

Important PBJ Action Items

Step 1: Registration

Registration Training

- PBJ Training Modules for an introduction to the PBJ system and step-by-step registration instructions are available here:
<https://qtso.cms.gov/training-materials/payroll-based-journal-pbj>

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://qtso.cms.gov/providers/cmsnet-submission-access>
- Obtain a PBJ QIES Provider ID for CASPER Reporting and PBJ system access.
<https://qtso.cms.gov/access-forms/harp-account-registration>
- PBJ Corporate and Third-Parties must use the current form-based process to register for a QIES ID. Registration forms are available here under PBJ Access:
<https://qtso.cms.gov/access-forms>

Step 2: Data Submission

Data Submission Training

- PBJ Training Modules for the CASPER Reporting and PBJ systems are available here:
qtso.cms.gov/training-materials/payroll-based-journal-pbj

Data Submission

- PBJ CASPER Reporting and PBJ systems went live on October 1, 2015. A user can submit XML files or manually enter staffing data here:
<https://web.qiesnet.org/pbj>

Other Resources

- Staffing Data Submission – PBJ Website:
<https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/Staffing-Data-Submission-PBJ>
- We will communicate information about PBJ through the Skilled Nursing Facilities/LongTerm Care Open Door Forum available here:
https://www.cms.gov/Outreach-and-Education/Outreach/OpenDoorForums/ODF_SNFLTC
- Vendors may register for email alerts through our vendor Listserv. This information will be used to contact you with important news, updates, and conference call information.
<https://qtso.cms.gov/news-and-updates/subscribe-new-cms-igies-listserv>
- PBJ Users guide is located here:
https://qtso.cms.gov/system/files/qtso/PBJ_Provider_User_Guide_4.00.1.pdf
- Contact the help desk for help with registration and submission:
 - Email: iQIES@cms.hhs.gov
 - Phone: 1-888-477-7876