Webinar Q&A: 4 Pitfalls to Avoid in Your PBJ Planning
May 2016

Prime Care Technologies and SimpleLTC offer a TOTAL PBJ solution for collecting, compiling, submitting and tracking your staffing/census data. Each also offers a stand-alone PBJ solution -- primeVIEW PBJ Reporting collects and compiles PBJ data into one XML file per facility, and SimpleConnect submits and tracks your report status with CMS. Learn more at www.primecaretech.com/PBJ.

SUBMISIONS AND XML FILES

How many users can register in CMS to submit the PBJ report?
-CMS allows a total of two individual user accounts per facility.

Can we enter a company name (e.g., XYZ X-ray) instead of the name of the tech who visited the facility in our PBJ report?
-No, it must be employee specific

Can we submit our PBJ report bi-weekly?
-Yes.

When is PBJ data considered final and how many times can we override it in CMS?
-Data is final 45 days after the quarter ends. It can be overwritten as often as needed during the quarter itself or within the 45-days.

Can we pull the XML file off of our payroll system or will we have to manually submit information?
-Typically, you cannot get an XML file from payroll systems. The labor company could possibly create an XML export for you.

If we submit PBJ directly to CMS, can we use the same individual access credentials used for the DDE/ FISS Medicare billing site?
-You will need a CMSNet User ID and a QIES User ID. Refer to the QTSO website for more information.

Is one single XML file required when importing PBJ to CMS?
-Each facility requires its own XML file. If you have multiple facilities, you can submit a zip file with multiple XML files.

Will we be able to download our XML file and then manually add contract staff to it?
-No.

Can we upload an XML file and manually enter different components of PBJ?
-Yes. The XML must be sent in a merge format so that it does not overwrite or delete the manual entry items.

If we are entering PBJ data manually, on days when someone didn't work, are we required to enter "0"?
-No.

How do we adjust time for newly hired employees that are not registered in our system or employees who have a missed punch?
-You can manually enter the employee and hours into CMS. If you use primeVIEW, changes made within 21 to 30 days of the actual work date would be automatically pulled from the time and attendance system.

If we have already registered and been entering PBJ data manually into CMS, do we have to use SimpleLTC to transmit or can we do so directly from CMS website?
-If you are entering data manually, there is nothing to transmit. If you use primeVIEW for PBJ reporting, you do not need to use SimpleLTC to transmit. However, you may spend more time and have less flexibility when it comes to tracking your submission.

When registering through CMS, will each facility have a PBJ-specific code per location or is this the same as the CMS Facility ID?
-PBJ registration is not attached to the CMS facility ID.

ELIGIBLE STAFF/CONTRACTORS

Should a registered dietician's hours be reported, if she is on call and only comes in to consult as needed? Do we report the hours she was in our facility or all billed hours for our facility?
-Yes and you would only report hours in the facility.

Do we include dietary hours outside of those worked by our dietitians in PBJ reports?
-Hours attributed to anyone in a "Paid Feeding Assistant" position should also be reported.

Do we include hours for portable dentists or podiatrists in PBJ reports?
-If they are not billing Medicare, Medicaid or other payers for their services and you contract with them for care of your residents, their hours should be included.

Are salaried employees (e.g., executive directors) currently being captured in primeVIEW?
-For most companies, yes. You can verify this by viewing the "Employee Hours" tab in the "Labor" section of primeVIEW. You can drill down by selecting the arrow next to "Administration."

Do we need to submit assisted living data in our PBJ report?
-No, just skilled nursing facility data.

Do we need to include all employee hours or just nursing hours in PBJ reports?
-You must report hours for all job codes listed in CMS PBJ Policy Manual.

If Mobile X comes into our facility, do we report those hours in our PBJ report?
-If you are billing a payer for the service, yes.

Who is considered a contractor for purposes of PBJ reporting?
-A contractor is anyone not on your payroll that is providing resident care, and not billing their services to Medicare, Medicaid or other payers.

What hire date should be used for contractors in PBJ reports?
-Use the first date they EVER came into your facility, NOT the first day they worked in your facility during the reporting quarter.

What are the recommendations on how to best capture contractor work hours for PBJ reports?
-Use a sign in sheet at the front desk. We have a sample form we share with clients.

Can we upload contractor names and hours worked into the portal, instead of entering the information manually?
-Yes.

When tracking contractor/vendor time for PBJ reporting, does each individual employee need their own login or can every department use the same login?
-Each facility has an individual login (or two); each contractor must have an individual employee ID.

If a tech comes to take an x-ray of a skilled nursing facility patient and they bill us (e.g., patient is Part A), would we need to report their hours in our PBJ report?
-Yes.

If an employee works at multiple unrelated facilities through the therapy company, does the employee need a unique ID for each facility?
-It should be unique for each company that a facility rolls up to versus each facility.

Should hospice vendors be included in PBJ staffing data?
-No. Services that vendors bill to Medicare, Medicaid or insurance should not be included in your facility hours.

Are nursing hours used by a registry agency considered contractual or vendor employee hours?
-Contractual; the hours can be captured in your time and attendance system.

Are hospice companies considered contractor services?
-No.

If management company staff visits facilities to do nursing work, but does not get a salary from the facility, would those hours be reported to CMS?
-If staff is providing direct care, yes. And they would use CMS job code for service performed.

MEDICARE AND CENSUS

Do we have to separate Medicare Only from the Dually Certified hours when compiling PBJ reports?
-No.

Would Medicare Advantage (MA) plans be considered Medicare or Other when reporting PBJ census?
-AHCA recommends Other for MA and MA-pending plans.

For states with mandatory managed care for Medicaid, are days reported as Medicaid or Other?
-CMS does not specify.

Should we include Medicare HMOs within Medicare or Other?
-AHCA recommends Other.

What category is Medicaid Pending mapped to?
-CMS does not specify. Some clients map it to Medicaid; others to Other.

PRIMEVIEW / PBJ REPORTING
PBJ Reporting resides within our primeVIEW business performance dashboard, but it can be purchased on a stand-alone basis.

How does primeVIEW interface with my payroll company?
-It interfaces with time and attendance systems versus payroll companies. If the PBJ-required information is not within these systems, a file from payroll companies/departments can typically be imported.

How does primeVIEW collect data in instances of staff turnover and tenure?
-Time and attendance system or the import file provided should include hire and termination dates.

Do you offer PBJ reporting only? Do you currently integrate with ADP time and attendance?
-Yes to both.

Since primeVIEW currently just shows 8 hours, M-F for salaried staff, how can we meet CMS requirements?
-These hours would be entered manually. However, you can only enter exactly what they are paid for (i.e., 40 hours).

We have Smartlinx for time and attendance, which exports data to American Healthtech. Could we use primeVIEW for PBJ reporting?
-Yes. PrimeVIEW uses hours from your time and attendance systems (i.e., Smartlinx).

Can the initial contractor employee setup information be imported into primeVIEW for PBJ reporting?
-Yes. Vendors can send a CSV file to an SFTP site for import.

If a contractor sends an XML file, can we merge this with our primeVIEW data?
-Yes. The file just needs to be sent in merge format, so it does not overwrite other data.

If our Kronos assigns hours to shift start or end date, can hours imported into primeVIEW be split?
-Yes, hours can be split based on punch times.

If hours are pulled from Kronos into primeVIEW, can certain pay codes be ignored?
-Yes.

OTHER

If I have been practicing in the CMS PBJ system, will that information be wiped out?
-Data can be overwritten in the CMS system.

Are we still going to have 3.2 actual surveys?
-This is something to confirm with CMS.

What is CMS going to do with this information?
-CMS has said it will impact 5 Star Quality Ratings by next year. We could see it possibly impacting other quality measures and payment rates down the road, but this is just speculation.