



**GREATER NEW YORK HEALTH CARE FACILITIES ASSOCIATION**

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## **Memo 25-02**

**To: Administrator, DNS, Medical Director, Infection Preventionists and QA Committee**

**From: Mary Gracey-White RN, Director of Regulatory Compliance and  
Arlette A Drigpaul, MSN RN Infection Preventionist/Education Coordinator**

**Date: January 22, 2025**

**Re: CMS Revised [QSO-25-12-NH](#) Revised LTC Surveyor Guidance**

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As you may be aware, CMS issued a REVISED Survey and Certification Memo [QSO-25-12-NH](#). The revision includes guidance and training for **Nursing Services and Payroll Based Journal to the updates for Appendix PP and the Long-Term Care Survey Process and revised the effective date of implementation for all new guidance to March 24, 2025.** Updates include:

**F851 Payroll Based Journal (PBJ)**

Surveyors will obtain the most recent quarter data from the PBJ Staffing Data Report and evaluate PBJ data submitted by the facility when completing the offsite preparation for all recertification surveys.

**F725 Sufficient Nursing Staff**

The facility is required to provide licensed nursing staff 24 hours a day, along with other nursing personnel, including but not limited to nurse aides. The facility must also designate a licensed nurse to serve as a charge nurse on each tour of duty.

**F727 RN 8 Hours/7 days/Week, Full Time DON**

Facilities are responsible for ensuring they have an RN providing services at least 8 consecutive hours a day, 7 days a week. The facility must also designate a registered nurse to serve as the director of nursing on a full time (40 hours or more per week) basis.

**GNYHCFA will be hosting our first in-person seminar of the year on February 6, 2025, where we will providing key information on preparing for and implementing these changes. You may register [HERE](#).**

In addition, CMS has indicated that Training for these changes for surveyors and providers is available in the Quality, Safety and Education Portal (QSEP) at <https://qsep.cms.gov/welcome.aspx>.