more infractions for the reporting period. The page lists the dates on which the following metrics were triggered:

- **Metric**
 - No RN Hours
 - Failed to have Licensed Nursing Coverage 24 Hours/Day
- **Infraction Dates**
 - Dates on which the selected facility triggered the metric

Figure 6. PBJ Staffing Data Report Sample – Page 2
Sample Report*

Metric	Infraction Dates
No RN Hours	05/01 (FR); 05/02 (SA); 05/03 (SU); 05/04 (MO); 05/05 (TU); 05/06 (WE); 05/07 (TH); 05/08 (FR); 05/09 (SA); 05/10 (SU); 05/11 (MO); 05/12 (TU); 05/13 (WE); 05/14 (TH); 05/15 (FR); 05/16 (SA); 05/17 (SU); 05/18 (MO); 05/19 (TU); 05/21 (TH); 05/22 (FR); 05/23 (SA); 05/24 (SU); 05/25 (MO); 05/26 (TU); 05/27 (WE); 05/28 (TH); 05/29 (FR); 05/30 (SA); 05/31 (SU)
Failed to have Licensed Nursing Coverage 24 Hours/Day	05/01 (FR); 05/02 (SA); 05/03 (SU); 05/04 (MO); 05/05 (TU); 05/06 (WE); 05/07 (TH); 05/08 (FR); 05/09 (SA); 05/10 (SU); 05/11 (MO); 05/12 (TU); 05/13 (WE); 05/15 (FR); 05/16 (SA); 05/17 (SU); 05/18 (MO); 05/19 (TU); 05/20 (WE); 05/21 (TH); 05/22 (FR); 05/23 (SA); 05/24 (SU); 05/25 (MO); 05/26 (TU); 05/27 (WE); 05/28 (TH); 05/29 (FR); 05/30 (SA); 05/31 (SU)

* Fictitious, sample data are depicted.

Report Formats

The PBJ Staffing Data Report is available in three formats:

- **HTML:** Displays the report results directly in iQIES. This is the **default** format and is best for reviewing report results online.
- **CSV:** Downloads the report results in a Comma-Separated Values file. This format is best for sorting, filtering, or analyzing the data outside of iQIES.
- **PDF:** Downloads the report results in a printable format. This format is best for saving, sharing, or printing a static copy of the report.