CASPER Payroll-Based Journal (PBJ)

The Certification And Survey Provider Enhanced Reports (CASPER) system enables users to connect electronically to the National Reporting Database. The Payroll-Based Journal (PBJ) system is a data entry application used to collect facility staffing data and census information. PBJ is strictly MDS (Minimum Data Set – Nursing Home provider)-related information.

Prerequisites

- All users requesting CASPER access must first have access to **Zscaler**. For instructions on the process, refer to the [Zscaler handout](#).

Quick Start Guide

Note: Requesting access to CMS systems requires two steps to obtain two separate login IDs

Registering for CASPER PBJ

Step 1: Navigate to the [CMS Network](#) and follow the [access request instructions](#) on the site. IDs are processed in the order they are received. You will receive two emails from MDCN.mco@palmettogba.com. The first email will have your assigned login ID. The second email will have your password and links to install documents, FAQs, and contact information.

Step 2: Use the [QIES online User Registration tool](#) to obtain a QIES Submission ID. Once you have registered for a CMSNet User ID, you will receive an email from MDCN.mco@palmettogba.com with your login information. Using this login information, you will connect through the "CMS Secure Access Service."

Step 3: Once you have securely connected, select the "CMS QIES Systems for Providers" link to access the QIES online "User Registration" tool.

   Note: New users must utilize the online "User Registration" tool to obtain a QIES Submission login ID (the only exception is Corporate/Third-Party accounts).

Step 4: From the "CMS QIES Systems for Providers" page, select the "CASPER Reporting" link, and log in to the CASPER Reporting application with your user ID and password. Log in to Casper PBJ at https://qtso.cms.gov/system/files/qtso/cspr_sec2_mds_prvdr_2.pdf using your QIES credentials.

Refer to the [CASPER user's guide](#) for directions on navigating the reporting application.

Need Help?

Please contact the QTSO Help Desk if you have questions or encounter issues during the QIES User ID registration process by phone at 877-201-4721 (TRS: 711) or email at help@qtso.com.