

# Quarterly PBJ Webinar

The latest answers on PBJ,  
staffing, and more before the  
**Aug 14 deadline**

## Q3 2023 Edition

Thu, July 27 | 11:30am CT

**SimplePBJ™**



# Your Speaker



**Nate Hoard**  
*Senior PBJ Specialist*

# Agenda

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- Common PBJ Questions
- Five-Star Review and Turnover Reminders
- Five Star Strategies
- PBJ Submission Success
- EmployeeID Linking Guidelines
- SimplePBJ Tools
- Live Q&A

# Live Poll



# Common PBJ Questions

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For submitting Administrator hours, should I include Assistant Administrator hours? How does that impact the Administrator Turnover Measure?

**Answer:**

Yes! Including hours for any Assistant Administrator under Job Code 1 Administrator is the best practice.

The Administrator Turnover Measure is only triggered when an Administrator staff leaves the facility.



# Common PBJ Questions

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Is it still important to include Hire/Term dates in our PBJ data?

**Answer:**

No. CMS is using their own system (EmployeeIDs, job titles, and shift data) to calculate turnover.



# Common PBJ Questions

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What is the best way to manually edit or add hours for my staff?

**Answer:**

In SimplePBJ, you can add and edit hours for any staff member in the Shifts tool.



# Common PBJ Questions

**SimplePBJ** ACTIVE FACILITY: REPORTING QUARTER: 2023 3rd Quarter (4/1/2023 - 6/30/2023)

Home / Shifts

### Review & Modify Shifts

NEED HELP? [View Manua](#)

Staff PBJ Filter: Included in PBJ

Staff Hours Filter: All Staff

Staff: Jimothy James - 10101

Reporting Month: April 2023

Pay Type: Non-exempt (2) / Staff Pay Type

Job Title: Registered Nurse (7) / Staff Job Title

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
04/01							04/01 <input type="checkbox"/>
04/02	04/02 <input type="checkbox"/>	04/03 <input type="checkbox"/>	04/04 <input type="checkbox"/>	04/05 <input type="checkbox"/>	04/06 <input type="checkbox"/>	04/07 <input type="checkbox"/>	04/08 <input type="checkbox"/>
04/09	04/09 <input type="checkbox"/>	04/10 <input type="checkbox"/>	04/11 <input type="checkbox"/>	04/12 <input type="checkbox"/>	04/13 <input type="checkbox"/>	04/14 <input type="checkbox"/>	04/15 <input type="checkbox"/>
04/16	04/16 <input type="checkbox"/>	04/17 <input type="checkbox"/>	04/18 <input type="checkbox"/>	04/19 <input type="checkbox"/>	04/20 <input type="checkbox"/>	04/21 <input type="checkbox"/>	04/22 <input type="checkbox"/>
04/23	04/23 <input type="checkbox"/>	04/24 <input type="checkbox"/>	04/25 <input type="checkbox"/>	04/26 <input type="checkbox"/>	04/27 <input type="checkbox"/>	04/28 <input type="checkbox"/>	04/29 <input type="checkbox"/>
04/30	04/30 <input type="checkbox"/>						

+ Bulk Add   Bulk Edit   Save



# Common PBJ Questions

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Over the past year and a half, we have 3 different EmployeeIDs for some of our staff members. How do we link them in CMS' system?

**Answer:**

You'll want to submit 2 separate EmployeeID Linking Files, linking each of the old EmployeeIDs to the new one.

Follow this format:

File #1: [ID1 = ID3]

File #2: [ID2 = ID3]



# Five Star Review

Staffing Measure	Maximum Score
RN Case-Mix Adjusted HRD	100
Total Nursing Case-Mix Adjusted HRD	100
Total Nursing Case-Mix Adjusted for weekend days	50
% of total nursing staff that left the SNF over a 12-month period	50
% of RNs that left the SNF over a 12-month period	50
Number of administrators that left the SNF over a 12-month period	30

Total Score Cut Points: Staffing Star Rating				
★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
< 155	155 – 204	205 – 254	255 – 319	320 - 380

# Turnover Reminders

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- CMS calculates turnover entirely from PBJ EmployeeID and shift data
- Eligible staff (Denominator): At least 120 hours worked over any 90-day period
- Turnover triggered (Numerator): No hours worked for 60 consecutive days
- Turnover calculation applies to all Pay Types: Exempt, Non-Exempt, and Contract
- If EmployeeIDs change, CMS will calculate the old EmployeeIDs as turnover

# Turnover – Current Calculation Timeline

## Turnover Lookback Timeline

(June 2023 – September 2023 Five-Star Reports)

Q0	Q1	Q2	Q3	Q4	Q5
Oct - Dec 2021	Jan – Mar 2022	Apr – Jun 2022	Jul – Sep 2022	Oct – Dec 2022	Jan – Mar 2023
Denominator					
	Numerator				

# Five Star Strategy

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Ensure a minimum of 8 RN hours are worked every day

# Five Star Strategy

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Facilities can get up to 50 points (out of 380) for Weekend Staffing HRD. Work with your nursing department to take advantage of weekend scheduling when possible.

# Five Star Strategy

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Pay close attention to Agency nursing staff's hours. If they reach the threshold of 120 hours over any 90-day period, they will qualify for the turnover denominator.

# Five Star Strategy

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Double check with your MDS and administrative team to make sure your CMS census is accurate.



# Five Star Strategy

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Verify that you are submitting only one EmployeeID for each of your staff members.

If multiple EmployeeIDs have been submitted over the last 1.5 years, be sure to submit an EmployeeID Linking File to CMS.

# Five Star Strategy

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## Pay close attention to your Administrator staff:

- Only include actual administrators and assistant administrators in job code 1
- Make sure EmployeeIDs match exactly to previous quarters
- Don't forget to include Administrator hours

# Five Star Strategy

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Double check with your MDS and administrative team to make sure your CMS census is accurate.

# PBJ Submission Success

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- Report the "PBJ Sweet Spot": what was worked + paid
- Make sure that meal breaks are accounted for in your shifts
- Don't forget any manually-added staff (Exempt, Medical Director, DON, etc.)
- Always analyze for issues before creating the PBJ file
- Submit your file well ahead of the August 14 deadline

# EmployeeID Linking Guidelines

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An EmployeeID Linking file can be submitted to CMS to connect multiple EmployeeIDs for the same individual.

- Only needs to be used if EmployeeID values have changed within the past 2 years
- Must be submitted to CMS by the PBJ deadline in order to be included in the next cycle of turnover calculation

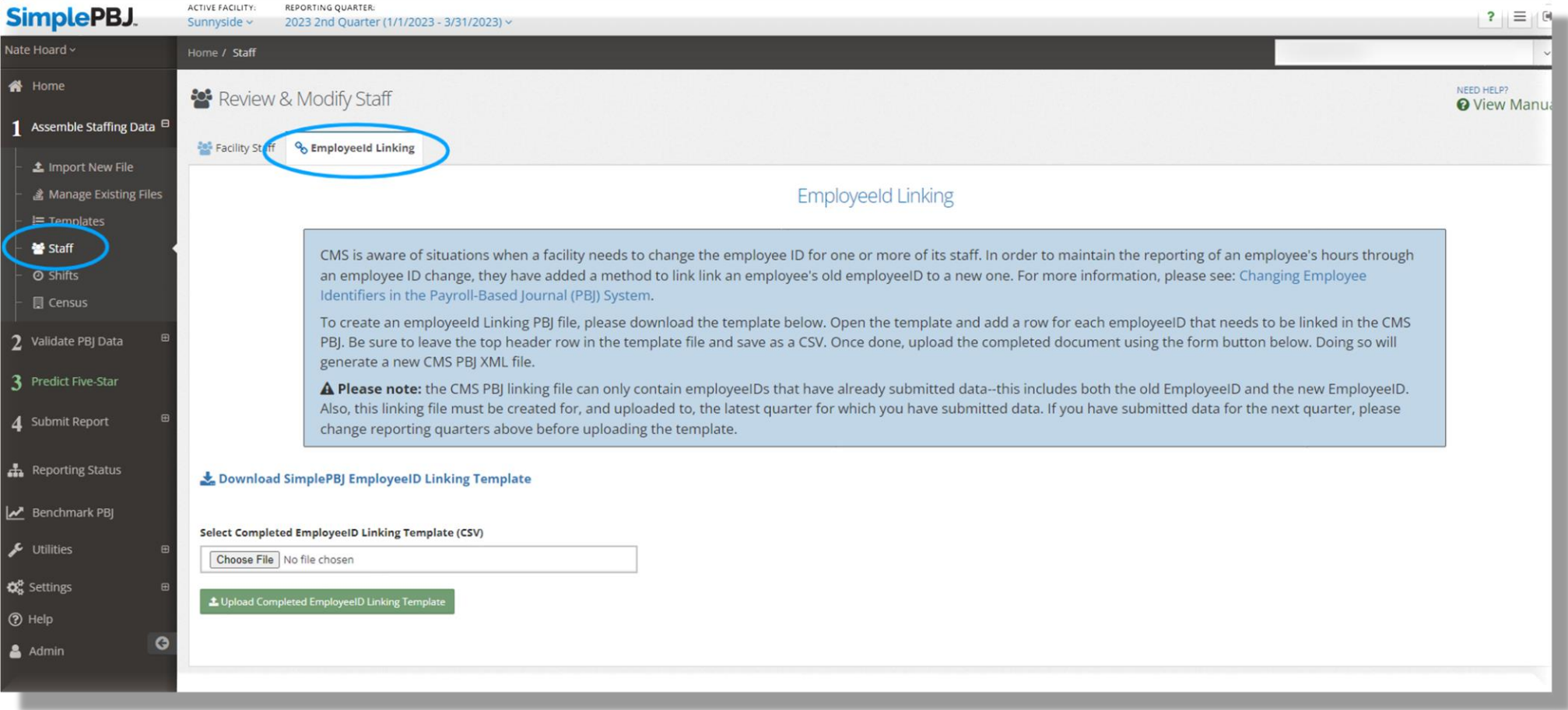
# EmployeeID Linking Guidelines

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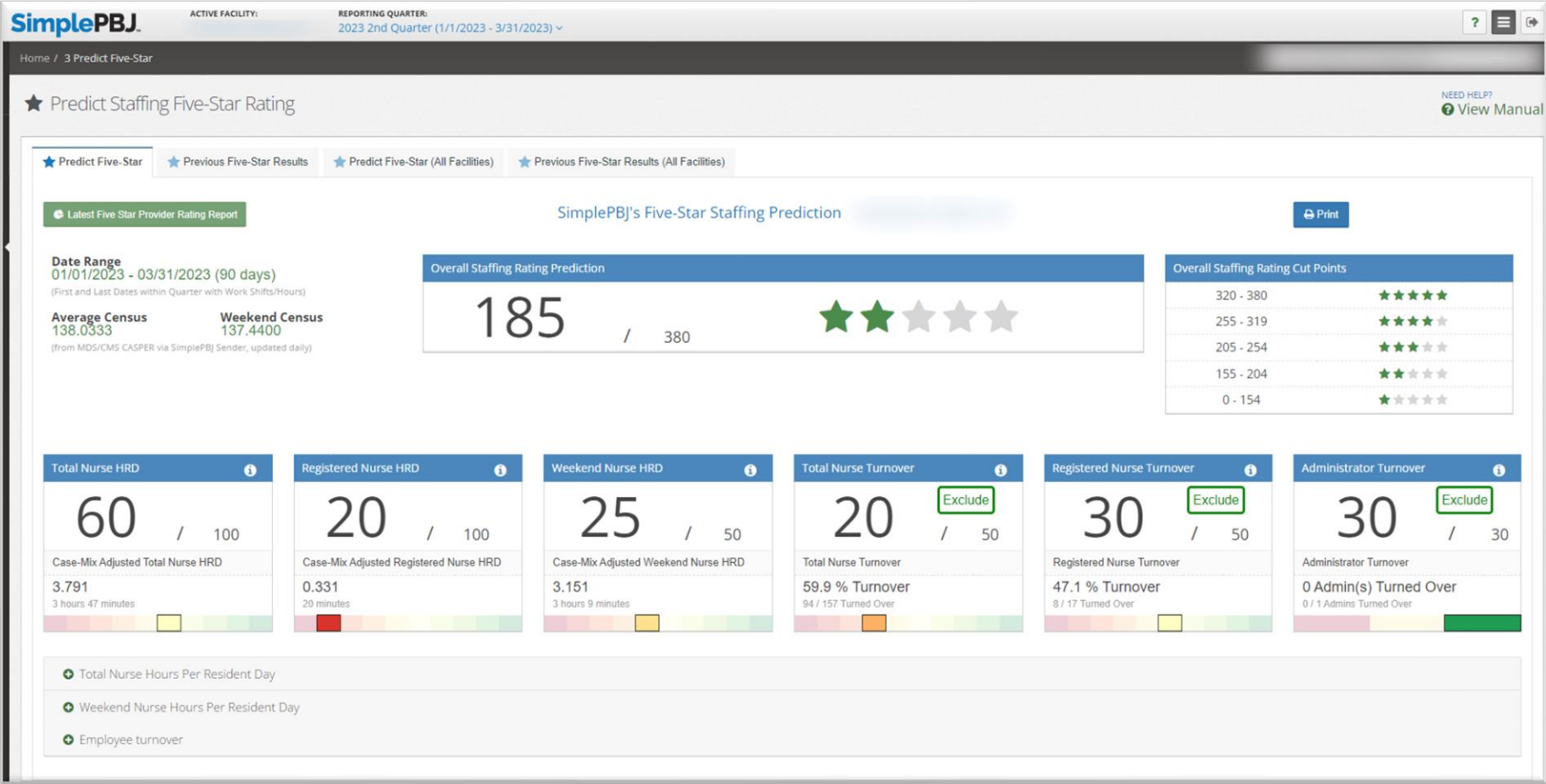
EmployeeID Linking files are submitted to CMS and must follow some specific validation requirements in order to be accepted:

- Must be submitted for the current quarter, but the linking process applies historically to previous quarters
- Both “old” and “new” EmployeeIDs must already exist in CMS’ database (if submitting new IDs for the first time this quarter, submit the PBJ file first, then submit the linking file)

# SimplePBJ: Creating an EmployeeID Linking File



# SimplePBJ: Predicting Your Staffing Rating





# Turnover Data



Actual CMS data



Historical look-back



Live pre-submission predictions

SimplePBJ

Predict Five-Star Previous Five-Star Results Predict Five-Star (All Facilities) Previous Five-Star Results (All Facilities)

Latest Five Star Provider Rating Report

SimplePBJ's Five-Star Staffing Prediction Print

Date Range: 07/01/2022 - 09/30/2022 (92 days)  
(First and Last Dates within Quarter with Work Shifts/Hours)

Average Census: 158.9239 Weekend Census: 158.2308  
(from MDS/CMS CASPER via SimplePBJ Sender, updated daily)

Overall Staffing Rating Prediction: 240 / 380 ★★★★☆

Overall Staffing Rating Cut Points:

320 - 380	★★★★★
255 - 319	★★★★☆
205 - 254	★★★★☆
155 - 204	★★★★☆
0 - 154	★★★★☆

Looking for your turnover data? Check out the Employee Turnover section below or click on any of the Turnover Measure cards to see more information.

Total Nurse HRD: 40 / 100  
Case-Mix Adjusted Total Nurse HRD: 3.328  
3 hours 20 minutes

Registered Nurse HRD: 90 / 100  
Case-Mix Adjusted Registered Nurse HRD: 0.999  
60 minutes

Weekend Nurse HRD: 20 / 50  
Case-Mix Adjusted Weekend Nurse HRD: 2.951  
2 hours 57 minutes

Total Nurse Turnover: 35 / 50 Exclude  
Total Nurse Turnover: 48.1% Turnover  
51 / 106 Turned Over

Registered Nurse Turnover: 25 / 50 Exclude  
Registered Nurse Turnover: 53.1% Turnover  
17 / 32 Turned Over

Administrator Turnover: 30 / 30 Exclude  
Administrator Turnover: 0 Admin(s) Turned Over  
0 / 2 Admins Turned Over

Total Nurse Hours Per Resident Day  
 Weekend Nurse Hours Per Resident Day  
 Employee turnover

### Employee Turnover

	Numerator	Denominator	Turnover
Total Nursing Turnover	51	106	48.1%
Registered Nurse Turnover	17	32	53.1%
Administrator Turnover	0 Turned Over	2 In Measure	

25 ■ - Turnover Before Current Quarter ■ - Turnover During Current Quarter
Export Show / hide columns

Measure	Employeeid	Pay Code	Job Code	Eligibility Date	Turnover Date
Administrator Turnover	2970128804	3 - Contract	1 - Administrator	07/01/2021	-
Administrator Turnover	2970128873	3 - Contract	1 - Administrator	07/01/2021	-
Total Nursing Turnover	2970118790	3 - Contract	10 - Certified Nurse Aide	07/04/2021	-
Total Nursing Turnover	2970118278	3 - Contract	10 - Certified Nurse Aide	07/01/2021	-

# Five Star Interactive Tool

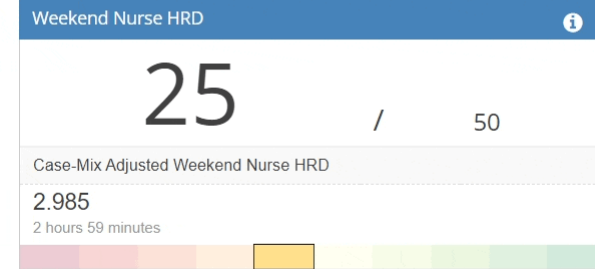
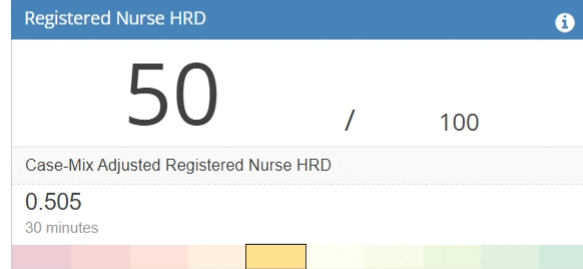
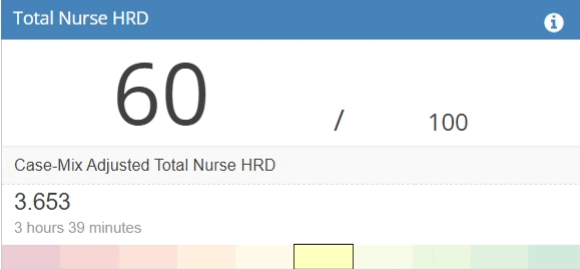
**Date Range**  
10/01/2022 - 12/31/2022 (92 days)  
(First and Last Dates within Quarter with Work Shifts/Hours)

**Average Census**  
43.9130  
(from MDS/CMS CASPER via SimplePBJ Sender, updated daily)

**Weekend Census**  
44.1111

Overall Staffing Rating Prediction

170 / 380



⊖ Total Nurse Hours Per Resident Day



Set a goal for each staffing measure



See the staffing impact



Estimate the staffing cost

# Latest SimplePBJ Updates

The screenshot displays the 'Send to CMS' interface in SimplePBJ. A dark sidebar on the left contains navigation options: Home, Assemble Staffing Data, Validate PBJ Data, Predict Five-Star, Submit Report, Create PBJ File, Send to CMS, View CMS Reports, Reporting Status, Benchmark PBJ, Utilities, Settings, Help, and Admin. The main content area is titled 'Send to CMS' and includes a blue informational banner: 'When ready to download and save, click the Download button next to the desired PBJ Zipped XML File. Once saved to your computer, the zipped XML file is ready for uploading to CMS. For tracking purposes, you can return to this page after your CMS upload and record that CMS accepted the file.' Below this is a section for 'Previously Created PBJ Reports' with a search bar and a 'Show Reports for All Facilities?' toggle. A table lists reports for three facilities: Sunny Acres, Sunnyview, and Sunnyside. Each report entry includes a 'Send to CMS' button. A red circle highlights the 'Send multiple facilities to CMS' button in the top left of the table area.

Facility	PBJ Report Information	PBJ Created	Download PBJ File for CMS	CMS Submission Status
<input checked="" type="checkbox"/>	<b>Sunny Acres</b> Standard PBJ XML Report Report Status: Created Successfully Report Date Range: Entire Quarter Staffing Hours Process Type: Replace	04/24/2023 01:44 PM	<a href="#">PBJ-1234_04-24-2023_18.04.32.zip</a>	<a href="#">Send to CMS</a>
<input checked="" type="checkbox"/>	<b>Sunnyview</b> Standard PBJ XML Report Report Status: Created Successfully Report Date Range: Entire Quarter Staffing Hours Process Type: Replace	04/24/2023 01:37 PM	<a href="#">PBJ-54321_04-24-2023_18.04.52.zip</a>	<a href="#">Send to CMS</a>
<input checked="" type="checkbox"/>	<b>Sunnyside</b> Standard PBJ XML Report Report Status: Created Successfully Report Date Range: Entire Quarter Staffing Hours Process Type: Replace	04/24/2023 01:34 PM	<a href="#">PBJ-12345_04-24-2023_18.04.56.zip</a>	<a href="#">Send to CMS</a>

Send multiple files to CMS with one click.



# Your one-stop shop for PBJ success

Assemble, validate and submit your PBJ

Predict Staffing Five-Star ratings

Submit PBJ reports with one click

Benchmark results against other facilities

[REQUEST DEMO](#)



# Questions?



# Thank you for attending!

[Webinar recording and slides are available here](#)

