



Center for Clinical Standards and Quality/Survey & Certification Group

Ref: S&C: 15-35-NH

DATE: April 10, 2015

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Implementation of Section 6106 of the Affordable Care Act - Collection of Staffing Data for Long Term Care Facilities

Memorandum Summary

In this memorandum we notify States of the posting of technical specifications and related information for the electronic submission of staffing information based on payroll data. This information is posted at: <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>

Background

Section 6106 of the Affordable Care Act, enacted on March 23, 2010, amended section 1128(I) of the Act to incorporate specific provisions pertaining to the collection of staffing data for long term care facilities.

Section 1128(I)(g) of the Act specifies that the Secretary shall require nursing homes to electronically submit to the Secretary direct care staffing information (including information with respect to agency and contract staff) based on payroll and other verifiable and auditable data in a uniform format (according to specifications established by the Secretary in consultation with such programs, groups, and parties). Such specifications shall require that the information submitted under the preceding sentence detail the category of work a certified employee performs (such as whether the employee is a registered nurse, licensed practical nurse, licensed vocational nurse, certified nursing assistant, therapist, or other medical personnel). The information must also include resident census data, and be reported on a regular schedule. The IMPACT Act of 2014 provided funding to implement this provision.

The Centers for Medicare & Medicaid Services (CMS) has developed a system for facilities to submit staffing and census information. This system, the Payroll-Based Journal (PBJ), will allow staffing information to be collected on a regular and more frequent basis than currently collected. It will also be auditable to ensure accuracy. All long term care facilities will have access to this system.

Information about this system is posted at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>.

This posting provides information such as the timing of submissions, sample entry screens, and how we expect facilities to electronically submit their staffing data, whether through a payroll vendor or through manual entry. We encourage States to make sure nursing homes are aware of the information that will be provided on the CMS website, and encourage nursing homes to forward this link to their payroll or time and attendance vendors to evaluate the technical specifications.

Technical questions from vendors or software developers related to the PBJ Data Submission Specifications should be sent to: NursingHomePBJTechIssues@cms.hhs.gov.

The CMS intends to collect staffing data through the PBJ system on a voluntary basis beginning on October 1, 2015, and on a mandatory basis beginning on July 1, 2016. Registration for voluntary submission will begin in August 2015. CMS will communicate more information at that time.

For questions on this memorandum, please email NHStaffing@cms.hhs.gov.

Effective Date: Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management