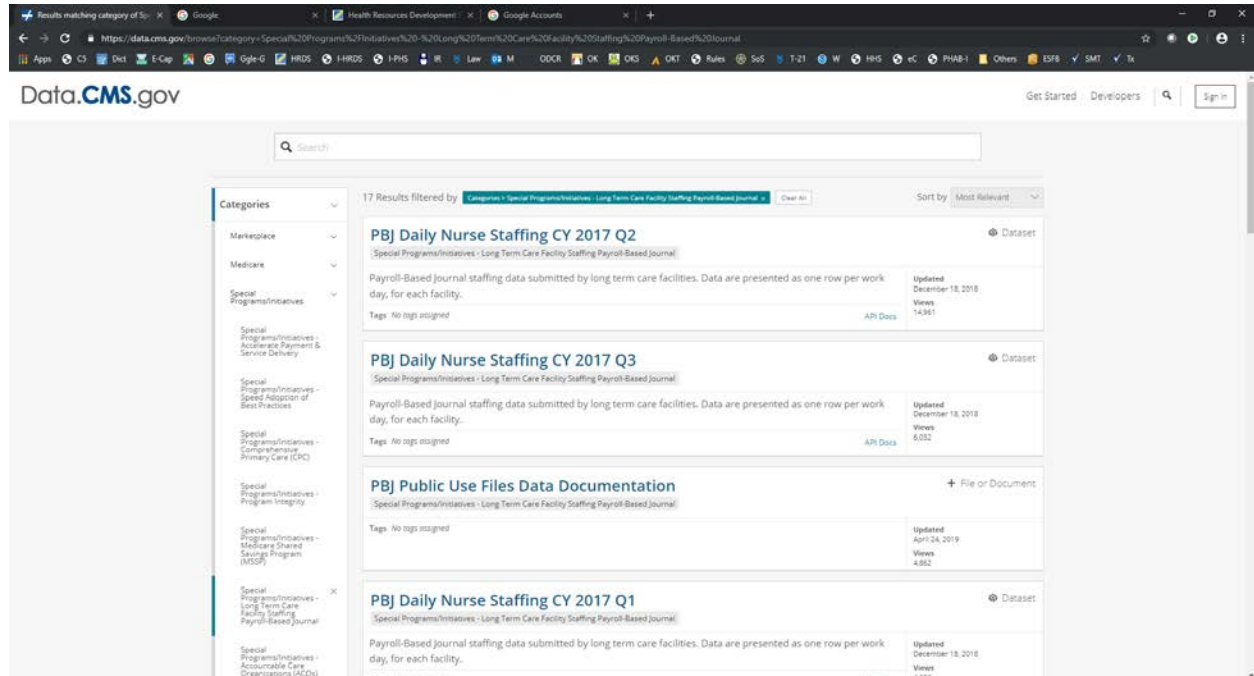


# Facility Level PBJ Data File Download Instructions

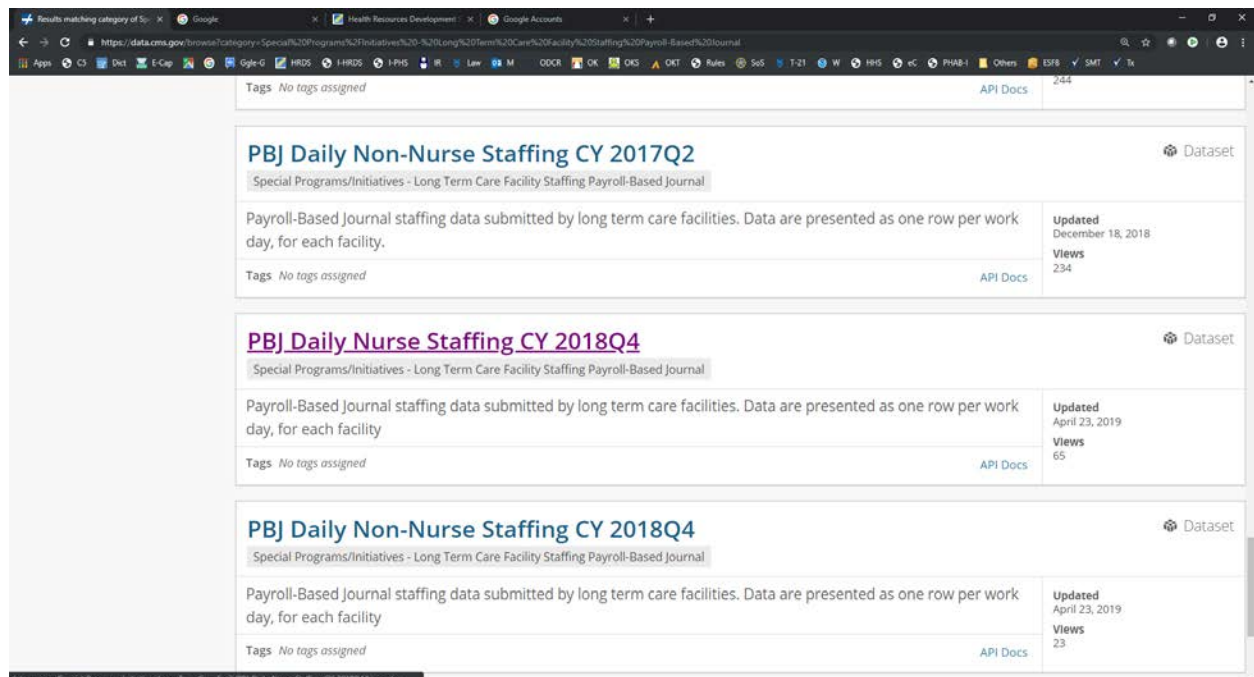
Enclosure 1: CMS Payroll Based Journal Data Explained; retrieving your facility's PBJ data from data.cms.gov

Follow this link to the [Long Term Care Facility Staffing Payroll-Based Journal](#)



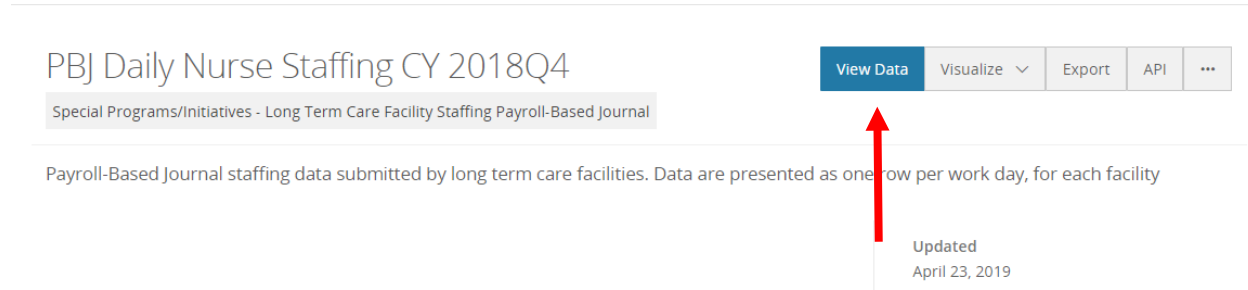
Scroll down the page to find the quarterly date file of interest

Place the mouse pointer over the file name and click on the file name

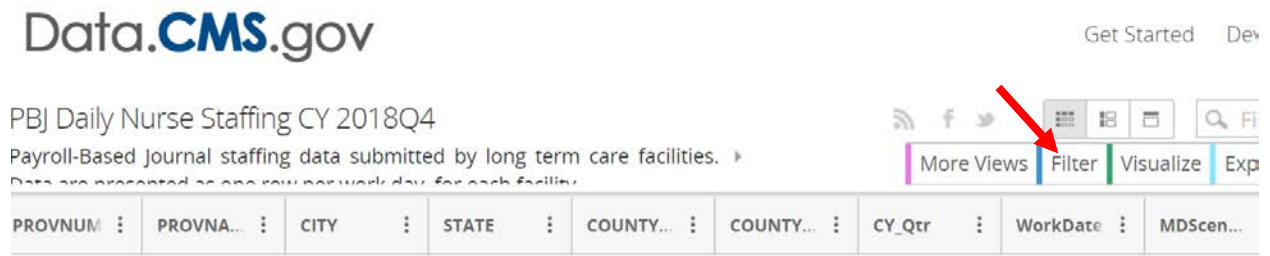


# Facility Level PBJ Data File Download Instructions

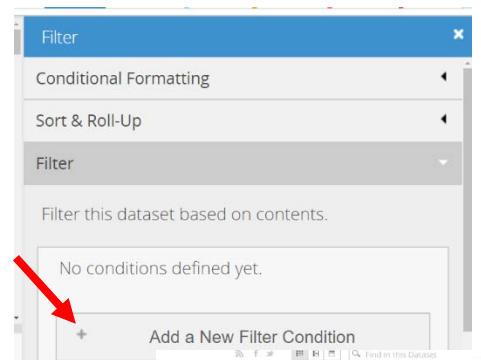
In order to minimize the file size and extract only the facility data you must first filter the date file for the web page for only the facility date records. Do this by selecting "View Data"



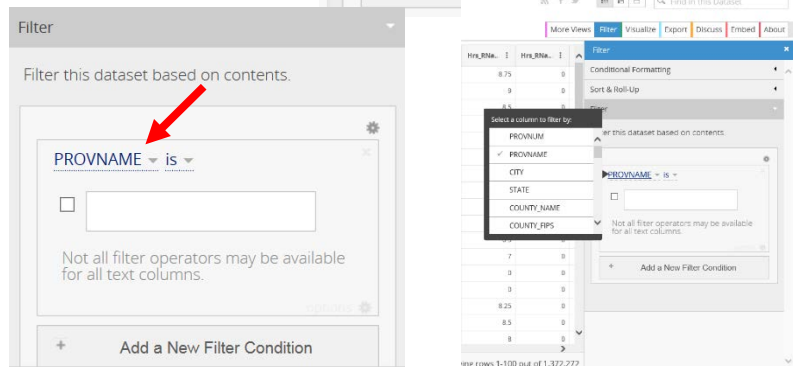
From the displayed data page, select "Filter"



From the Filter drop down menu select "Add a new Filter"



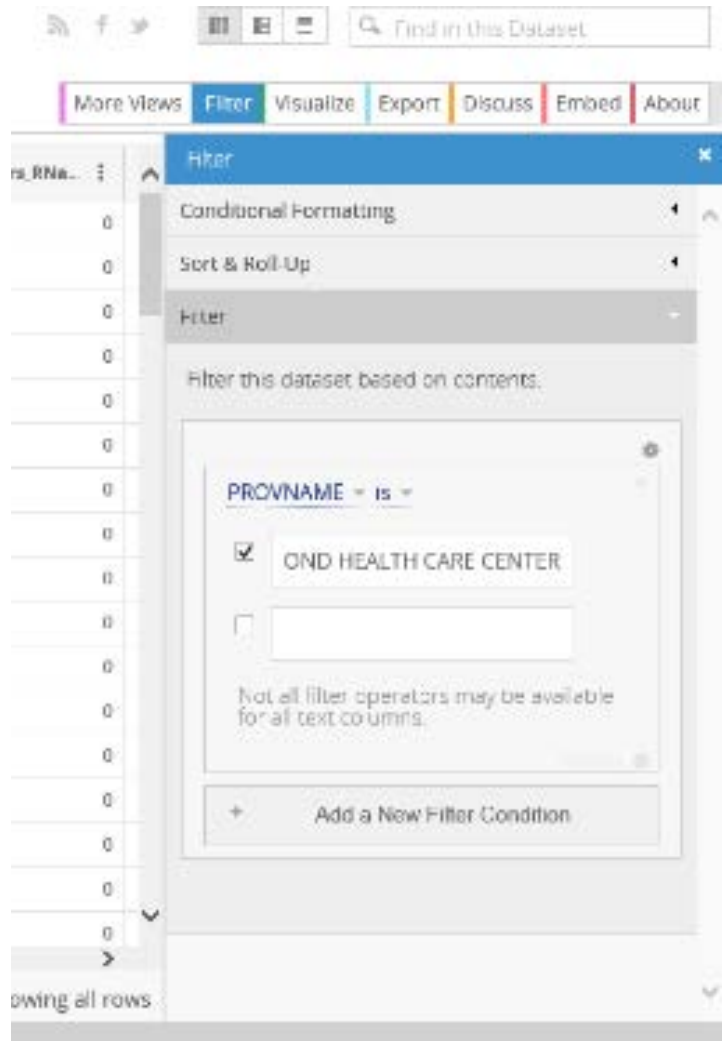
The filter options are displayed. Selected the first filter option and a list of filter options will be displayed.



# Facility Level PBJ Data File Download Instructions

Scroll down the filter column list and select "PROVNAME".

Type facility name in upper case and press enter.



# Facility Level PBJ Data File Download Instructions

The displayed data is updated to display only records for the entered facility.

The screenshot shows the Data.CMS.gov website with a table of PBJ Daily Nurse Staffing data for CY 2018Q4. The table has columns for PROVNUM, PROVNA, CITY, STATE, COUNTY, COUNTY, CY\_Obr, WorkDate, MDScen, Hrs\_BND, Hrs\_BND, Hrs\_BND, Hrs\_BNa, Hrs\_BNa, Hrs\_BNa, and Hrs\_BNa. A red arrow points to the 'Filter' button in the top right corner of the table interface.

PROVNUM	PROVNA	CITY	STATE	COUNTY	COUNTY	CY_Obr	WorkDate	MDScen	Hrs_BND	Hrs_BND	Hrs_BND	Hrs_BNa	Hrs_BNa	Hrs_BNa
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181001	82	8.93	8.93	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181002	82	8.48	8.48	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181003	82	8.52	8.52	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181004	82	9.12	9.12	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181005	84	13.32	13.32	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181006	85	0	0	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181007	86	0	0	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181008	86	8.98	8.98	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181009	86	8.93	8.93	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181010	86	9.44	9.44	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181011	87	9.67	9.67	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181012	87	9.23	9.23	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181013	87	0	0	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181014	87	0	0	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181015	87	8.9	8.9	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181016	87	8.88	8.88	0	0	0	0
375483	EDMOND HE.	EDMOND	OK	Oklahoma	109	2018Q4	20181017	87	8.85	8.85	0	0	0	0

The screenshot shows a data table with two columns: ID and Facility Name. The first row shows ID 375094 and Facility Name EMERALD CA... Below the table is a navigation bar with 'Previous' and 'Next' buttons. Below the navigation bar is a large banner for 'A federal government SIGN UP FOR EMAIL UPDATES'. At the bottom, there is a download button with a red arrow pointing to it, labeled 'PBJ\_Daily\_Nurse\_St....csv'.