Introduction to the PRF Reporting Portal: Provider Webcast

July 8, 2021

Provider Relief Fund (PRF)
HRSA Office of Provider Support

Vision: Healthy Communities, Healthy People
Today’s Speakers

Danita Hunter
Associate Administrator
Office of Provider Support

Daniel Vieira
Management Analyst
Division of Customer Support

Megan Buck
Deputy Director
Division of Customer Support

Christina Taylor
Public Health Analyst
Division of Customer Support

Samantha Ebersold
Public Health Analyst
Communications Branch
Agenda

- Provider Relief Fund (PRF) Background
- Reporting Requirements
- Resources
- PRF Reporting Portal Overview
- Questions & Answers
Provider Relief Fund payments may be used to reimburse recipients for health care related expenses to prevent, prepare for, and respond to coronavirus or lost revenues attributable to COVID-19.

The Coronavirus Aid, Relief and Economic Security Act (CARES)
- Appropriated $100B for a Public Health and Social Services Emergency Fund
- The funds are to remain until expended
- Signed into law March 27, 2020

Paycheck Protection Program and Health Care Enhancement Act (PPHCEA)
- Allocated an additional $75B for the same purpose
- Signed into law April 4, 2020

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)
- Allocated an additional $3B for the same purpose
- Signed into law December 27, 2020
Reporting Requirements

- PRF recipients attest to Terms and Conditions, which require compliance with reporting requirements.

- Reporting requirements are statutorily required for PRF payments.

- PRF Recipients who received one or more payments exceeding $10,000 in the aggregate during a Payment Received Period are required to report in each applicable Reporting Time Period.

- Recipients of PRF General and Targeted Distributions (including the Nursing Home Infection Control Distribution) are required to report use of funds.

- The reporting time periods apply to all past and future PRF payments and recipients not in compliance may be subject to recoupment.

These reporting requirements do not apply to the Rural Health Clinic COVID-19 Testing Program or claims reimbursements from the HRSA COVID-19 Uninsured Program and the HRSA COVID-19 Coverage Assistance Fund.
## Period of Availability

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Payment Received Period (Payments Exceeding $10,000 in Aggregate Received)</th>
<th>Period of Availability</th>
<th>Reporting Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td>April 10, 2020 to June 30, 2020</td>
<td>January 1, 2020 to June 30, 2021</td>
<td>July 1, 2021 to September 30, 2021</td>
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<tr>
<td><strong>Period 2</strong></td>
<td>July 1, 2020 to December 31, 2020</td>
<td>January 1, 2020 to December 31, 2021</td>
<td>January 1, 2022 to March 31, 2022</td>
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<tr>
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<td>January 1, 2021 to June 30, 2021</td>
<td>January 1, 2020 to June 30, 2022</td>
<td>July 1, 2022 to September 30, 2022</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>July 1, 2021 to December 31, 2021</td>
<td>January 1, 2020 to December 31, 2022</td>
<td>January 1, 2023 to March 31, 2023</td>
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</tbody>
</table>
# Reporting Time Periods

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</tbody>
</table>
# Unused PRF Payments

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Reporting Time Period</th>
<th>Deadline for Returning Unused Funds</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>July 1, 2021 to September 30, 2021</td>
<td>October 30, 2021</td>
</tr>
<tr>
<td>Period 2</td>
<td>January 1, 2022 to March 31, 2022</td>
<td>April 30, 2022</td>
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<tr>
<td>Period 4</td>
<td>January 1, 2023 to March 31, 2023</td>
<td>April 30, 2023</td>
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</table>

- Any unused funds from the period of availability **must be returned within 30 days after the end of the Reporting Time Period**
- The instructions for returning funds are linked within the partial returns form
- The form link is located in the reporting portal FAQs
## Provider Resources

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<td>Provider Relief Fund Frequently Asked Questions (FAQs)</td>
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<td>PRF Reporting Portal User Guide - Registration</td>
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<td>Portal Worksheets</td>
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<td>PRF Reporting Portal Video Demonstration &amp; Webinar</td>
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<td>Reporting and Auditing Webpage</td>
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</table>
Provider Resources
PRF Reporting Portal Overview
Entity Overview

Handy Tips and Helpful Hints

- Update your contact information on this page
- The TIN may not be changed and should be the TIN of the Reporting Entity.
- If multiple Provider Types or Provider Sub-Types apply, choose the pair that reflects the majority of the business
Subsidiary Questionnaire

Handy Tips and Helpful Hints

- Collects information about subsidiary entities for any Reporting Entities that are parent organizations.
- Collects information about parent entities for any Reporting Entities that are the subsidiary of a parent.
- Additional information on subsidiary relationships available in the Reporting Portal User Guide.
- Answer questions correctly as answers will affect the data entry on the following pages.
• This page is dependent on previous answers to questions and not all providers will be prompted to this screen

• Provide TINs for all subsidiaries that meet the definition of “eligible health care providers,” even if there is no General Distribution payment to report on and even if subsidiaries did not receive a PRF payment. Leave TINS in table, even if you receive the error message “TIN ISN’T FOUND”

• Recommended: Download the list of subsidiaries as a spreadsheet to confirm submitted subsidiary TINs
Payments to Recipient

• Payments made to subsidiaries will be included in the summary tables based on the subsidiary information entered on the previous Subsidiary Data page

• **Recommended:** Reconcile the payment amounts for the reporting period by downloading the Provider Relief Fund Payments Spreadsheet

• **Check Point:** If any payment information is incorrect, contact the Provider Support Line
Interest should be calculated from the date the payment was received until the date of expenditure.

Interest must be broken down into two categories:

1) Total amount of interest earned on Nursing Home Infection Control payments (if applicable)

2) Total amount of interest earned on all other PRF payments

Select the Fiscal Year End Date that accurately matches the month in which the Reporting Entity concludes its fiscal year.
Payments Summary

There is no validation or data entry required on this page.

Recommended: Print this page for your records.
### Other Assistance Received

The reporting entity must enter the other assistance received by quarter during calendar years 2020 and 2021. All fields marked with an asterisk are required. If zero, the reporting entity must enter a '0'. The number entered may be a value up to 14 digits including 2 decimal places. If the reporting entity is reporting on behalf of subsidiaries, the assistance received for each category must be aggregated across each of the subsidiaries included in the report. The 'Tab' key may be used to navigate between cells during data entry.

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<tbody>
<tr>
<td>RHC COVID-19 Testing</td>
<td>Calculated</td>
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<td>(Total RHC</td>
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<tr>
<td>Funds Received</td>
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<td>Payments</td>
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<td>Treasury, Small</td>
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<td></td>
<td>Calculated</td>
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<td>Business Administration (SBA) (e.g., CARES)</td>
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- Providers must report other related assistance received during the period of availability that corresponds to the current reporting period.
- All cells are required fields.
- The information reported in this table is not used in subsequent calculations in the portal including lost revenues calculations.
- RHC COVID-19 Testing Program and RHC COVID-19 Testing and Mitigation Program payments are not PRF payments.
Nursing Home Infection Control Expenses (if applicable)

Formal Name: Skilled Nursing Facility and Nursing Home Infection Control Distribution

Enter expenses only for payments received during corresponding payment period

Enter expenses that correlate to how you used the PRF payment (by quarter)

Definitions of General and Administrative (G&A) Expenses in user guide

The total dollar value of expenses reported on this page may not exceed the dollar value of the Total Reportable Nursing Home Infection Control Payments

Reconciliation may be needed for internal purposes if your total expenses do exceed payments.
Other PRF Expenses

“Other PRF payments” includes all General Distribution payments and Targeted Distribution payments, except for those payments categorized as Nursing Home Infection Control payments.

- Enter expenses only for payments received during corresponding payment period.
- Enter expenses that correlate to how you used the PRF payment (by quarter).

Other Provider Relief Fund Expenses for Payments Received During Payment Period April 10, 2020 – June 30, 2020

On this worksheet, the reporting entity is required to report on the use of all Other Provider Relief Fund payments (includes Quality Incentive Program payments) received April 10, 2020 – June 30, 2020. The reporting entity must report the use of these payments by indicating the quarterly expenses reimbursed with these payments. Provider Relief Fund payments must be used for expenses unreimbursed by other sources and that other sources are not obligated to reimburse.

Please see the PRF Reporting System User Guide (Section 11.1) for detailed instructions.

All fields marked with an asterisk are required. The number entered may be a value with up to 14 digits including 2 decimal places. If expenses are zero, the reporting entity must enter a ‘0’. The ‘Tab’ key may be used to navigate between cells during data entry.

Expenses are reported by calendar year quarter (Q).
- Q1: January 1 – March 31
- Q2: April 1 – June 30
- Q3: July 1 – September 30
- Q4: October 1 – December 31
Unreimbursed Expenses

- Report on the net unreimbursed expenses attributable to coronavirus that have not been reimbursed by other sources and that other sources are not obligated to reimburse.

- The net unreimbursed expenses attributable to coronavirus reported to HRSA will not be used in the calculation of expenses or lost revenues.
Actual Patient Care Revenue

This page is dependent on data from previous pages and will appear automatically.

Provide aggregate actual patient care revenue for calendar years 2019 and 2020.
Lost Revenues Questionnaire

- Nursing Home Infection Control payments **may not be used for lost revenues and will not figure into the calculation of PRF payments applied to the lost revenues**

- Many resources available to assist with the lost revenues reporting requirement
Lost Revenues (actuals)

Option i per reporting requirements is the difference between actual patient care revenues.

Lost revenues will be calculated for each quarter during the period of availability, as a standalone calculation.

2019 baseline

Quarters where lost revenues were demonstrated are totaled to determine an annual lost revenues amount. The annual lost revenues are then added together to determine a total that can be applied to PRF payments.
Lost Revenues (Budgeted)

Option ii per reporting requirements is the difference between budgeted and actual revenue.

2020 Budgeted Revenue: The difference between budgeted (prior to March 27, 2020) and actual patient care revenues.

Lost revenues will be calculated for each quarter during the period of availability, as a standalone calculation.

2019 baseline

Required
- Budget approved prior to March 27, 2020
- Attestation on accuracy of budget submitted

Only one document per upload; merge files if needed (max 2GB).
Lost Revenues (Alternate Method)

- **Option iii** per reporting requirements
- **Alternate Reasonable Methodology**: Calculated by any reasonable method of estimating revenues
- If there is an increase in revenues during any quarter during the period of availability, the Reporting Entity must enter ‘0’ to indicate that there were no lost revenues

- **Required**
  - A narrative document describing methodology, explanation, and a description
  - A calculation of lost revenues
  - Optional: Supporting Document

- Only one document per upload; merge files if needed (max 2GB)
Financial Summary

- Financial Summaries are pre-populated values based on calculations from data entered during the reporting process.
- There is no validation or data entry required on this page.
- Verify the accuracy of the financial summary information on this page.
- The PRF Financial Summary may be printed using the web browser.
- The PRF reconciliation will only include line items relevant to a Reporting Entity report.
Health Care Metrics

- Tables will capture different metrics, but all cells are required.
- If the value for a cell is zero, enter “0”.
- Values should be considered as of the quarter end date.
- Definitions are provided in the Reporting Portal User Guide.
Survey

The reporting entity should consider the impact of the PRF payments received April 10, 2020 through June 30, 2020 in responding to the survey below.

Financial Effects of PRF Payment(s):

For the reporting entity and its subsidiaries, in reference to the PRF payment(s) received April 10, 2020 through June 30, 2020:

* The PRF payment(s) had a significant impact on overall operations (e.g., general and administrative expenses, healthcare related expenses).
  - None

* The PRF payment(s) helped maintain solvency and/or prevent bankruptcy.
  - None

* PRF payment(s) significantly affected the ability to (select all that apply):
<table>
<thead>
<tr>
<th>Options</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
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</table>
Review and Submit

- Headers in this section are collapsible
- Once reviewed, certify that the above information is accurate to the best of your knowledge
- Print using the web browser and save a copy for your records

Warning: Please scroll to the bottom of this page and certify that all data entered is accurate before submitting your report.

Your previous answers have been pre-populated below. Click on a section header to collapse/expand it.

- Entity Overview
- Subsidiary Questionnaire
- Subsidiary Data
- Payments to Recipient
- Interest Earned on PRF Payments, Tax Information, and Single Audit Information
- Payments Summary
Questions and Answers
As an entity, we are a parent reporting on behalf of many subsidiaries. Our subsidiaries received both general and targeted Distribution payments. Will we need to register more than once?
Will HRSA allow early reporting if all PRF payments have been fully expended as of June 30, 2021?
Does the greater than $10,000 reporting threshold apply to payments made cumulatively in the Payment Received Period?
If a provider received more than $10,000 during multiple Payment Received Periods and has spent all of the PRF payments, will HRSA permit them to report once?
If a provider received only $5,000 in Payment Received Period 1 and $8,000 in Payment Received Period 2, are they required to report?
Is there a reporting template available?
If a PRF recipient is applying for FEMA reimbursement but has not received approval for funding, should that be accounted for in its PRF reporting? If so, how should it be noted?
After initial review of the reports, does HRSA intend to notify PRF recipients whether the agency is in agreement with the report?
What is the process for returning unused funds that remain after reporting is complete?
When does the period of availability for a payment begin?
How do I know when my payment was received?
If rent or mortgages were paid but staff worked remotely, could that be claimed as an expense?
If a PRF recipient has more lost revenues January 2020 through June 2021 than it received PRF payments for the first reporting period (July 1 to September 30, 2020), can that lost revenues be carried forward and included in the lost revenue amounts reported during the second reporting period (January 1 to March 31, 2022)?
Is hazard pay, including an agency-wide one time hazard pay for all staff (perhaps 3% of annual salary), still an approved use of funds for time worked between 7/1/21 and 12/31/21, despite conditions currently improving?
If we received payment in December 2020 what is the reporting period, can this be transferred to 2021 due to receipt in 12/2020?
How will a non-federal entity determine the amount of expenditures and/or lost revenues to report on its SEFA for FYEs ending on or after June 30, 2021?
# Resources and Technical Assistance

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Technical Assistance

Reporting Technical Assistance Sessions

Session 1: July 14, 2021 | 3:00pm ET
Register Now

Session 2: July 20, 2021 | 3:00pm ET
Register Now

Provider Support Line

➢ (866) 569-3522 for TTY dial 711
➢ Hours of operation are 8 a.m. to 10 p.m. CT, Monday thru Friday
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www.HRSA.gov

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