**Section 300.1233 Quarterly Administrative Staffing Compliance Review**

a) The Department will determine compliance *quarterly by comparing the number of hours provided per resident per day using the Centers for Medicare and Medicaid Services' payroll-based journal (PBJ) and the facility's daily census.* (Section 3-202.05(f) of the Act) PBJ data that is utilized for compliance shall not be contested. For a crosswalk of job titles from Section 300.1230(i) versus PBJ job titles, see Appendix B.

b) The quarterly deadlines for submitting PBJ data to the Department are as follows:

1) For the first fiscal quarter reporting period of October 1 through December 31, quarterly PBJ data is due to the Department on March 1.

2) For the second fiscal quarter reporting period of January 1 through March 31, quarterly PBJ data is due to the Department on June 1.

3) For the third fiscal quarter reporting period of April 1 through June 30, quarterly PBJ data is due to the Department on September 1.

4) For the fourth fiscal quarter reporting period of July 1 through September 30, quarterly PBJ data is due to the Department on December 1.

c) Licensed-only facilities are not required to submit PBJ data to the Department but shall submit quarterly staffing data to the Department in a format and manner determined by the Department, adhering to the same deadlines as in subsection (b).

d) The facility's daily census report shall *be broken down by intermediate and skilled care.* (Section 3-202.05(f) of the Act) Required information for each day listed on the report is as follows:

1) The date;

2) The total number of residents requiring skilled care for the date;

3) The total number of residents requiring intermediate care for the date; and

4) The total census for the date.

e) Facilities shall submit to DPH.LTCDailyCensus@illinois.gov a separate daily census report for each day of the month of the quarter, adhering to the same deadlines as in subsection (b).

f) Failure to submit a required daily census report by the submission deadline shall result in calculations based on skilled care direct care staffing requirements for any of the missing information.

(Source: Added at 45 Ill. Reg. 1134, effective January 8, 2021)