



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, WA 98504-5600

May 3, 2017

AL TSA NH #2017-011
S&C: 17-25-NH ELECTRONIC STAFFING SUBMISSION
PAYROLL-BASED JOURNAL (PBJ) UPDATE

Dear Nursing/Facility Home Administrator:

In August 2015, CMS amended the Requirements for Participation for LTC facilities to electronically submit staffing data according to specifications established by CMS. Staffing within long-term care (LTC) facilities significantly effects the type of care delivered to residents. The data submitted shall be the number of hours direct care staff work each day and is based on payroll and other verifiable information. The data is submitted through the Payroll-Based Journal (PBJ) and will greatly improve our ability to publicly report the level of staff, tenure, and turnover.

Mandatory staffing data submission through the Payroll-Based Journal began July 1, 2016. Providers are reminded that they have until the 45th day after the end of each quarter to submit data. To help providers improve their submissions, the Centers for Medicare & Medicaid Services (CMS) is providing feedback on each facility's data through their monthly Provider Preview reports. The *Nursing Home Compare* website now reflects whether providers have submitted data by the required deadline. Additionally, providers that have not submitted any data for two consecutive deadlines will have their overall and staffing star ratings suppressed. **CMS is updating the data submission requirements related to hire and termination dates and converting three job codes as optional for submission.**

Additional information is accessible via the CMS website. S&C 17-25-NH can be found at: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-17-25.pdf> and Staffing Data Submission PMJ at <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>.

Thank you for your continued commitment to the health and safety of nursing home residents. If you have any questions, please contact your local RCS Field Manager.

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"