

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

**Attendee Questions & Answers:**

1. Will there be a handout available for this webinar? **Yes, go to this link: <http://www.leadingagedc.org/pbj-webinar/>**
2. If a file is rejected, what kind of error information is provided to resolve the submission problem? ***The validation reports will provide error and warning information. Additional information provide on the QTSO training modules as well as the PBJ User's Guide, which is available on the CMS QIES Welcome page.***
3. Do we only track time on-site? For example a Medical Director who is providing service via phone or e-mail? ***Based on the PBJ FAQ dated 12/14/2015, "The hours that individuals are paid to work onsite are to be what is reported." For further clarification, we posed this question to CMS and will update this Q&A document when we receive a response.***
4. Can you expand on time spent performing services billed to fee for services Medicare - How will the timekeeping / payroll system know what to include and not include? ***That will be a provider specific solution. There are vendors with solutions, they could swipe in with the current payroll system or use a log to manually track time.***
5. If SNF is 100% private pay do we have to do the PBJ reporting? ***The resident payer does not impact the requirements for reporting under PBJ. The requirement is based on whether or not a facility has certified beds (Medicare or Medicaid). If the beds are certified, regardless of the specific resident payer, you are required to report the time.***
6. If you have a contracted Therapy company providing Med B Therapy services on an outpatient basis to residents not admitted to the SNF should those direct patient care Therapy hours be included or excluded from the hours reported? ***Reported hours should only be included for services provided to residents in the SNF (in a certified bed). If services are provided to outpatient residents, the hours should not be include. We submitted additional questions related to Medicare Part B therapy services to CMS and will update this Q&A document when we receive a response.***

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

7. Is a name to be included or a unique ID only? ***ID only***
8. What about hours that are educational? Should they be included, i.e. dementia webinars? ***The question regarding orientation was posed to CMS and their response was as follows, "Hours spent in orientation are not included. The only training hours that can be included are those when the employees are actually on the floor and available for direct patient care."***
9. Our DON wants to report more often than quarterly, are you able to do that? ***Yes. Recommend reporting more often to ensure accuracy and reduce burden on staff (especially if manually entering).***
10. Do you need to submit an individual ID # for each member of the third party contractor? ***Yes, each staff member needs a unique ID.***
11. If our Therapy staff are employees, are we to count their hours while on the clock although they are providing a billable service the whole time? ***Yes. All time should be included.***
12. What if you have sent termination info in the xml file, then the employee comes back to work, but they keep their original hire date, and a rehire date is not captured by payroll? ***Must use the rehire date.***
13. If the director of nursing, who would be classified as RN with admin duties, goes on wound rounds for 2 hours every week, Can those two hours of direct care time be reported as a separate job class like RN? ***Per CMS's PBJ Version 2.0 Policy Manual, Reporting hours should be based on the employee's primary role and their official categorical title. It is understood that most roles have a variety of non-primary duties that are conducted throughout the day. Facilities should still report just the total hours of that employee based on their primary role.***

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

***CMS recognized that staff may completely shift primary roles in a given day. For example, a nurse who spends the first four hours of a shift as the unit manager, and the last four hours of the shift as a floor nurse. In these cases, facilities can change the designated job title and report four hours as a nurse with administrative duties, and four hours as a nurse (without administrative duties).***

14. We have an online in-service program that employees can complete when they are on the floor. Can the time they spend be included as direct care time? ***See #8.***
15. If you do not have any Medicare A certified beds, does PBJ still apply? ***It depends. All certified beds, whether Medicare or Medicaid, require PBJ compliance. If the beds are not Medicare or Medicaid certified, you would not need to comply with PBJ reporting.***
16. We have several locations and employees transfer from location to location. How will we handle that? We do not give the employee a new hire date or a rehire date. ***We would recommend using the hire and rehire date for the organization. The hours will be entered at each facility accordingly.***
17. Can you upload the employee data (Name, Hire Date & ID#) and then manually enter the hours? ***Yes.***
18. How frequently should we upload? ***Quarterly at a minimum.***
19. I want to make sure I understand the census component. We document the last day of the month census only, not a cumulative amount for the month upon the last day of the month. ***Yes, only enter the census from the last day of the month.***
20. Can you speak to recording lab and x-ray hours? As I understand it we are paying for the test, not the tech's time. ***You may still count the technician's time as providing direct care.***

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

21. Can a fresh employee list be submitted each quarter or do we report only the changes each quarter? ***Employees will remain in the system until you enter a termination date.***
22. Can more than one XML file be sent for the quarter? E.g. one file for payroll data, one file for contractor info, and one file for census? ***Yes, multiple XML files may be submitted.***
23. Stephanie mentioned that the census for the month should be submitted ON the last day of the month. The gentlemen mentioned it could be the first day of the month. Because residents can discharge or go to the hospital during the evening, these could be two different numbers. Which should we use? ***Use the census data from the Last Day of the Month.***
24. Do contractor hours need to be recorded by day similar to the payroll/employee data? ***Yes, contracted staff must be recorded***
25. When we have a clinic lab person come in to do lab, they will bill Med B for labs so do we track their time? ***No, if they are billing independently, you do not need to track their time.***
26. Include all hours spent in the certified area of the facility even if they are billing separately for some? ***Hours for services performed that are billed to FFS Medicare or other payer, should not be reported. For example, physician visits to residents, hospice staff, or private duty nurses hours should not be reported.***  
***We submitted additional questions related to Medicare Part B therapy services to CMS and will update this Q&A document when we receive a response.***
27. Is there a job description for this position in our facility? ***We are not sure what position you are inquiring about, but all labor and job descriptions can be found in Table 1 in CMS's PBJ Version 2.0 Policy Manual.***

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

28. We have supervisors (salaried) that are expected to provide hands on care. How do we track that? ***You will need to review Table 1 of CMS's PBJ Version 2.0 Policy Manual to determine where the hours should be reported (i.e., Registered Nurse with Administrative Duties or Registered Nurse).***
29. Therapy hours - most of the therapy is done and billed to Med B. What hours for therapy do we actually track? ***We believe all hours of therapy provided to residents in a certified SNF bed should be included in reporting. We submitted additional questions related to Medicare Part B therapy services to CMS and will update this Q&A document when we receive a response.***
30. Is it true that the day ends at 11:59 pm.? How do we track shifts that begin at 11 pm and end after midnight? ***You must split their hours between the two dates.***
31. We have licensed but not certified beds (sheltered care) in a portion of our building. Staff assignments include residents in both licensed and certified beds. How do we separate their time? ***You will need to track and report only hours provided to residents in certified (Medicare or Medicaid) beds.***
32. If we have a mixture of certified and non-certified beds how do we track the hours of the employee if their assignment is mixed? ***You will need to track and report only hours provided to residents in certified (Medicare or Medicaid) beds.***
33. Once an employee has been entered with an ID, how can you change the ID? Due to uploading electronically vs manual input? ***In the Employee Data Entry, you can edit or delete an employee.***
34. Beds certified as what? ***Medicare or Medicaid.***
35. So Part A contract service hours need to be reported? If so, do they have to be reported by name of the provider or specific individual doing so? ***We are not sure exactly what is meant by "Part A contract service hours", but if you are referring to therapy services provided by a contracted provider, you would enter the hours for the specified individual for the appropriate job description.***

**Payroll Based Journal**  
**LeadingAge DC and LeadingAge MD**  
**Webinar Q&A**  
**April 19, 2016**

36. Do we have to track specialized beds (i.e., hospice beds)? ***Payroll based journal reporting is for staff hours. For census reporting, you will enter the census for Medicare, Medicaid and other payers.***
37. So my vendor is AOD and they just stated they are only providing the XML file... do I understand then each employee will have to be input into Juniper for the XML file to import correctly? ***You will need to upload the provided XML file into the CASPER system to submit your data.***
38. How long do we keep a PRN person on our payroll after their last day worked? ***Each facility will have to determine what they consider a termination date for their employees.***

**WEB LINKS:**

**CMS Website for PBJ technical specifications required for XML submissions:**

**<https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>**

**QTSO Website**

**<https://www.qtsso.com/accesspbj.html>**

**<https://www.qtsso.com/providernh.html>**

**<https://www.qtsso.com/webex/qiescat.php>**

For more information, please contact:

**Stephanie Kessler**

*Partner*

Reinsel Kuntz Leshner

Senior Living Services Consulting  
Group

[SKessler@RKLcpa.com](mailto:SKessler@RKLcpa.com)

**Chip Burns**

*President*

The Asbury Group - Integrated  
Technologies

[CBurns@go-tag.net](mailto:CBurns@go-tag.net)

**Edward Lamberton**

*Sr. Manager of Application*

*Development*

The Asbury Group – Integrated  
Technologies

[ELamberton@go-tag.net](mailto:ELamberton@go-tag.net)