



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
PO Box 45600, Olympia, Washington 98504-5600

May 20, 2025

HCLA: NH #2025-015
**UPCOMING FREE TRAINING OPPORTUNITY: COMPLETE, ACCURATE, AND TIMELY
SUBMISSION OF PAYROLL-BASED JOURNAL (PBJ) AND STATE DIRECT CARE
NURSING HPRD DATA**

Dear Nursing Facility/Home Administrator:

The Centers for Medicare & Medicaid Services (CMS) have identified staffing as one of the vital components of a nursing home's ability to provide quality care. CMS uses staffing data for a myriad of purposes to more accurately and effectively gauge its impact on quality of care in nursing homes. Staffing information is posted on the [CMS Nursing Home Compare website](#) and is used in the [Nursing Home Five Star Quality Rating System](#) to help consumers understand the level and differences of staffing in nursing homes.

[Section 6106 of the Affordable Care Act](#) & [42 CFR §483.70](#) require that all federally enrolled/certified Nursing Homes (NHs) electronically submit complete and accurate direct care staffing information to CMS, including information for agency and contract staff, in a uniform format according to specifications established by CMS. All reported hours must be auditable against payroll and agency invoice documents.

[RCW 74.42.360](#) & [WAC 388-97-1090](#) require that with few exceptions, WA State licensed NHs must ensure a minimum direct care nursing 3.4 HPRD threshold at all times.

[42 CFR 483.71](#) requires that facilities conduct and document the enhanced facility-wide assessment to determine the resources necessary to care for its residents competently during both day-to-day operations and emergencies. [DPL NH #2024-039](#) provides additional detail for this requirement.

Learning Objectives:

As required by federal and state rule, RCS completed periodic audit of PBJ & direct care nursing HPRD data submitted by WA State nursing homes in 2023 and 2024 against payroll, census, and agency billing documents. Widespread data submission errors were identified, resulting in artificially inflated minimum direct care nursing HPRD thresholds.

FREE Training Opportunity:

Washington Health Care Association (WHCA), LeadingAge WA, and RCS are partnering to provide free training for NH Administrators and staff who are responsible for submission of PBJ and direct care nursing HPRD data. This training is meant to supplement, not replace, training and guidance materials provided by CMS.

Learning Objectives:

- Know state and federal regulatory requirements for complete, accurate, and timely submission of PBJ and direct care nursing HPRD data.
- Identify and review available guidance and training materials that support accurate submission of data.

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- Know how to access and use CASPER reports to proactively ensure PBJ data submitted to CMS is complete and accurate, prior to deadline.
- Know how the state minimum direct care nursing HPRD threshold is established when a facility doesn't submit complete and accurate PBJ data to CMS.
- Understand state and federal PBJ and direct care nursing data audit requirements and how RCS staff will complete these tasks moving forward.
- Know how to access help from state and federal agencies when needed.

Who should attend?

- NH Administrators and staff who are responsible for submitting CMS PBJ and state direct care nursing HPRD data.

When will the training occur?

- June 5, 2025, 1:30pm to 3:30pm

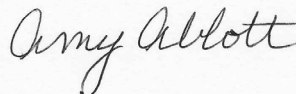
Register in advance for this webinar:

- https://dshs-telehealth.zoom.us/webinar/register/WN_tz7q-1yYTfGZWIVCQqLBTA;
- After registering, you will receive a confirmation email containing information about joining the webinar.

The Webinar will be recorded for those who are unable to attend and will be available at [NH Policy & Procedure Documents | DSHS](#) and on WHCA and LeadingAge WA websites

Thank you for your continued commitment to resident health and safety. Please submit questions to rcspolicy@dshs.wa.gov.

Sincerely,



Amy Abbott, Director
Residential Care Services

DSHS: *"Partnering with People"*

Supplemental Resources:

Training materials for ongoing reference:

- [Complete, Accurate, Timely Submission of PBJ Direct Care Nursing Data.pdf](#),
- [3.4 HPRD Staffing Data Spreadsheet - Template](#).

Federal Guidance:

- [Section 6106 of the Affordable Care Act](#),
- [42 CFR §483.70](#),
- [42 CFR 483.71](#),
- [Staffing Data Submission Payroll Based Journal \(PBJ\) | CMS](#) – CMS PBJ SharePoint page,
- [Important PBJ Action Items](#),
- [Electronic Staffing Data Submission](#) – PBJ Policy Manual,

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- [Payroll Based Journal \(PBJ\) | QIES Technical Support Office \(cms.gov\)](#) – Training modules and guidance documents,
- [Fact Sheet: Nursing Home Compare Five-Star Quality Rating System](#),
- [Five-Star Quality Rating System](#),
- [CMS NH Compare Website](#),
- [NH Care Compare Five-Star Quality Rating System - Technical User's Guide](#),
- [CASPER Reporting Provider User Guide](#),
- [QIES National System Login - CASPER Reporting \(giesnet.org\)](#),
- [CASPER Reference & Manuals | QIES Technical Support Office](#),
- [Sufficient Nursing Staff Pathway-Revised](#).

WA. State Guidance:

- [RCW 74.42.360](#),
- [WAC 388-97-1090](#),
- [DPL NH #2018-013](#),
- [DPL NH #2019-005](#),
- [DPL NH #2019-005](#),
- [DPL NH # 2023-036](#),
- [DPL NH #2024-034](#),
- [Dear Provider Letter NH #2024-038](#),
- [DPL NH #2024-039](#),
- [3.4 HPRD Data spreadsheet](#).