PBJ quarterly check-in

Prepping for PBJ quarterly success: Critical answers to your top questions
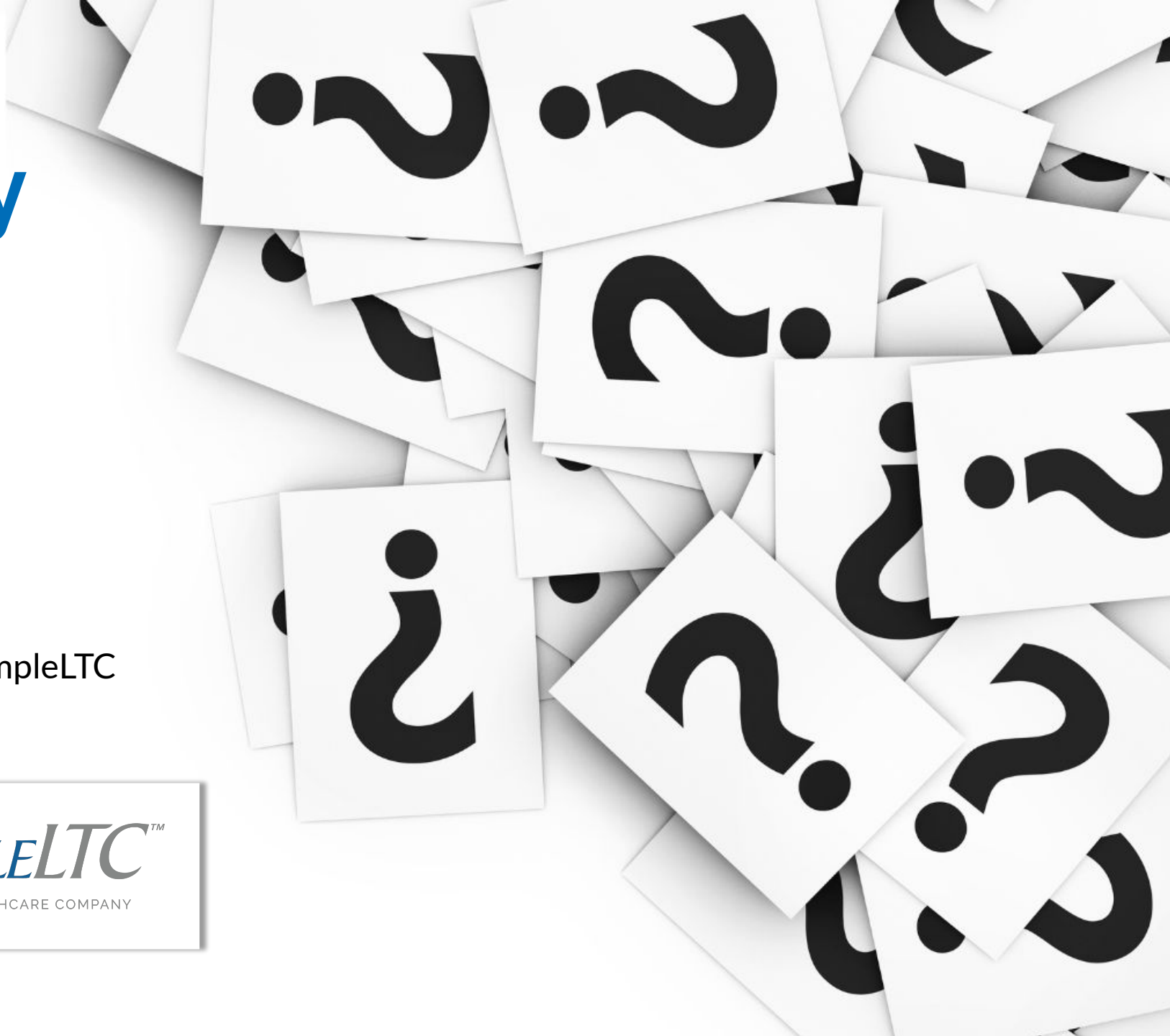
Jenn Feige, Co-founder, SimplePBJ™

Polly Kirkwood, Director of Sales, SimpleLTC

SimplePBJ™ **SimpleLTC**™
A BRIGGS HEALTHCARE COMPANY

ezPBJ™ is now SimplePBJ™

Over the next few months, you'll see [SimplePBJ™](#) on invoices, product sheets and within the product itself.
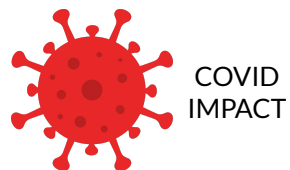
What *won't* change is our ongoing effort to provide you with outstanding software and support.

SimplePBJ™

Agenda

- Current Updates

- Five-Star Staffing Calculations

- Back to Basics

- Live Q&A

SimplePBJ™

Current Updates - Star Posting

	Data Period	Due to CMS	Five Star Rating Posted to Nursing Home Compare
Q1	October 1 – December 31, 2019	February 14, 2020	End of April 2020
Q2 (COVID IMPACT)	January 1 – March 31, 2020	~~May 15, 2020~~ OPTIONAL SUBMISSION *(if submitting, no later than November 14, 2020)*	~~End of July 2020~~ NOT POSTING *(Q1 2020 held constant)*
Q3	April 1 – June 30, 2020	August 14, 2020	End of October 2020
Q4	July 1 – September 30, 2020	November 14, 2020	End of January 2021

SimplePBJ™

Live Poll

Submit early, enter to win!

Submit your PBJ report to CMS by **Nov. 3** and get automatically entered to win one of five $100 Target gift cards.

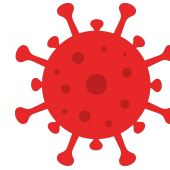*Must submit through SimplePBJ™ to qualify*

SimplePBJ.™

Current Updates - Audits

Your Average Daily Resident Census is being updated automatically from CMS MDS records!
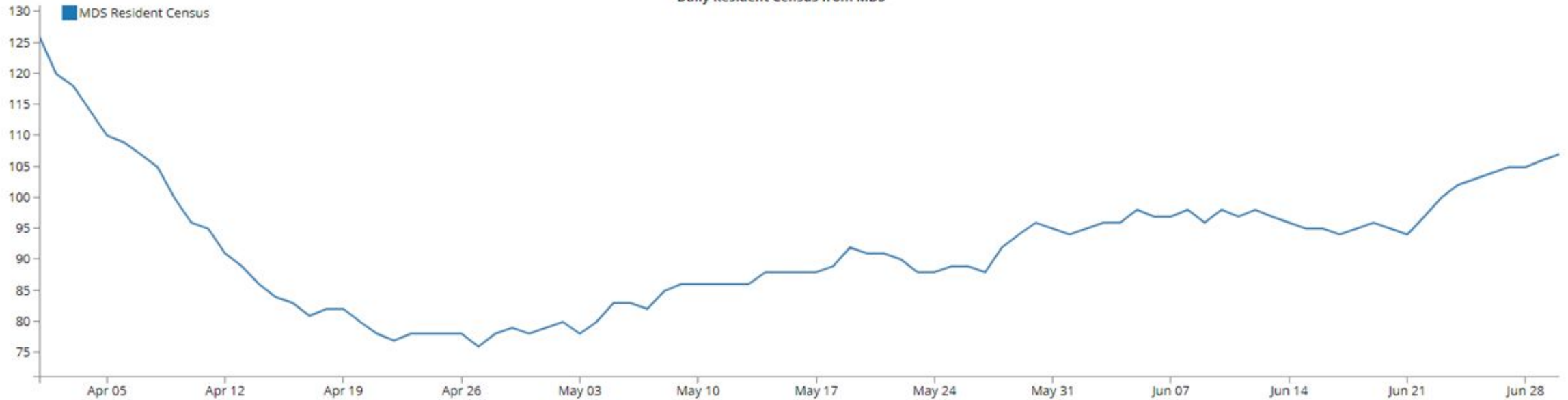
Q3 2020
92.1538

COVID IMPACT

Q2 2020
143.1099

Q1 2020
143.0326

Daily Resident Census from MDS

MDS Resident Census

SimplePBJ™

Current Updates - Allowable Hours

Do telehealth services count for PBJ? During the pandemic, staff have worked from home - can work hours by MDS and Business Office staff working from home be included in PBJ?

COVID IMPACT
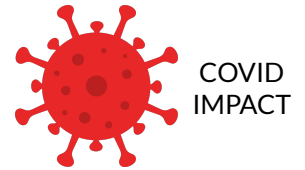
Telehealth hours for non-nursing staff may be included.

Telehealth hours for nursing staff may only be included in 40 Other Service Worker (Optional). ALL nursing hours included in PBJ reporting MUST be worked on-site.

SimplePBJ™

Current Updates - Allowable Hours

We had the National Guard in to cover shifts. How do I record that?

COVID
IMPACT
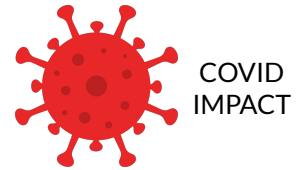
Hours worked by members of the National Guard or State strike teams deployed to facilities during the PHE can be reported in PBJ as long as the facility obtains a statement from FEMA or the State (a) verifying the staffing provided to the facility and (b) validating the hours reported by the facility for this additional staff.

SimplePBJ.

Current Updates - Allowable Hours

Is the waiver for PCAs still in place? What about temporary staffing during COVID-19?

COVID IMPACT

https://www.cms.gov/files/document/summary-covid-19-emergency-declaration-waivers.pdf
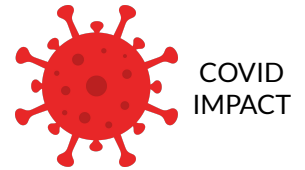
Waivers for (a) the Training and Certification of Nurse Aides and (b) In-Service Training are currently still in effect. If you want to include the hours of these temporary aides, you need to classify them as Nurse Aide in Training (PBJ Job Title 11). You cannot include their hours as Certified Nurse Aide (PBJ Job Title 10).

SimplePBJ™

Five-Star Staffing Calculations

Adjusted HPRD =(Reported HPRD/Case Mix HPRD) ⬜ National Average HPRD

$$\text{Hours}_{\text{Adjusted}} = (\text{Hours}_{\text{Reported}}/\text{Hours}_{\text{Case-Mix}}) * \text{Hours}_{\text{National Average}}$$
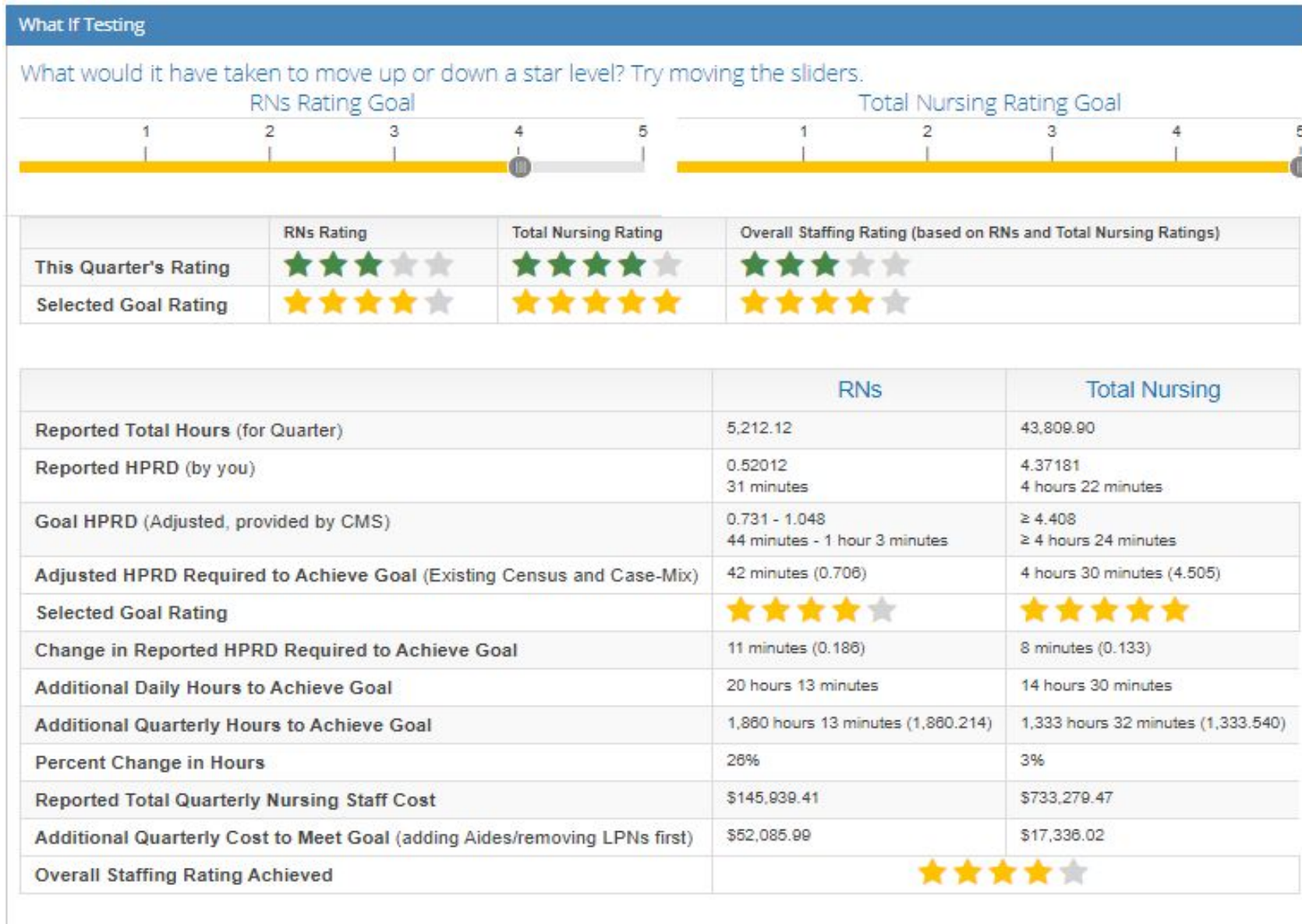
SimplePBJ™

Five-Star Example

CMS Five Star Staffing Rating

Overall Staffing Rating: ★★★☆☆   **Resident Census** (from MDS): 108.9239

	Aides	LPNs	RNs	Total Nursing
Reported HPRD (by you)	2.42853 2 hours 26 minutes	1.42316 1 hour 25 minutes	0.52012 31 minutes	4.37181 4 hours 22 minutes
Case-Mix HPRD (from Strive & RUGS)	2.1478 2 hours 9 minutes	0.76596 46 minutes	0.36338 22 minutes	3.27714 3 hours 17 minutes
National Avg (CMS reported)	Not Provided	Not Provided	0.37638 23 minutes	3.20666 3 hours 12 minutes
Adjusted HPRD (calculated)	2.34999 2 hours 21 minutes	1.39711 1 hour 24 minutes	0.53874 32 minutes	4.27779 4 hours 17 minutes
Rating	N/A	N/A	★★★☆☆	★★★★☆
Share of Total Nursing Reported Hours	56%	33%	12%	100%
Hourly Wage	$ 13.00	$ 19.00	$ 28.00	

Overall Staffing Hours and Rating

RN Rating	Total Nurse Staffing Rating (RN, LPN and Nurse Aide)				
	1	2	3	4	5
	< 3.108	3.108 - 3.579	3.580 - 4.037	4.038 - 4.407	≥ 4.408
1 < 0.317	★	★	★★	★★	★★★
2 0.317 - 0.507	★★	★★	★★	★★★	★★★
3 0.508 - 0.730	★★	★★★	★★★	★★★	★★★★
4 0.731 - 1.048	★★★	★★★	★★★★	★★★★	★★★★
5 ≥ 1.049	★★★	★★★★	★★★★	★★★★★	★★★★★

Note: Adjusted staffing values are rounded to the three decimal places before the cut points are applied.

| | Add One Star to Overall Rating (if greater than health inspection rating) | | Subtract One Star from Overall Rating |

Five-Star "What-Ifs"

What If Testing

What would it have taken to move up or down a star level? Try moving the sliders.

RNs Rating Goal — slider set between 4 and 5

Total Nursing Rating Goal — slider set at 5

	RNs Rating	Total Nursing Rating	Overall Staffing Rating (based on RNs and Total Nursing Ratings)
This Quarter's Rating	★★★☆☆	★★★★☆	★★★☆☆
Selected Goal Rating	★★★★☆	★★★★★	★★★★☆

	RNs	Total Nursing
Reported Total Hours (for Quarter)	5,212.12	43,809.90
Reported HPRD (by you)	0.52012 31 minutes	4.37181 4 hours 22 minutes
Goal HPRD (Adjusted, provided by CMS)	0.731 - 1.048 44 minutes - 1 hour 3 minutes	≥ 4.408 ≥ 4 hours 24 minutes
Adjusted HPRD Required to Achieve Goal (Existing Census and Case-Mix)	42 minutes (0.706)	4 hours 30 minutes (4.505)
Selected Goal Rating	★★★★☆	★★★★★
Change in Reported HPRD Required to Achieve Goal	11 minutes (0.186)	8 minutes (0.133)
Additional Daily Hours to Achieve Goal	20 hours 13 minutes	14 hours 30 minutes
Additional Quarterly Hours to Achieve Goal	1,860 hours 13 minutes (1,860.214)	1,333 hours 32 minutes (1,333.540)
Percent Change in Hours	26%	3%
Reported Total Quarterly Nursing Staff Cost	$145,939.41	$733,279.47
Additional Quarterly Cost to Meet Goal (adding Aides/removing LPNs first)	$52,085.99	$17,336.02
Overall Staffing Rating Achieved	★★★★☆	

SimplePBJ™

Back to Basics - Meal Breaks

What is the deal with lunch deductions? Do I have to record lunch deductions even if my employee didn't take lunch? Do I have to record lunch deductions for my exempt staff?

Meal breaks (paid or unpaid) shall not reported for any staff (exempt, nonexempt and/or contract). Facilities must deduct a meal break from each employee's daily hours. For each full shift that staff (exempt, nonexempt and/or contract) are paid to work, a 30 minute meal break must be deducted from their shift (whether or not the employee actually takes a meal break).

This means - at a minimum - one 30-minute break removed for every 8 hours worked.

SimplePBJ™

Back to Basics - Training Hours

Can I included training hours in PBJ? How do I code education hours?

Hours for staff who are attending training (either onsite or offsite) and are not available to perform their primary role (e.g., providing resident care) shall not be reported. Additionally, if another staff member fills in for the staff member participating in training, the hours for the staff member in training shall not be reported.

SimplePBJ™

Back to Basics - MDS Nurse Hours

Can I include MDS nursing hours in PBJ?

MDS nursing hours worked onsite at the facility are generally included as RN with Administrative Duties or LPN/LVN with Administrative Duties.

RN w/ADMIN *definition*: Nurses (RN) who, as either a facility employee or contractor, perform the Resident Assessment Instrument function in the facility and do not perform direct care functions. Also include other RNs whose principal duties are spent conducting administrative functions. For example, the Assistant Director of Nursing is conducting educational/in-service.

LPN/LVN w/ADMIN *definition*: Those persons licensed to practice as licensed practical/vocational nurses in the State where the facility is located, and do not perform direct care functions. Also include other nurses whose principal duties are spent conducting administrative functions. For example, the LPN Charge Nurse is conducting educational/in-service, or other duties which are not considered to be direct care giving.

SimplePBJ™

Back to Basics - Agency Hours

How do I record agency hours if they do not use the time clock?

- Hours worked recorded by the agency for payment by the facility

- Sign-in/sign out logs

- Contracted hours (non-nursing staff)

SimplePBJ™

Back to Basics - Therapy Hours

Do therapy hours count in the Five Star staffing rating?

No, therapy hours are not currently used in the Five Star staffing calculation.

SimplePBJ™

Live
Demo

SimplePBJ™

Thank you for attending!

Recording and handouts are available at

simpleltc.com/pbj-quarterly-check-in

SimplePBJ™