



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

October 13, 2017

**ALTSA: NH #2017-028**  
**S&C: 17-45-NH ELECTRONIC STAFFING SUBMISSION - PAYROLL-BASED JOURNAL**  
**(PBJ) PUBLIC USE FILE**

Dear Nursing Facility/Home Administrator:

In April 2017, the Center for Medicare and Medicaid Services issued a Survey and Certification (S&C) notification updating nursing homes regarding the Payroll Based Journal (PBJ). In this notification (S&C 17-25-NH) providers were reminded of the submission deadlines for staffing reports.

CMS has now issued an updated S&C letter (17-45-NH) outlining the following related to the PBJ:

- CMS will begin posting Payroll-Based Journal public use files which will be accessible at <https://data.cms.gov/> on November 1, 2017;
- The Nursing Home Compare website indicates whether providers have submitted data by the required deadline, and if providers have submitted, complete, incomplete, or inaccurate data;
- They are updating the data submission specifications to give providers the ability to link employee IDs for an employee that has changed employee IDs within a facility;
- An updated PBJ policy manual and related information is now posted at <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html>

Additional information, along with a "Frequently Asked Questions" document can be found in the S&C letter 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"