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Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

**PPL No. 18-01**

To: Medi-Cal Subacute Care Program Providers

Subject: IMPLEMENTATION OF CALENDAR DAY AS THE REPORTING PERIOD FOR STAFFING HOURS

This Policy and Procedure Letter (PPL) notifies Providers participating in the Medi-Cal Subacute Care Program that the daily reporting period for staffing hours will be based on calendar day.

Staffing Hour Reporting Requirements

Contracted Medi-Cal Subacute Care Providers may currently choose the beginning and ending times of their 24-hour workday for reporting the hours worked by their staff. In September 2017, the Centers for Medicare & Medicaid Services (CMS) issued the Electronic Staffing Data Submission Payroll-Based Journal, Long-Term Care Facility policy Manual, Version 2.4, defining a workday as midnight to midnight on page 2-4— “*The day and date associated with the number of hours paid to work. When reporting hours per day, hours reported shall be by the calendar day. Midnight is the cutoff for each day reported. For example, if an employee works a shift which starts at 11:00 PM on 4/5/16 and ends at 7:00 AM on 4/6/16, 1 hour would be recorded for 4/5/16 and 7 hours for 4/6/16.*”

To align with the CMS definition of a workday, effective March 1, 2018, Medi-Cal Subacute Care Program Providers shall report staffing hours based on a calendar day, from midnight to midnight.

Nothing stated in this PPL shall supersede any state or federal regulations or statutes.

If you have any questions concerning this PPL, please contact Ms. Susan Keller, Chief, Subacute Contracting Unit, by phone at (916) 650-0259 or by e-mail at [Susan.Keller@dhcs.ca.gov](mailto:Susan.Keller@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY BETTY LAI**

Betty Lai, Chief  
Medi-Cal Claims and Services Branch