

## PBJ Data Submission Specifications Errata V2.00.2 for PBJ Data Submission Specifications V2.00.0

NOTE: The only impact of this errata document to XML submitters is the size of the XML file. Nothing has changed with regard to XML format, other than what was already communicated in the V2.00.0 PBJ Data Submission Specifications, which were posted in January 2016.

### Errata History

03/28/2016      Issues 01-06 were added.  
12/13/2016      Issue 07 was added.

Issue ID	Problem	Resolution	Status
01	The Overview states that the maximum size of a PBJ Submission ZIP file is 5 MB. This maximum size has not changed; however, a new limit has been added for the size of a submitted XML file: it must not be larger than 50 MB.	The fourth sentence in the second paragraph of the Introduction section in the Overview document (on page 1) will be revised as follows:  The maximum size for a ZIP file that the PBJ system can accept is 5 MB, and the maximum size for a XML file within the ZIP file is 50 MB.	This change will be made in the next version of the PBJ Data Submission Specifications.
02	The Overview document should reference the PBJ Policy Manual for information on how the value of the item "hours" should be determined.	The following bullet will be added to the end of Section 8 within the Overview document:  <ul style="list-style-type: none"> <li>• Please refer to the PBJ Policy Manual for information on determining the value of the item "hours" for a specific "jobTitleCode" on a specific "date."</li> </ul>	This change will be made in the next version of the PBJ Data Submission Specifications.
03	In Appendix B of the Overview document, there is an issue with the row for Job Title Code 13 (Nurse Practitioner). The Labor Description for "Nurse Practitioner" should be Physician Services (not Nursing Services, as stated).	Appendix B of the Overview document will be corrected to display "Physician Services" as the Labor Description for Job Title Code 13.	This change will be made in the next version of the PBJ Data Submission Specifications.

<b>Issue ID</b>	<b>Problem</b>	<b>Resolution</b>	<b>Status</b>
04	<p>In Section 9 of the Overview document (XML File Structure) it is stated that XML files must employ ASCII character encoding. It should also be noted that only standard ASCII characters are supported. Extended ASCII characters should not be used.</p>	<p>The first paragraph of Section 9 of the Overview document shall be revised to read as follows:</p> <p>As noted above, PBJ data is collected using XML files. XML files must employ <u>standard</u> ASCII character encoding. Extended ASCII characters are not supported. Figure 1, below, shows how PBJ XML submission files MUST be structured.</p>	<p>This change will be made in the next version of the PBJ Data Submission Specifications.</p>
05	<p>For the item Hours, the description “hours worked” was removed from the text of edit -4015. However, the item description for Hours was not revised in the same manner. The item description for Hours reads incorrectly as follows:</p> <p>Hours worked for jobTitleCode on date</p>	<p>The item description for Hours will be revised to read as follows:</p> <p>Hours for jobTitleCode on date</p> <p>The PBJ Data Specifications database will be revised accordingly, and the change will be seen on the PBJ Data Submission Specs report for the Staffing section, as well as the PBJ Data Submission Specs report for Unduplicated Edits By ID.</p>	<p>This change will be made in the next version of the PBJ Data Submission Specifications.</p>

Issue ID	Problem	Resolution	Status
06	<p>Edit -3693 currently reads as follows:</p> <p>facilityId is the facility/provider ID.</p> <p>a) This must be the facilityId assigned to the provider. The state agency assigns the facilityId to nursing homes. The submitted value must match the facilityId in the PBJ System for the facility or provider.</p> <p>b) A user submitting a file for a provider must be authorized to submit for the provider identified by the FAC_ID item in the file.</p> <p>However, this edit is triggered not only when a valid facilityId cannot be found, but also when a CMS Certification Number (CCN) is not present in the CMS database for the submitted facilityId. Therefore, the text of the edit must be revised to provide that information,</p>	<p>Edit -3693 will be revised to read as follows:</p> <p>facilityId is the facility/provider ID. CCN is the CMS Certification Number.</p> <p>a) The facilityId must be assigned to the provider. The state agency assigns the facilityId to nursing homes. The submitted value must match the facilityId in the PBJ System for the facility or provider. There is no CCN in the CMS database. Your file cannot be saved until there is a valid CCN entered. Once the CCN is entered, please resubmit this submission. Contact your facility Administrator to work with your state to enter the CCN once it is assigned by CMS.</p> <p>b) A user submitting a file for a provider must be authorized to submit for the provider identified by the FAC_ID item in the file. A valid CCN is also required for authorization.</p>	<p>This change will be made in the next version of the PBJ Data Submission Specifications.</p>
07	<p>A new allowable character set has been defined for the employeeld field. It must be an alphanumeric text field that only allows the following special characters:</p> <p>[_] (underscore)</p> <p>[,] (comma)</p> <p>[.] (period)</p> <p>[-] (dash)</p> <p>[\\] (backslash)</p> <p>Embedded spaces (spaces surrounded by any of the characters listed above). For example, [PBJ EMP1] would be allowed.</p>	<p>A new FORMAT edit, -4018, will be added. This is a FATAL edit. The edit will read as follows:</p> <p>Formatting of Employee ID: If this item is not equal to one of the special values (if any) that are listed in the Item Values table of the Detailed Data Specifications Report, then it must contain a text string. This text string may contain only the following characters:</p> <p>a) The numeric characters: [0] through [9].</p> <p>b) The letters [A] through [Z] and [a] through [z].</p> <p>c) The character [-].</p> <p>d) The following special characters:</p> <p>    [\\] (backslash)</p> <p>    [,] (comma)</p> <p>    [.] (period)</p> <p>    [_] (underscore)</p> <p>e) Embedded spaces (spaces surrounded by any of the characters listed above). For example, [PBJ EMP1] would be allowed.</p>	<p>This change will be made in the next version of the PBJ Data Submission Specifications.</p>

## Errata item 07 – Crosswalk

During the **January Downtime Weekend of 01/22/2017** Employee IDs that contain invalid special characters shall be automatically updated to a character that is allowed by edit -4018. See the crosswalk table below:

Old Value	New Value	Employee Id Example Before Update	Employee Id Example After Update
" Right and Left Single Quotes	Delete	'Test'123	Test123
* Star	\ Backslash	EMPabc***	EMPabc\\
: Colon	Delete	Test:Emp1	TestEmp1
; Semi Colon	Delete	Emp123;45;	Emp12345
/ Forward slash	\ Backslash	EMPabc//	EMPabc\\
= Equal	- Dash	123Test=4	123Test-4
! Exclamation Point	Delete	!Test!1	Test1
( Left Parenthesis	- Dash	(ABC45	-ABC45
) Right Parenthesis	Delete	)ABC45	ABC45
# Number	Delete	#45eMp	45eMp
@ At	\ Backslash	Test@Fac1	Test\Fac1

### Please Note:

#### 1700D Employee Report:

You should run the 1700D Employee report once before and once after these characters have been updated during the **January Downtime Weekend of 01/22/2017**. This will give you an up to date list of your new Employee IDs compared to what they were before the update. The **Date Criteria** for this report should be set to span the entire length of time you have been submitting PBJ. If this criteria spans more than 365 days you will need to run multiple reports to see all employees. For the **Employee Status** option on this report you will need to select **"Both"** so you can see all employees whether they are **"Active"** or **"Terminated"**.

#### Edit -4018 for XML Submitters:

With the addition of the new format **Edit -4018** it is **EXTREMELY** important that XML submitters know their new Employee IDs and make sure these Employee IDs are updated before submitting your Employee and Staffing sections of the XML.

- If an XML is submitted containing only the staffing section of your XML file the following error may occur:
  - If the Employee IDs are not updated according to the crosswalk your file will be rejected due to **Edit -4018**.

- If an XML is submitted containing the employee section and staffing section of your XML file the following error may occur:
  - If the Employee IDs are not updated according to the crosswalk in both sections of your XML file your file will be rejected due to **Edit -4018**. If the Employee IDs are updated in both sections with allowable special characters but do **NOT** follow the crosswalk a new employee will be added to the database. You **MUST** avoid this scenario because it will affect your **Turnover Rating** in **Nursing Home Compare**.

**Employee IDs and PII:**

Employee IDs must not contain any **Personally Identifiable Information (PII)** such as a **Social Security Number (SSN)** or an **Employee Name**.