STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Home and Community Living Administration
PO Box 45600, Olympia, Washington 98504

December 19, 2025

ALTSA: NH #2025-065
UPDATED TRAINING & REFERENCE MATERIALS: PAYROLL-BASED JOURNAL (PBJ) DATA SUBMISSION & THE WA STATE MINIMUM DIRECT CARE NURSING (MDCN) 3.4 HOURS PER RESIDENT DAY (HPRD) THRESHOLD

Dear Nursing Facility/Home Administrator

Federally enrolled/certified nursing homes (NHs) are required to comply with PBJ data submission requirements at 42 CFR §483.70(p). WA State NHs must comply with MDCN 3.4 HPRD threshold requirements at WAC 388-97-1090. With limited exceptions, WA State uses PBJ data submitted to CMS to establish the WA State MDCN HPRD threshold.

In 2025, CMS published QSO-25-14-NH to provide updated guidance to inform state agency (SA) evaluation of PBJ data during recertification surveys (or as applicable, abbreviated surveys). If potentially incongruent or invalid data is identified, CMS contracted auditors complete PBJ data audit.

In addition to regulatory compliance, submission of complete, accurate, and timely PBJ data results in accurate Medicare/Medicaid reimbursement, accurately reported nurse staffing data on the CMS Nursing Home Compare website, and reduces the risk of audit.

The updated PowerPoint slide deck (*linked below*) is configured for use in training and as a desk guide for ongoing reference. Information is organized into the following categories:

- Federal regulations, policies, and training materials that inform complete, accurate, and timely submission of PBJ data to CMS.
- Ensuring accurate Medicare/Medicaid reimbursement through submission of complete and accurate PBJ data to CMS.
- Updated regulatory requirements for state agency (SA) evaluation of PBJ data during recertification surveys (or as applicable, abbreviated surveys).
- Access and use CASPER and iQIES Reports to ensure the PBJ data received by CMS is an accurate representation of facility staffing patterns for the quarter under review.
- WA State regulations, policies, and procedures that inform the state Minimum Direct Care Nursing (MDCN) 3.4 HPRD threshold and required processes.

Thank you for your continued commitment to residents' health and safety. Please submit questions to rcspolicy@dshs.wa.gov.

Sincerely,

Miriam Mina, Acting Director
Residential Care Services

DSHS: *"Partnering with People"*

Complete, Accurate, & Timely Submission of PBJ Data to CMS & The WA State MDCN 3.4 HPRD Threshold