Additional Payroll-Based Journal FAQs

5/5/2016

1. **How should therapy hours be reported under Payroll Based Journal?**
   a. Hours for physical, occupational, and speech therapy for services paid for under Medicare Part A or Part B shall be reported. If the therapist provides therapy to a nursing home resident on a Part A stay from 1pm to 2pm, and then therapy to a resident accessing their Part B benefit from 2pm to 3pm, then 2 hours would be reported. If the therapy is being conducted concurrently or for a group, only the absolute hours shall be reported. For example, if two residents are receiving 60 minutes of therapy at the same time from 1pm to 2pm, only 1 hours shall be reported (not 2 hours for 120 minutes). Also, hours for services provided to non-nursing home residents shall not be reported. For example, hours for outpatient therapy services provided to community-based individuals shall not be reported.

2. **Can hours for work done remotely be counted?**
   a. Off-site hours can be counted if they are being paid for by the SNF.

3. **Is it recommended that we report hours for the optional staffing categories?**
   a. AHCA recommends that members first operationalize the reporting of the 35 mandatory staffing categories before moving onto the optional categories.

4. **Is it possible to upload data via XML and manually?**
   a. It is possible to upload the data via XML and manually. Be sure to correctly utilize the merge functionality explained in the technical specification so that you do not overwrite data.

5. **What are exempt employees?**
   a. Exempt employees are those employees that are salaried and are not entitled to overtime payments.

6. **How should Medicare Advantage patients be counted?**
   a. Medicare Advantage patients would be counted as "other".

7. **How do you register for the voluntary period?**
   a. Information to register for the voluntary period can be found at https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Downloads/PBJ-QTSO-Registration-Training.pdf.

8. **Should rehabilitation hours be reported as contract hours if the same parent company owns both the SNF and the rehab company?**

a. The facility should review the contract they have with the rehab company to determine their relationship and if the facility is paying the rehab company for its services. The facility should also discuss this question with their owner to determine how this relationship is reflected from a business perspective.

9. **How can centers manage reporting hours when the shift is broken up into two days?**
   a. You can have employees clock out and in at midnight. Alternatively, certainly payroll vendors have the in-built capacity to automatically assign ours by calendar day.

10. **Do hours for a dentist or podiatrist have to be reported if they are billing Medicare directly?**
    a. Hours for dentists and podiatrists should only be reported if the nursing center is paying for the services.

11. **Has a date been set of when the 671 will go away?**
    a. Although CMS has indicated that the PBJ data will ultimately replace the CMS Form 671, no specific date has been identified for this transition.

12. **How should census information be reported?**
    a. Facilities must enter the resident census for the categories, Medicaid, Medicare, and Other, for the last date of each month. For facilities entering census data manually, the Payroll Based Journal system will list the last date of each month for facilities to enter the associated census. Facilities uploading data from another system will need to adhere to the requirements in the technical specifications. As with the staffing data (chapter 1.2 of this manual), the census information must be electronically uploaded or manually entered by the end of the 45th calendar day (11:59 PM Eastern Standard Time) after the last day in each fiscal quarter in order to be considered timely.

13. **Can the hours for an administrator be counted if they go to an off-site meeting?**
    a. Yes, hours can be reported for off-site meetings.

14. **For exempt staff, if they leave early or call in, do those hours have to be deducted?**
    a. Hours for leave or call-ins should be deducted.

15. **What is considered best practice for retaining this data?**
    a. Data should be retained for three years.

16. **How should administrative functions like HR, admission, etc. be counted?**
    a. Administrative functions like HR and admissions do not need to be counted. Payroll Based Journal is specifically looking for hours of direct care staff.

17. **Can an individual who is providing training have those hours counted?**
    a. These hours can be reported under Job Title code 6, Registered Nurse with Administrative Duties.

18. **How will CMS incorporate Payroll Based Journal information into Five Star?**
    a. CMS has not yet provided any information on how information from the Payroll Based Journal will be included in the Five Star calculations.

19. **How will CMS calculate retention?**
    a. CMS has not disclosed how they will calculate retention.

20. **What systems requirements are needed for reporting Payroll Based Journal?**
    a. PBJ will support IE 10 and 11 in non-compatibility modes.

21. **How do residents on HMO get counted?**
    a. Residents who are on HMO should be coded as "other".

22. **If a corporate nurse is involved in center-specific QAPI activities can their time be counted?**
    a. The time for a corporate nurse can only count if they are providing direct patient care. Therefore, in this case time spent on QAPI activities cannot count.

23. **If we pay a vendor such as a psychiatrist a monthly fee, do we count their hours even if they are directly billing the residents?**
    a. The time that the center pays for can be counted based on what is reflected in the contract between the facility and psychiatrist, using a reasonable methodology for the number of hours worked. However, hours that the psychiatrist works directly with patients that are paid for by another source (e.g., insurance, private pay, Medicare or Medicaid) cannot be counted.

24. **We have five SNFs and one pharmacist that supports all of them? How should the hours of the pharmacist be reported?**
    a. A reasonable methodology should be utilized to calculate the number of hours spent conducting work for each of the five individual center.

25. **Can the extra hours an exempt employee works be counted?**
    a. The hours may be reported under the following conditions: The payment must be directly correlated to the hours worked and must be distinguishable from other payments. (e.g., cannot be a performance-based or holiday bonus). Additionally, the bonus payment must be reasonable compensation for the services provided.

26. **What is the most current version of the Payroll Based Journal manual?**
    a. The most current version of the Payroll Based Journal as of May 1st, 2016 was published on 4-27-16 and is referred to as V2.1.

27. **If an employee is transporting a resident to an off-site appointment can those hours be counted?**
    a. If the individual is being paid to deliver these services, this time can count.

28. Can discreet employee IDs be reused?
   a. All staff (direct employees and contract staff) must be entered into the system by assigning each staff member an Employee ID. Employee names and any personally identifiable information (PII) will not be stored in the system. The ID must be a unique identifier and not duplicated with any other current or previous staff. This ID should also not contain any PII, such as a Social Security Number (SSN).

29. Should hours be reported in fractions or the nearest whole hour?
   a. Time can be reported in any increment of hours and minutes.

30. When you sign up as a corporate user do you need different user ID's for each facility?
   a. You would have one user ID.

31. Where do I find the validation reports?
   a. You will need to log into CASPER to get access to those final validation reports. Turnaround time for submission validation may take up to 24 hours.