



CMS Staffing Data Submission/ Payroll-Based Journal

Key benefits

- **Simplify** electronic Payroll-Based Journal reporting
- **Reduce** the administrative burden of Payroll-Based Journal reporting
- **Provide** a reconciliation report to verify hours and census prior to uploading to CMS
- **Promote** a culture of continuous learning and technology competence
- **Produce XML** output in compliance with CMS requirements for easy, electronic filing

Be prepared for staff reporting changes

Section 6106 of the Affordable Care Act, enacted on March 23, 2010, clarified section 1128(l) of the Act to incorporate specific provisions pertaining to the collection of staffing data for long-term care facilities.¹ Section 1128(l)(g) of the Act will require nursing homes to electronically submit direct care staffing information to the Centers for Medicare & Medicaid Services (CMS), including information with respect to agency and contract staff based on payroll and other verifiable and auditable data in a uniform format.² The reporting specifications require detailed information about the work employees perform, as well as demographic human resource data.³ In addition, resident census data must also be reported.⁴ This electronic data collection program is called the Payroll-Based Journal (PBJ).⁵ The frequency of data submission will be quarterly.⁶ The voluntary submission period for testing began on October 1, 2015, and mandatory reporting began on July 1, 2016.⁷ Additional information on the requirements and system is posted [here](#).

How UKG Ready can help

The UKG Ready™ solution can help providers meet PBJ electronic staffing data reporting requirements with its integrated functionality. With UKG Ready, providers can reduce the administrative burden of data collection reporting, and can focus on the core mission to deliver quality resident care.



UKG Ready solution for CMS/PBJ reporting

UKG helps providers meet PBJ reporting requirements. UKG Ready will help:

- Provide tools to capture your internal job codes to be mapped to CMS job title categories
- Produce a reconciliation report to verify hours and census prior to uploading to CMS
- Produce XML output in compliance with CMS requirements for easy, electronic filing
- Provide history of all previous exports, and the ability to easily edit that file

Accurately capture and report detailed worked hours

The Centers for Medicare & Medicaid Services PBJ reporting system is designed to accept two primary submission methods: 1) manual data entry, and 2) uploaded data from an automated payroll or time and attendance system.⁸ Manual data entry can be time-consuming and error-prone, making it the least desirable method of reporting for most providers. Uploading electronic payroll file data, though less burdensome, does not eliminate the manual data entry of those required data points not contained in the payroll system (e.g., agency and contract labor, type of work performed). A complete automated source of detailed worked hours and work type, inclusive of audit trails, can be found in UKG Ready.

Reporting made simple

The transferring and uploading of data for PBJ is simple and reliable with UKG Ready. Our solution directly uploads the employee time data required for PBJ, and produces a file formatted to the specific CMS data specs for electronic staffing data submission. UKG Ready also provides a history of all previously uploaded reports for record keeping and analysis.

UKG customers meet Payroll-Based Journal reporting requirements

UKG Ready helps providers of all sizes develop their workforce into a competitive advantage to support the delivery of value-based healthcare. That's why more than 3,500 acute care hospitals and 10,000 post acute care organizations representing the entire continuum of care use UKG™ (Ultimate Kronos Group) human capital management and workforce management solutions to help organizations of all sizes attract, retain, and engage employees while improving efficiency and patient satisfaction. We offer the industry's most robust suite of tools for managing the entire workforce — from pre-hire to retire.

To learn more about UKG for Healthcare solutions, contact a representative today at [+1 800 225 1561](tel:+18002251561) or visit [UKG.com](https://www.ukg.com).

¹ Centers for Medicare & Medicaid Services, Ref: S&C: 15-35-NH at 1, Issued April 10, 2015: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-15-35.pdf>.

² Id.

³ Id.

⁴ Id.

⁵ Id.

⁶ Centers for Medicare & Medicaid Services, Electronic Staffing Data Submission Payroll-Based Journal: Long-Term Care Facility Policy Manual, Version 1.1, Issued August 2015: <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-Policy-Manual-Draft-V11.pdf>.

⁷ Centers for Medicare & Medicaid Services, Ref: S&C: 15-35-NH at 1, Issued April 10, 2015, at 2.

⁸ Id. at 2.



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