MHCA
Maine Health Care Association

Facility Self Audit Checklist for Payroll Based Journal (PBJ) Accuracy

*Developed in partnership with the Board of Directors Regulatory Committee

For your PBJ rating, CMS uses MDS data to calculate your facility's census and Expected Hours. Think of Expected Hours as a measure of the clinical complexity - or acuity - in your building. Expected Hours are the secret sauce to Five Star ratings for many facilities. The Expected Hours figure calculates what CMS thinks you SHOULD have for nursing hours based on residents' RUGs scores.

		Fiscal Quarter 1	Fiscal Quarter 2	Fiscal Quarter 3	Fiscal Quarter 4
		October-December	January-March	April-June	July-September
		DUE: February 14th	**DUE: May 15th**	**DUE: August 14th**	**DUE: November 14th**
		Remember, the federal fiscal year begins on October 1st. When you select the quarter on the PBJ site don't go by the number of the quarter, go by the months listed.			
1	Time Clock/Employee punch export of the quarter being reported is accurate.				
2	Time sheets for termed/quit employees that aren't on the above report are reported accurately.				
3	Gather List of dates and hours worked for salaried employees that may not be in the time clock report are accurately reported.				
4	Gather List of vendor dates and hours worked (Export Files).				
	a. Therapy				
	b. Behavioral (ex LCSW, Psychologist)				
	c. Consultant Dietician				
	d. Pharmacy				
	e. Medical Director/Physician Staff				
5	AoD Staffing Export and Upload				
	a.				
	b.				
	c.				
	d.				
6	Gather additional exempt direct care hours (ex. Nurse manager worked direct care)				
	a. Payroll Adjustment form				
	b. CMS code into AoD				
7	Ensure accurate agency hours are noted (if applicable)				
8	Ensure that there is a 30 minute lunch deducted from staff shifts required.				
9	Ensure the Out Patient therapy hours are deducted if necessary.				
10	If multi level, ensure res care staff are not included in the hours pulled for payroll data.				
11	**Ensure MDS census is up-to-date before you create the PBJ file for upload**				