



GREATER NEW YORK HEALTH CARE FACILITIES ASSOCIATION

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MEMO 24-28

To: Administrator, DNS, Medical Director, Staffing Coordinator, Comptroller and QA Committee

From: Mary Gracey-White RN, Director of Regulatory Compliance

Date: November 11, 2024

Re: PBJ Quarterly Deadline & SNF Provider Quality Reporting Program Review - November 14, 2024

As the deadline for **PBJ (Payroll Based Journal) quarterly deadline is November 14, 2024, for the Qt 3 reporting period of July 1, 2024 through September 30, 2024**, please ensure data is submitted not only timely but accurately. This data is used for not only Five Star rating but also will be used for State and Federal Staffing mandates including 70/40 and the 3.5 nursing care hours requirement in NYS. See below for key information regarding any questions related to accurate submission. No submissions will be accepted after November 14, 2024.

- **Submit Your Data Timely:** Submit your 2024 PBJ data early during the submission period. The earlier the submission, the more time you allow for Service Center assistance, if needed. Print out and review the 1702S as well as ensure job categories are accurate and captured including RNs and Director of Nursing.
- **For PBJ submission inquiries**, please have your **staffing summary report, individual daily staffing report, and/or the Submission ID** ready to provide to the representative.
- Questions regarding the PBJ policy information should be directed to: nhstaffing@cms.hhs.gov.
- **If you are having issues with a rejected file or your password**, please have your CMS Certification Number (CCN) and QIES User ID available for the representative.
- Contact the iQIES Service Center at 1-800-339-9313, Monday through Friday, 8:00 AM-8:00 PM ET, or by [e-mail](#) if needed. To create a ticket online or track an existing ticket, please go to [CCSQ Support Central](#).

In addition, SNFs have until **November 14, 2024**, to review their SNF Provider Quality Reporting Program reports. These reports contain your Facility performance scores for Quality Measures (QMs).Only corrections to the underlying MDS assessment data *before the final data submission deadline* will be reflected in the publicly reported data on [Care Compare](#) (including applicable Five-Star QMs). If a provider updates MDS assessment data after November 14th, the updated data will only be reflected in the Facility-Level Quality Measure (QM) report and Patient-Level QM report in iQIES. Updates submitted after the final

data submission deadline will not be reflected in the Provider Preview Reports or on [Care Compare](#). This report reflects MDS data submitted by SNFs from **Quarter 2, 2023 through Quarter 1, 2024**.

For those users experiencing issues locating their agency's SNF Provider Preview Report, follow the steps outlined below:

1. Log into [iQIES](#) using your Health Care Quality Information Systems (HCQIS) Access Roles and Profile (HARP) user ID and password. (If you do not have a HARP account, you may register for a [HARP ID](#).)
2. From the Reports menu, select My Reports.
3. From the My Reports page, locate the SNF Provider Preview Reports folder. Select the SNF Provider Preview Reports link to open the folder.
4. Displayed for you is a list of reports available for download. The reports or files are listed in descending order with the newest displaying at the top of the list.
5. Select the desired SNF Provider Preview Report name link and the report will display.

To access your facility's Provider Preview Report, please contact the iQIES Service Center **by email** at iqies@cms.hhs.gov or call 1-800-339-9313. **For questions about SNF Quality Reporting Program (QRP) Public Reporting, please email SNFQRPPRQuestions@cms.hhs.gov.**

Do not hesitate to contact the Association with any questions.