

Preparing to Automate PBJ Data Submission



TRACK

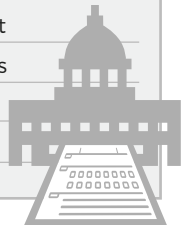


- ✓ All Direct Care Workers
Even Agency And Contract Staff



- ✓ Midnight-to-midnight

According to Section 6106 of the Affordable Care Act (ACA), beginning in July 2016 skilled-nursing facilities must report staffing and census information quarterly through a new software application.



DEADLINES

- ✓ Quarterly beginning
July 1, 2016



Submission deadline

45th
day

after quarter ends

DATA REQUIRED

- ✓ Employee ID
- ✓ Hire Date
- ✓ Termination Date
- ✓ Pay Type
- ✓ Hours Worked
- ✓ Job Title & CMS-defined Job Code



DATA UPLOAD



- ✓ Manual entry
- ✓ Export from
time and
attendance
system

START NOW

- Register with CMS
- Meet with time and attendance vendor
- Work with agency and contract providers
- Become familiar with CMS codes and PBJ system
- Identify and classify direct care staff with CMS codes
- Train staff
- Capture time in CMS job codes beginning July 1


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