

PBJ Data Submission Specifications Overview Version 4.00.0

Table of Contents

1	Introduction.....	2
2	Version History	2
3	Version Implementation.....	2
4	Components of the PBJ Specifications	3
5	Data Specifications Files	3
	5.1 Reports and Documentation.....	4
	5.2 Data Dictionary Files	4
	5.3 Microsoft Access Reports.....	4
6	Detailed Data Specifications Report	5
	6.1 Basic Item Information.....	5
	6.2 Item Subsets.....	5
	6.3 Item Values.....	5
	6.4 Item Edits.....	5
	6.5 Version Changes	6
7	Unduplicated Edit Report	6
8	Conventions Used in the Data Specification Reports	6
9	XML File Structure.....	7
	Appendix A: Data Dictionary Files	13
	Appendix B: Labor Categories for Job Titles	15
	Appendix C: Pay Type Codes.....	17

1 Introduction

Version 1.0 of the Payroll Based Journal (PBJ) was implemented on October 1, 2015. Data submission specifications were developed to support the PBJ. This document details the data submission requirements for Version 4.00 of the PBJ, which were implemented on January 7, 2020. **NOTE: This new release of Data Specs introduces changes to the file layout: fileSpecVersion 4.00.0. The previous fileSpecVersion layouts, 2.00.0 and 2.00.3, may continue to be submitted until June 1, 2020. The fileSpecVersion layout 4.00.0 will be the only one accepted on and after June 2, 2020.**

All users planning to submit PBJ data via the XML format must read through this document carefully. There are three different sections of data defined for the PBJ XML files, and a fatal error in any of the sections will result in the entire file being rejected. Please refer to the PBJ Policy Manual for specifics regarding the content of the data, including how CMS calculates Census outside of PBJ.

Note that PBJ XML files must be compressed into a ZIP file to be submitted. The PBJ system will process only ZIP files. Any submitted file that is not a ZIP file will be rejected. 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. There is no guarantee that the XML files within a PBJ submission ZIP file will be processed in the order in which they are arranged within the ZIP file. The system will reject a ZIP that is empty.

The following rules must be followed for naming XML and ZIP submission files:

1. File names for ZIP files cannot exceed 100 characters, including the file extension. A file extension of “.zip” is required.
2. File names for XML files cannot exceed 100 characters, including the file extension. A file extension of “.xml” is required.

2 Version History

The table below summarizes the versions of the data submission specifications that have been released along with their effective dates.

Table 1: Data Submission Specifications Version History

Data Specs Version	Effective Start Date	Effective End Date
1.00	10/01/2015	06/25/2016
2.00	06/26/2016	11/18/2017
3.00	11/19/2017	06/17/2019
3.01	06/18/2019	01/06/2020
4.00	01/07/2020	-

3 Version Implementation

Each published version of the data specifications has a version number which is formatted as N.NN.NN (e.g., “1.00.1”). The first portion of the version number (e.g., “1.00”) is referred to as the major version number, and the last portion (e.g., “.1”) is referred to as the minor version number. Minor version numbers are incremented when minor changes or corrections are made to a major version.

When a new major version of the data specs is published, it will have an associated starting effective date. The version that is in effect when the new specs are published will have an ending effective date on the day before the new version takes effect.

For example, Version 1.00 was the initial version of the PBJ data specs. It had a starting effective date of 10/01/2015. The second major version of the data specs, Version 2.00, had a starting effective date of 06/26/2016; therefore, Version 1.00 ended on the previous day: 06/25/2016.

The item “fileSpecVersion” and its values describe which version of the XML format applies to the data within a PBJ submission file. For the release on January 7, 2020, a new fileSpecVersion, 4.00.0, was introduced. However, users may continue to submit with either a 2.00.0 or 2.00.3 fileSpecVersion until June 1, 2020. Only fileSpecVersion 4.00.0 will be accepted on and after June 2, 2020.

4 Components of the PBJ Specifications

The PBJ Specifications consist of the following primary components:

- **Items.** PBJ items are the data elements in the specifications.
 - Each item has several properties: a name to be used for tagging it in XML, an item type (e.g., text, date), and a defined set of valid values consistent with the item type.
 - PBJ items are labeled in the specifications the same way as they are used for tags within the PBJ XML submission files. If the item label is a single word, then the word is the label in lower case (e.g., the item “medicare”). However, if the item label consists of one or more words, then all subsequent words after the first word are capitalized (e.g., the item “fileSpecVersion”). Note that there are no spaces or other delimiters between the words.
 - An Item Subset Code (ISC) is used to describe the section to which an item belongs in a PBJ submission file. There are three possible ISCs: Header (HDR), Employee (EMP), and Staffing Hours (STF). While most items belong to a single ISC, there are a few items that belong to more than one.
- **Edits.** For each PBJ item, there are associated validation edits which will be applied to the item during the PBJ submission process.
 - Each edit has a unique ID, and that ID will be used to report any errors triggered by the edits when the PBJ system processes a submission file. Note that the same edit can be applied to multiple items, where applicable.
 - There are three categories of edits currently defined in the specifications: Format, Consistency and Information. A Format edit verifies that the incoming data matches the data type of the item, e.g., an edit for a date value that confirms that the value is in YYYY-MM-DD format. A Consistency edit checks that the relationship of the values of two or more items is valid, e.g., the value for date (in the Staffing Hours section) must be within the date range of the reportQuarter (specified in the Header section of the PBJ submission file). An Information edit provides additional information about the properties of an item or in its processing, e.g., the Software Product Version is an optional item in the Header section.
- **PBJ file format.** The PBJ system uses submission files in Extensible Markup Language (XML). A PBJ Submission file must contain a Header section and some combination of the Employee and Staffing Hours sections. A PBJ Administration Submission File must contain a Header section and an Employee Link section. The XML tags that are used to identify the data for each item will correspond to the item labels described above. Thus, if item payTypeCode (Pay Type Code) has a value of “1” (Exempt), the tag would look like this:

```
<payTypeCode>1</payTypeCode>
```

The XML file structure will be described in greater detail in a later section of this document.

5 Data Specifications Files

Two sets of files are included in the data specifications. The first set consists of reports and documentation that describe the data specifications. The second set is based upon the data dictionary that was used to generate the data specifications. This latter set of files will be useful to software developers. Note that in the file names below, vn.nn.r stands for the version and revision number associated with the data specifications. The vn.nn portion represents the version number, while .r represents the revision number. For example, 1.00.0 would be the initial release of Version 1.00. The

first revision would be 1.00.1, the second would be 1.00.2, etc. In addition, the file names for draft versions of the documents will contain the word “draft” after the version number.

5.1 Reports and Documentation

- **PBJ data specs overview (vn.nn.r).pdf** The current document.
- **Data specs report (vn.nn.r).pdf** This report contains detailed data specifications for every item in the data set.
- **Unduplicated edits by ID report (vn.nn.r).pdf** This report contains an unduplicated list of all edits (formatting rules, consistency checks, etc.) that apply to the item set. It is sorted by the edit ID number.
- **Item change report (vn.nn.r).pdf** This report lists changes that have been made to items or item responses since the previous release of the data specs.
- **Edit change report (vn.nn.r).pdf** This report lists changes that have been made to edits since the previous release of the data specs.
- **HTML data specs (vn.nn.r).zip** This zip file contains a set of HTML files that display the same information as is in the detailed data specs document. To use these files, unzip them to an empty folder and use a browser to open the file called INDEX.HTML. This will open a two-panel window. The left-hand panel can be used to navigate a list of the PBJ items or of the PBJ edits. When an item or edit is selected, the right-hand panel present detailed information about the entity that was selected. Hyperlinks allow easy navigation among items and edits. This provides a convenient alternative to the PDF version of the data specs.

5.2 Data Dictionary Files

- **PBJ data dictionary tables (vn.nn.r).mdb** This is the Microsoft Access database that contains all of the PBJ data dictionary tables that were used to generate the reports listed above. Additional reports are also available in the database.
- **itm_mstr (vn.nn.r).csv** A comma-separated value file containing data from the itm_mstr table in the data dictionary. This is the master item table that contains one record for each PBJ item.
- **itm_val (vn.nn.r).csv** A comma-separated value file containing data from the itm_val table in the data dictionary. This table contains one record for every response option for each PBJ item. This table can also be used in a data dictionary when linked with the item master table described above. It could also be used to generate reports or screens containing the text of each item’s response options.

The fields within each of these tables are described in Appendix A of this document.

5.3 Microsoft Access Reports

As noted above, one of the files that is distributed with the data specifications is the Microsoft Access database that contains the PBJ data dictionary. This database can be used to generate additional reports that are not distributed with the data specifications. The following is a brief description of these reports.

- **Public: data dictionary report.** This report contains a description of each table and field that is part of the data specs data dictionary.
- **Public: data specs report.** This is the same as the data specs report described above.
- **Public: edit change report.** This is the same as the edit change report described above.
- **Public: item change report.** This is the same as the item change report described above.
- **Public: item-response report.** The report lists each PBJ item along with its corresponding response options.

- **Public: unduplicated edits by type.** This is an unduplicated list of edits, sorted by type (e.g., format, consistency).

6 Detailed Data Specifications Report

The Detailed Data Specifications Report contains at least one page for every item in the PBJ item set. Each item begins on a new page. The report is divided into five major sections:

1. Basic information
2. Item subsets for which the item is active and inactive
3. Allowable responses or values for the item
4. Fatal, warning and informational edits associated with the item.
5. Version notes describing changes to the item and the edits that apply to it. This will be applicable to specification releases after the initial release.

Each of these sections is described below.

6.1 Basic Item Information

The top section presents basic information about the item under the following headings:

- **Item.** The item identifier (e.g., fileSpecVersion).
- **Description.** A brief description of the item (e.g., "Specifications version code").
- **Item type.** Items are classified into the following types:
 - **Text.** Items are those that contain text (e.g., "employeeId", the employee ID).
 - **Code.** Coded items are those that have a limited number of response options (e.g., "reportQuarter", Reporting quarter, has four valid response options).
 - **Number.** Numeric items can contain a range of numeric values (e.g., "federalFiscalYear", which can range from 2016 to 9999).
 - **Date.** Examples of date items include "date" (work date of an employee).
- **Max length.** This property shows the maximum number of characters or bytes that the submitted item may contain.

6.2 Item Subsets

The item subsets section contains two lines: active and inactive. These two lines list the ISC codes that apply to the item. For example, item "employeeId" has the following ISCs listed:

Active: EMP, STF

Inactive: HDR, LNK

This means that "employeeId" is active in the Employee and Staffing Hours sections and would therefore always be included in XML files containing those sections. It is inactive (not present) in the Header and Employee Link sections and would not appear in XML files which only contained those sections.

6.3 Item Values

The table in the third section of the page lists the allowable values that may be submitted for the item. For example, four values are listed for item "reportQuarter": 1, 2, 3, and 4. For each value, the text associated with the value is listed.

6.4 Item Edits

The table in the fourth section of the page lists the fatal, warning and information edits that are associated with the item. This table contains the following four columns:

- **Edit ID.** Each edit has been assigned an edit ID code. The order of the edit IDs is arbitrary. These edit ID codes will be used on the feedback reports that are produced by the PBJ system. This makes it possible to directly relate an error or warning on the feedback reports with a specific edit in the data specifications.

Please note that *in the Detailed Data Specifications Report, edits are listed under every item to which they apply.*

A second report described below (the Unduplicated Edit Report), lists each edit only once and references all of the items that each edit applies to. This system of uniquely and unambiguously identifying edits is intended to assist developers in ensuring that all required edits are incorporated in their software.

- **Edit Type.** As noted above, there are various types of edits which are described below.
 - **Format.** Format edits specify special rules for formatting item values.
 - **Consistency.** Consistency edits define logical constraints among multiple items.
 - **Information.** Information edits are currently used to identify items that can be optionally submitted.
- **Severity.** The severity column describes the impact of violating the edit. There are two possible values:
 - **Fatal.** Violation of a fatal edit will result in rejection of the submitted XML file. Format edits are always fatal. Most consistency edits are fatal, but some are warnings.
 - **Warning.** Violation of a warning edit will result in a warning message on the user feedback report. However, a warning will not prevent the submitted data from being accepted and stored in the PBJ system.
- **Edit Text.** This column contains the text of the edit. Note: The PBJ system edit text may vary slightly from the data specifications edit text.

6.5 Version Changes

The final section of the report lists any changes that were made to the item or the edit since the previous version of the data specs was released. This section will appear only for items where a change has been made. This section will not appear in the initial release of the data specifications, but will be included in subsequent releases.

7 Unduplicated Edit Report

As noted in the previous section, the Detailed Data Specifications Report lists all of the edits that are associated with each item in the PBJ data set. Because most edits apply to multiple items, there is a great deal of duplication on this report. For this reason, a second report is provided which lists each edit only once. The Unduplicated Edit Report lists each edit as well as the items that it applies to.

For each edit listed, the edit ID, type, and text of the edit are displayed. After this, the items to which the edit applies are listed.

This report should serve as a resource for developers who wish to insure that their software incorporates all required edits and that each of those edits is applied to the proper set of items.

8 Conventions Used in the Data Specification Reports

Certain conventions have been adopted in the data specification reports in order to make them clear and unambiguous. These conventions are described below.

- On the Detailed Data Specifications report, the “Item Values” table lists all allowable values for each item. If a submission file contains any values other than those listed in this table, a fatal error will occur and the file will be rejected. Note that edits may constrain the list of

allowable values based upon specific logic. However, it is never allowable to submit a value that is not listed in the “Item Values” table.

- If the item is a numeric item, then the “Item Values” table will not list every individual value (because enumerating all possible values is not practical). Instead, the first two rows of the “Item Values” table will list the minimum and maximum allowable values. Restrictions on the values between the minimum and maximum values are listed in the edits for the item.
- Where edits refer to values of an item, those values are always enclosed in brackets. The values contained within brackets should be understood to be character literals even though quotation marks have been omitted. Furthermore, when more than one value is listed, they are implicitly connected by a logical “OR”.
- The item “jobTitleCode” contains a value selected from a list of job title codes belonging to labor categories. Appendix B contains a table with the mapping of labor categories to job title codes. (NOTE: Some job title codes are optional. If data is submitted for these codes, it will appear on CASPER reports.) Similarly, the allowed values for “payTypeCode” are contained in Appendix C.
 - Note that the labor categories themselves are not required in the submission file. The reason is that each job title code belongs to a single labor category, and the PBJ database will already contain these mappings.
 - While labor categories are not required in the PBJ submission file, it is recommended that the software used to create the PBJ submission file allow users to navigate to job title codes by picking a labor category first.
- 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”.

9 XML File Structure

As noted above, PBJ data is collected using two types of XML files, PBJ Submission Files and PBJ Administration Submission Files. XML files must employ standard ASCII character encoding. Extended ASCII characters are not supported. Figure 1, below, shows how PBJ Submission Files MUST be structured. If non-standard ASCII characters are detected in either PBJ Submission Files or PBJ Administration Submission Files, a warning will be issued from the PBJ System.

Figure 1: Example PBJ Submission File

```

<?xml version="1.0" encoding="ASCII"?>
<nursingHomeData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="nhpbj_4_00_0.xsd">
  <header fileSpecVersion="4.00.0">
    <facilityId>fac1234</facilityId>
    <stateCode>IA</stateCode>
    <reportQuarter>3</reportQuarter>
    <federalFiscalYear>2019</federalFiscalYear>
    <softwareVendorName>CMS</softwareVendorName>
    <softwareVendorEmail>help@qtso.com</softwareVendorEmail>
    <softwareProductName>Timecard Software</softwareProductName>
    <softwareProductVersion>1.4.2</softwareProductVersion>
  </header>
  <employees>
    <employee>
      <employeeId>EM123456</employeeId>
    </employee>
  </employees>
  <staffingHours processType="merge">
    <staffHours>
      <employeeId>EM123456</employeeId>
      <workDays>
        <workDay>
          <date>2019-04-01</date>
          <hourEntries>
            <hourEntry>
              <hours>5.8</hours>
              <jobTitleCode>5</jobTitleCode>
              <payTypeCode>3</payTypeCode>
            </hourEntry>
            <hourEntry>
              <hours>2.2</hours>
              <jobTitleCode>7</jobTitleCode>
              <payTypeCode>3</payTypeCode>
            </hourEntry>
          </hourEntries>
        </workDay>
      </workDays>
    </staffHours>
  </staffingHours>
</nursingHomeData>

```

The <nursingHomeData> beginning tag and the </nursingHomeData> ending tag are used to enclose the elements for individual items that belong to the PBJ data. These tags are required. The file must include the Header section (with the <header> and </header> tags). The other sections are optional; however, at least one of the other sections must be present. For example, a PBJ Submission File could contain a Header section and a Staffing Hours section only.

For all tags representing items in the PBJ data, a value must be provided. Blank values are not acceptable. The “hireDate” and “terminationDate” tags must be completely removed from the XML if no values are specified for these dates. A blank value is not valid, as it is not of type Date as specified by the XSD.

NOTE: PBJ Submission Files MUST follow the tree structure documented in Figure 1. The Header section must be provided, and a valid value for “fileSpecVersion” MUST be provided in the <header> tag. All subsequent sections, when included, MUST appear in the order presented, or the file will be rejected.

Within sections, one or more subsections can be included in a PBJ submission file. In Figure 1, only one employee is included in the Employees section. However, many employees may be included as Employee subsections, as long as their data is enclosed with the <employee> and </employee> tags.

Another example is in the Staffing Hours section, which is enclosed by the <staffingHours> and </staffingHours> tags. Any number of employees and their hours can be included, as long as each employee and their associated hours are enclosed in the <staffHours> and </staffHours> tags.

NOTE: If a PBJ Submission File contains multiple staffing records for the same employeeId-jobTitleCode-date combination of values, then a warning message will be issued to suggest that the user review the staffing records to ensure the information is correct.

The tag for each item corresponds to the item IDs that are listed in the Detailed Data Specifications Report, except for tags serving as subsections of the XML tree only. For example, there is no item in the data specs for the tag “staffHours”, because no value is collected for it.

Dates must be submitted in YYYY-MM-DD format.

Note that for all items, leading and trailing blanks will be trimmed. In addition, alphabetic text in any item (such as “softwareProductName”) may be submitted in upper, lower, or mixed case. The PBJ system will convert alphabetic text except for the software vendor’s e-mail address (SFTWR_VNDR_EMAIL_ADR) to upper case without issuing any warnings. These converted values will be used on submission feedback reports and other database reports. Thus, users should be aware that even if a text item (such as “softwareProductName”) is submitted as a lower case string or with leading or trailing blanks, it will appear trimmed and in upper case in the feedback reports.

If the value of an item in the XML file exceeds the maximum length of the item, the item is not parsed and a fatal error is issued. Some PBJ items (such as “softwareProductName”) can contain special characters, such as apostrophes. A properly formatted XML file may encode these characters using “entity references”. For example, the name “O’NEAL” can be encoded using the “'” entity reference which substitutes for the apostrophe. If this entity reference is used, the name would be encoded as “O'NEAL”.

The PBJ system’s use of entity references follows existing XML standards. According to these standards, entity references are required for the less-than and ampersand symbols, but are optional for three other special characters (the greater-than, apostrophe, and quotation-mark symbols). Note that if an entity reference is used, it must be lower case; using upper case or mixed case characters may result in XML parsing errors or unexpected results.

It is possible that such an item, in its raw, XML form before it is parsed, could violate PBJ edits. For example, a string such as “O'NEAL” could be longer than the maximum allowed length for an item or might contain characters (such as the ampersand) that are not allowed for the item. Such items **are** accepted, however, because the edits are applied **after** the XML file is parsed. The parsing converts the XML coding of the special characters to the desired character.

Section processing control. Note the use of the item “processType” within the <staffingHours> tag. This item is used to control how the data within the section will be processed. There are two possible values for “processType”: “merge” and “replace”.

If “processType” is set to the value “merge”, then the data within that section will be processed as follows:

- If no previous data exists for the specific lookup appropriate to the section (i.e., employee identifier and date for the Staffing Hours section), the data will be added to the PBJ database.
- If previous data does exist for the specific lookup appropriate to the section (i.e., employee identifier and date for the Staffing Hours section), the data will overwrite that existing data stored in the PBJ database.

If “processType” is set to the value “replace”, then the data provided in the PBJ submission file will overwrite ALL previously submitted data for that section in the report quarter.

In Figure 1, the Staffing Hours section data, with the “merge” value for “processType”, will either be added for employee EM123456 or replace previously submitted staffing hours data for employee EM123456 on 04/01/2019.

NOTE: Similar to “fileSpecVersion”, the “processType” item is **required** in order for the PBJ system to process the section to which it is applied. If a valid “processType” value is not provided, the PBJ Submission File will be rejected.

In Figure 2, the “processType” value for the Staffing Hours section is now set to “replace”, which means that all the existing staffing hours data for the reporting quarter in the PBJ system database will be removed, and the data provided within the PBJ Submission File will be added. Therefore, after this PBJ

Submission File is accepted by the PBJ system, the only staffing hours data for the reporting quarter will be for employee EM123456.

NOTE: If there is a “replace” in the Staffing Hours section (with no records), then all of the Staffing Hours records for that facility will be replaced for the reporting quarter, i.e., all previously submitted staffing records for the reporting quarter will be deleted.

Figure 2: Example PBJ Submission File – REPLACE Example -- Use With Caution

```

<?xml version="1.0" encoding="ASCII"?>
<nursingHomeData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="nhpbj_4_00_0.xsd">
  <header fileSpecVersion="4.00.0">
    <facilityId>fac1234</facilityId>
    <stateCode>IA</stateCode>
    <reportQuarter>3</reportQuarter>
    <federalFiscalYear>2019</federalFiscalYear>
    <softwareVendorName>CMS</softwareVendorName>
    <softwareVendorEmail>help@qtso.com</softwareVendorEmail>
    <softwareProductName>Timecard Software</softwareProductName>
    <softwareProductVersion>1.4.2</softwareProductVersion>
  </header>
  <employees>
    <employee>
      <employeeId>EM123456</employeeId>
    </employee>
  </employees>
  <staffingHours processType="replace"> ←-----
    <staffHours>
      <employeeId>EM123456</employeeId>
      <workDays>
        <workDay>
          <date>2019-04-01</date>
          <hourEntries>
            <hourEntry>
              <hours>5.8</hours>
              <jobTitleCode>5</jobTitleCode>
              <payTypeCode>3</payTypeCode>
            </hourEntry>
            <hourEntry>
              <hours>2.2</hours>
              <jobTitleCode>7</jobTitleCode>
              <payTypeCode>3</payTypeCode>
            </hourEntry>
          </hourEntries>
        </workDay>
      </workDays>
    </staffHours>
  </staffingHours>
</nursingHomeData>

```

Figure 3: Example PBJ Administration Submission File

```
<?xml version="1.0" encoding="ASCII"?>
<nursingHomeAdminData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="nhpjbadmin_1_00_0.xsd">
  <header fileSpecVersion="1.00.0">
    <facilityId>fac1234</facilityId>
    <stateCode>IA</stateCode>
    <reportQuarter>4</reportQuarter>
    <federalFiscalYear>2016</federalFiscalYear>
    <softwareVendorName>CMS</softwareVendorName>
    <softwareVendorEmail>help@qtso.com</softwareVendorEmail>
    <softwareProductName>Timecard Software</softwareProductName>
    <softwareProductVersion>1.4.2</softwareProductVersion>    </header>
  <EmployeeLinks>
    <EmployeeLink>
      <oldEmployeeId>OEM123456</oldEmployeeId>
      <newEmployeeId>NEM123456</newEmployeeId>
    </EmployeeLink>
    <EmployeeLink>
      <newEmployeeId>NEM234567</newEmployeeId>
    </EmployeeLink>
  </EmployeeLinks>
</nursingHomeAdminData>
```

The PBJ Administration Submission File is used strictly to link or delink employee ID information **already present in the PBJ system**. An employeeID can only be linked to one other employeeID. In Figure 3, two examples are shown:

- (1) Employee IDs OEM123456 and NEM123456 already exist in the PBJ database, and should be linked together since these IDs are actually for the same employee. The first EmployeeLink subsection under EmployeeLinks accomplishes the linking.
- (2) Employee IDs OEM234567 and NEM234567 already exist in the PBJ database and have already been linked previously. However, it has since been determined that these IDs represent different employees, and therefore, the IDs should not be linked. The second EmployeeLink subsection under EmployeeLinks accomplishes the delinking of the IDs.

Note: In the delinking scenario, item oldEmployeeID is not included in the EmployeeLink section of the PBJ Administration Submission File. Since oldEmployeeID is not present, the PBJ System delinks newEmployeeID from its previous association.

Appendix A: Data Dictionary Files

As noted above, the data dictionary that was used to produce the data specifications are distributed to assist software developers. The first of these files is the Microsoft Access database (MDB file) that was used to store the data dictionary tables. In addition, the data dictionary tables are distributed as a set of comma-separated value (CSV) files. The most useful tables that are contained in the database are described below.

Table A1: Database Table Descriptions

Table Name	Description
itm_mstr	Master table containing one record for every item that is contained in the PBJ item set.
itm_val	Detail table that contains one record for every value (response option) that is allowed for each item. This table is linked to the itm_mstr table using the itm_mstr_key field.
rltn_txt	Contains one record for every edit or information message. The text of each message is stored in each record.
rltn_itm_txt	Contains one record for every edit or information message that is associated with every item. This table was used to generate the detailed data specifications report, the unduplicated edits report, and the supplemental information report.
isc_mstr	Master table containing one record for every item subset code (ISC).

The following table describes the fields that are contained in the itm_mstr, itm_val and isc_mstr database tables described above.

Table A2: Database Field Descriptions

Table	Field	Data Type	Field Size	Description
isc_mstr	isc_mstr_key	Number	4	primary key
isc_mstr	isc_id	Text	3	ISC code
isc_mstr	isc_txt	Text	55	ISC description
itm_mstr	itm_mstr_key	Number	4	primary key
itm_mstr	sys_cd	Text	10	"PBJ"
itm_mstr	form_vrsn	Text	10	form version (e.g., "1.00")
itm_mstr	spec_vrsn	Text	20	data specs version (e.g., "1.00")
itm_mstr	itm_srt_id	Number	4	item sort sequence (e.g., 12600)
itm_mstr	itm_id	Text	30	item ID code
itm_mstr	itm_db_id	Text	30	item database ID
itm_mstr	itm_shrt_label	Text	50	item short label
itm_mstr	itm_sect_srt_id	Text	2	item section sort ID (e.g., "01", "02")

Table	Field	Data Type	Field Size	Description
itm_mstr	itm_sect_label	Text	10	item section label (e.g., "Header")
itm_mstr	itm_type_cd	Text	10	"Text", "Date", "Code", "Number"
itm_mstr	itm_vrsn_notes	Memo	0	Notes describing changes since previous specs version
itm_mstr	isc_active	Text	80	ISC list: item is active
itm_mstr	isc_inactive	Text	80	ISC list: item not active
itm_val	itm_val_key	Number	4	primary key
itm_val	itm_mstr_key	Number	4	foreign key
itm_val	val_srt_id	Number	4	value sort order within item
itm_val	itm_id	Text	30	item ID code
itm_val	val_id	Text	20	item value
itm_val	val_txt	Text	255	text associated with value

Appendix B: Labor Categories for Job Titles

Labor Code	Job Title Code	Labor Description	Job Description
1	1	Administration Services	Administrator
2	2	Physician Services	Medical Director
2	3	Physician Services	Other Physician
2	4	Physician Services	Physician Assistant
3	5	Nursing Services	Registered Nurse Director of Nursing
3	6	Nursing Services	Registered Nurse with Administrative Duties
3	7	Nursing Services	Registered Nurse
3	8	Nursing Services	Licensed Practical/Vocational Nurse with Administrative Duties
3	9	Nursing Services	Licensed Practical/Vocational Nurse
3	10	Nursing Services	Certified Nurse Aide
3	11	Nursing Services	Nurse Aide in Training
3	12	Nursing Services	Medication Aide/Technician
2	13	Physician Services	Nurse Practitioner
3	14	Nursing Services	Clinical Nurse Specialist
4	15	Pharmacy Services	Pharmacist
5	16	Dietary services	Dietitian
5	17	Dietary services	Feeding Assistant
6	18	Therapeutic Services	Occupational Therapist
6	19	Therapeutic Services	Occupational Therapy Assistant
6	20	Therapeutic Services	Occupational Therapy Aide
6	21	Therapeutic Services	Physical Therapist
6	22	Therapeutic Services	Physical Therapy Assistant
6	23	Therapeutic Services	Physical Therapy Aide
6	24	Therapeutic Services	Respiratory Therapist
6	25	Therapeutic Services	Respiratory Therapy Technician
6	26	Therapeutic Services	Speech/Language Pathologist
6	27	Therapeutic Services	Therapeutic Recreation Specialist
6	28	Therapeutic Services	Qualified Activities Professional
6	29	Therapeutic Services	Other Activities Staff
6	30	Therapeutic Services	Qualified Social Worker
6	31	Therapeutic Services	Other Social Worker
7	32	Dental Services	Dentist (Optional)
8	33	Podiatry Services	Podiatrist (Optional)

Labor Code	Job Title Code	Labor Description	Job Description
9	34	Mental Health Services	Mental Health Service Worker
10	35	Vocational Services	Vocational Service Worker (Optional)
11	36	Clinical Laboratory Services	Clinical Laboratory Service Worker
12	37	Diagnostic X-ray Services	Diagnostic X-ray Service Worker
13	38	Administration & Storage of Blood Services	Blood Service Worker (Optional)
14	39	Housekeeping Services	Housekeeping Service Worker (Optional)
15	40	Other Services	Other Service Worker (Optional)

Appendix C: Pay Type Codes

Pay Type Code	Pay Type Description
1	Exempt
2	Non-Exempt
3	Contract