

Avoid These Top 5 PBJ Mistakes

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Mistake # 5 – Waiting Until The Last Minute

- A busy or timed-out CMS connection that prevents you from submitting by the deadline
- Pulling your Final Validation report only to discover the file was not accepted by CMS
- Realizing you left out hours, or made a mistake in your data and do not have enough time to correct



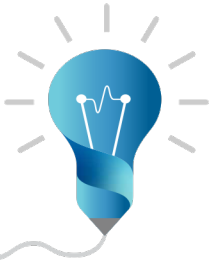


Mistake # 4 – Not Auditing Your Data

- Are all non-worked hours removed?
- Does your file contain any duplicate worked hours?
- Are all staff accurately classified in the correct PBJ job title?
- Are any employees missing from the file?



Mistake # 3- Underestimating The Importance of Census and Acuity



- The Staffing Five-Star rating is also calculated using your average daily census and your resident acuity.
- Timely submission of MDS discharge assessments can make a difference. This ensures CMS has an accurate record of the number of residents when calculating your Five-Star each quarter.



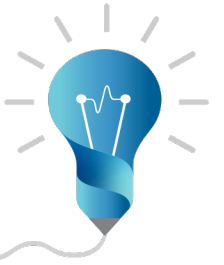
Mistake # 2 – Submitting Overnight Hours By Shift Start or End Date



- CMS requirements - shift hours must be reported on the actual date worked:
 - the date and time the shift starts (through midnight) Shift start at 10:00pm – midnight
 - (midnight through) the date and time the shift ends – midnight – 7:00am
- Not doing so can trigger an audit



Mistake # 1 –Not Removing Meal Breaks For All Employees



- CMS requires removing 30 minutes for every 8 hours worked
- This applies to ALL individuals — whether hourly or salary, or contract (therapy, agency)
- This also applies whether or not the employee *actually took* the 30-minute meal break
- If you are not removing meal breaks, then you are overreporting your PBJ staffing hours — which will negatively impact an audit





Your one-stop shop for PBJ success

Assemble, validate and submit your PBJ

Predict Staffing Five-Star ratings

Submit PBJ reports with one click

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