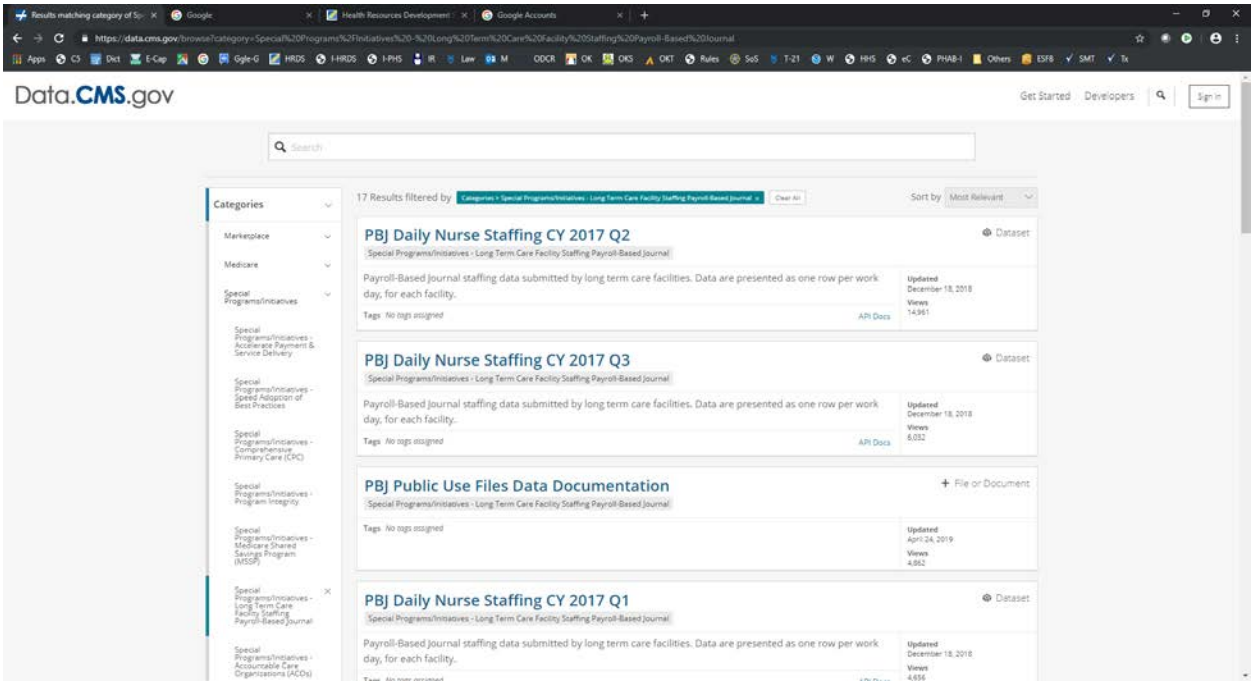
Facility Level PBJ Data File Download Instructions

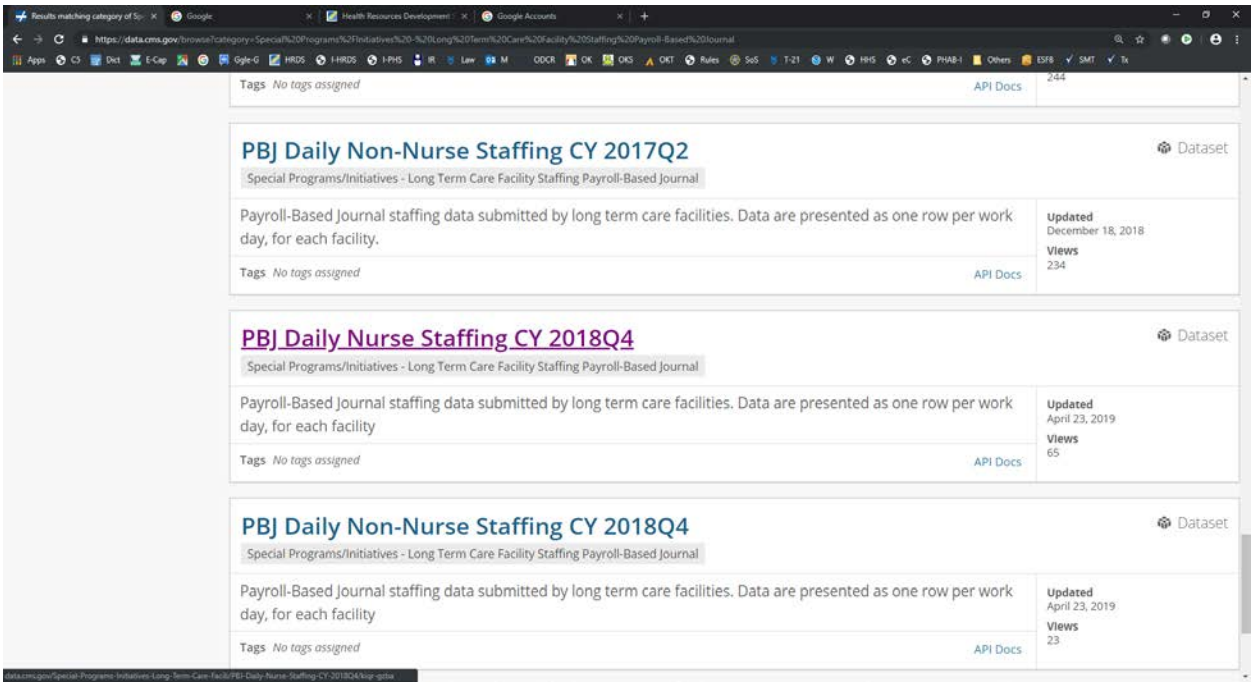
Enclosure 1: CMS Payroll Based Journal Data Explained; retrieving your facility's PBJ data from data.cms.gov

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



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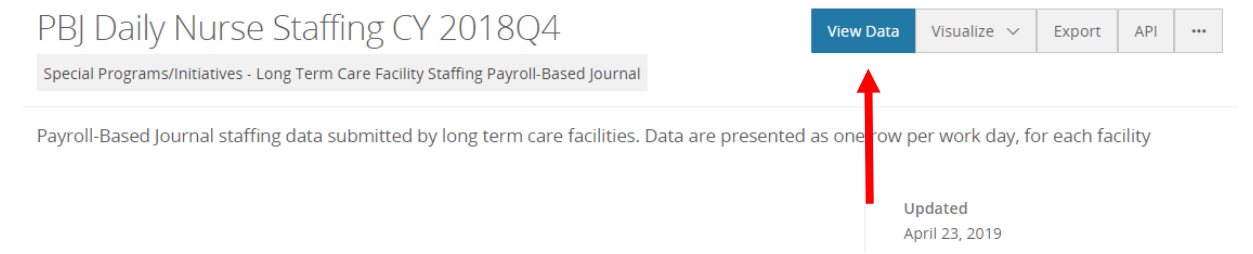
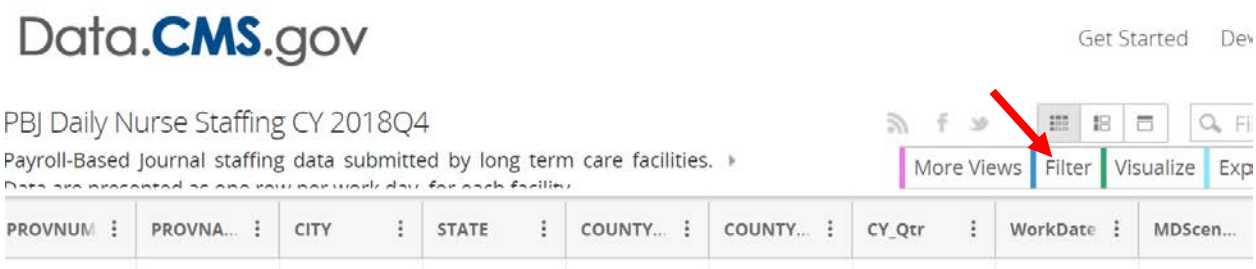
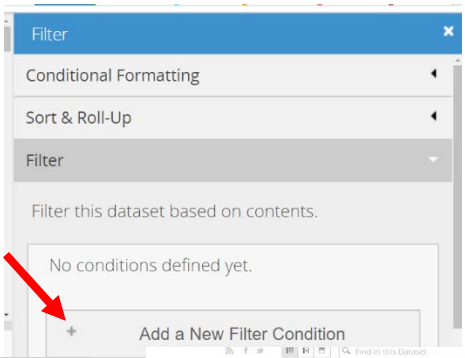
In order to minimize the file size and extract only the facility data you must first filter the date file for the web page for only the facility date records. Do this by selecting "View Data"



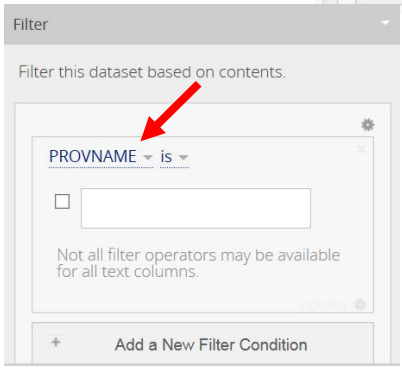
From the displayed data page, select "Filter"

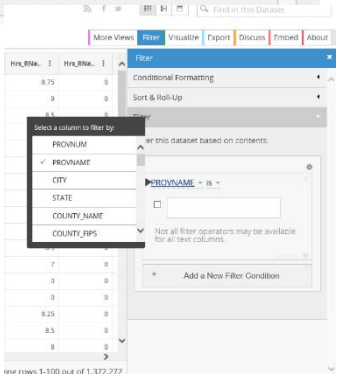


From the Filter drop down menu select "Add a new Filter



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





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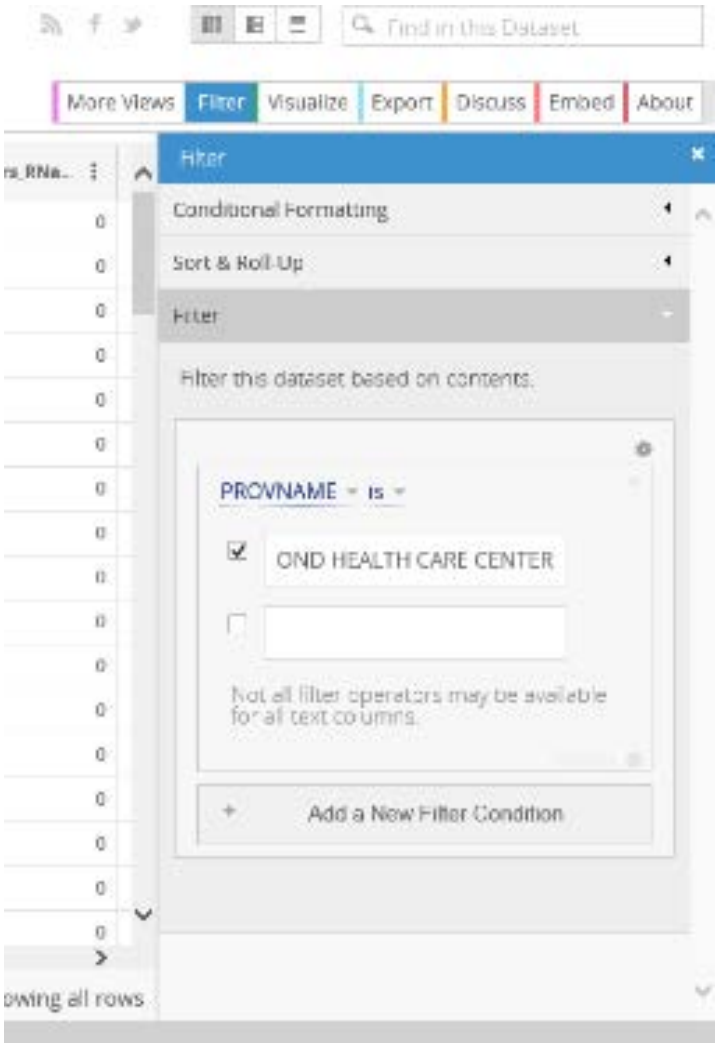
Scroll down the filter column list and select "PROVNAME".

Type facility name in upper case and press enter.



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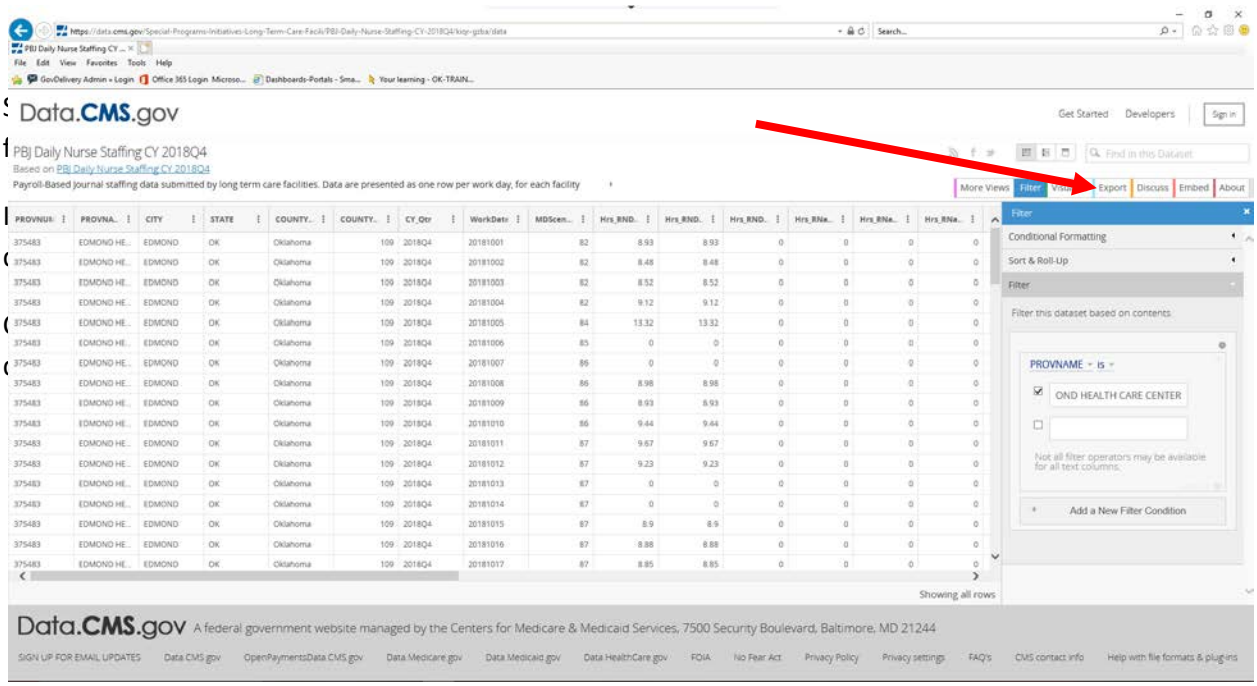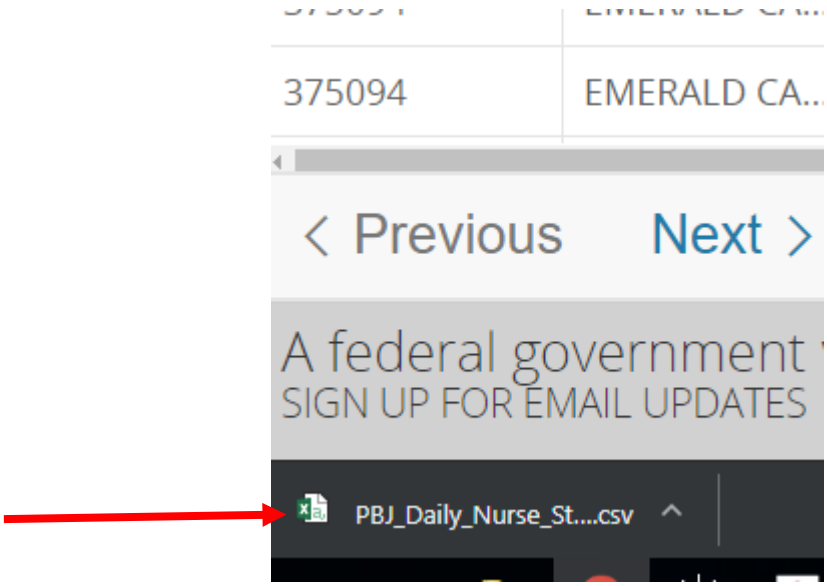
The displayed data is updated to display only records for the entered facility.