

ATTACHMENT A

Requested Information

Wherever possible, please provide the information in electronic format such as Excel or Access rather than scanned documents.

1. Contact name, phone number and email address of the person who should be contacted by the audit team to address any questions or requests for additional information.
2. Daily census summary report for the quarter including billed days at each payer source. Please only submit the number of residents by payer source per day, and do NOT submit any resident names.
3. Crosswalk between the employee ID numbers used for the PBJ submission and the employees on the payroll records and any contracted employees.
4. Crosswalk between the job title code/labor category code per the PBJ submission to the job titles per the payroll/time keeping systems.
5. Daily time system reports, timecards or punch detail reports with quarterly totals.
6. Payroll records and reports.
7. Nursing Staffing Assignment and sign-in sheets supporting the daily schedule.
8. Description of payroll job code/department listings used in the payroll system.
9. Invoices to support all contracted personnel reported on the PBJ submission. Invoices should include name, job title, dates, daily hours, and/or other information used to calculate daily hours worked.
10. Documentation and the methodology used to support any employee for whom a portion of total hours worked are included on the PBJ submission. For example, a nurse in a hospital-based facility who splits time between the hospital and the SNF.
11. Payroll records for any corporate office employees who are being included on the PBJ submission and not included on the nursing home's payroll.
12. Documentation (e.g., contract, invoices paid) and the methodology used to support the hours worked submitted for the Medical Director(s).

ATTACHMENT B

FTP Site Instructions

1. Send the first name, last name, phone number and email address of the person that will be uploading the requested information to the FTP site to pbjftprequest@mslc.com.
2. Once the FTP account is created, you will receive an email with a link to a Terms of Use (TOU) agreement. Use the link to review and accept the TOU.
3. Once the TOU agreement is accepted, you will be contacted by telephone with your username and password. You will also be provided with a user manual for the FTP site.

If you have any questions concerning the FTP site, please contact Amanda Caton at acaton@mslc.com or 410-356-9256.