

# Preparing to Automate PBJ Data Submission



## TRACK

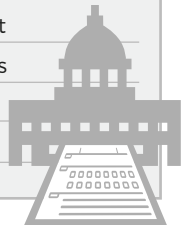


- ✓ All Direct Care Workers  
Even Agency And Contract Staff



- ✓ 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

**45**<sup>th</sup>  
day

after quarter ends

## DATA REQUIRED

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



## 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 by July 1

## DATA UPLOAD



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

  
**attendance**<sup>®</sup>  
ON DEMAND

[www.attendanceondemand.com](http://www.attendanceondemand.com)