



Open Door Forum

Electronic submission of staffing data for long-term care facilities - Payroll Based Journal (PBJ).

Registration is **OPEN** and **ALL** Long-term Care facilities are encouraged to register for the voluntary data submission period. Please use the resources listed below to register:

Registration Training:

- PBJ Training Modules for an introduction to the PBJ system and step by step registration instruction are available on QTSO e-University, select the PBJ option <https://www.qtso.com/webex/qiesclasses.php>

Registration:

- Obtain a CMSNet User ID for PBJ Individual, Corporate and Third Party users, if you don't already have one for other QIES applications (<https://www.qtso.com/cmsnet.html>)
- Obtain a PBJ QIES Provider ID for CASPER Reporting and **PBJ system access** (https://mds.qiesnet.org/mds_home.html)
- PBJ Corporate and Third-Parties must use the current form based process to register for a QIES ID. Registration forms are available under the Access Request Information / Forms section on the right side of the page (<https://www.qtso.com/>)

For technical questions on how to register, please email NursingHomePBJTechIssues@cms.hhs.gov

Additionally, CMS has posted an updated PBJ Policy Manual Draft and a list of frequently asked questions (FAQ) and answers about PBJ instructions and policies. Please visit <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ.html> for more information. For policy related questions, please email NHStaffing@cms.hhs.gov

Open Door Forum
Outreach & Education

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