



Introduction to the PRF Reporting Portal: Reporting Period 2 Provider Webcast New Reporting Entities

January 12, 2022

Provider Relief Fund (PRF)
Provider Relief Bureau

Vision: Healthy Communities, Healthy People



Today's Speakers

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Provider Relief Bureau

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Provider Relief Bureau



Agenda

- Provider Relief Fund (PRF) Background
- Reporting Requirements
- PRF Reporting Portal Walkthrough
- Reporting Resources



Provider Relief Programs

Provider Relief Fund and ARP Rural 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

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)

- Allocated an **additional \$3B**
- Signed into law December 27, 2020

Paycheck Protection Program and Health Care Enhancement Act (PPHCEA)

- Allocated an **additional \$75B**
- Signed into law April 4, 2020

America Rescue Plan Act (ARP)

- Provided **\$8.5B** for rural providers
- Signed into law March 11, 2021
- ARP funding **is not** part of the PRF, but payments are administered via the Provider Relief Bureau



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 repayment and/or debt collection.

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 or ARP payments.



Period of Availability

Reporting Period	Payment Received Period (Payments Exceeding \$10,000 in Aggregate Received)	Period of Availability	Reporting Time Period
Period 1	April 10, 2020 to June 30, 2020	January 1, 2020 to June 30, 2021	July 1, 2021 to September 30, 2021 *
Period 2	July 1, 2020 to December 31, 2020	January 1, 2020 to December 31, 2021	January 1, 2022 to March 31, 2022
Period 3	January 1, 2021 to June 30, 2021	January 1, 2020 to June 30, 2022	July 1, 2022 to September 30, 2022
Period 4	July 1, 2021 to December 31, 2021	January 1, 2020 to December 31, 2022	January 1, 2023 to March 31, 2023

* Grace Period ended on November 30, 2021



Nursing Home Infection Control Payments

- Type of Targeted Distribution payment formally known as the Skilled Nursing Facility and Nursing Home Infection Control Distribution
- Included an incentive payment structure called the Quality Incentive Payment (QIP) Program.
- **May only** be used to reimburse infection control expenses.
- This particular Targeted Distribution **may not** be used to reimburse lost revenues.
- Examples of allowable expenses include:
 - Costs of reporting COVID-19 test results to local, state, or federal governments
 - Hiring staff to provide patient care or administrative support
 - Expenses incurred to improve infection control
 - Providing additional services to residents, such as technology that permits residents to connect with their families if the families are not able to visit in person



Use of Other PRF Payments

- The reporting portal will refer to General and Other Targeted Distribution payments with the exception of the Nursing Home Infection Control payments as “Other PRF Payments.”
- Terms and Conditions state that recipients may use PRF payments for eligible health care-related expenses and lost revenues **to prevent, prepare for, and respond to coronavirus.**
- When reporting, you must:
 - follow your basis of accounting, such as cash, or accrual, to determine expenses;
 - maintain adequate documentation to substantiate the use of PRF payments; and
 - ensure that PRF expenses and lost revenues have not already been reimbursed **and** are not obligated to be reimbursed by other sources.



PRF Reporting Portal Walkthrough

Registration and Log In

<https://prfreporting.hrsa.gov/>

Reporting in the PRF Reporting Portal is a two-step process:

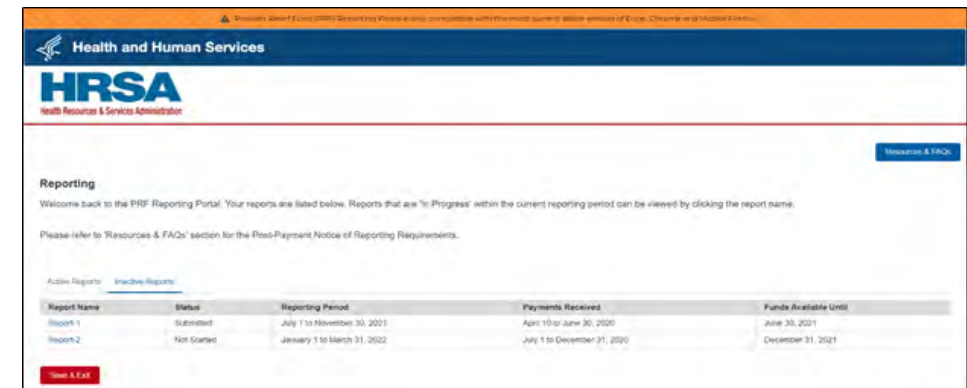
- 1) **Register** once for all reporting periods.
- 2) **Report** on the use of funds

Welcome to the Provider Relief Fund Reporting Portal

Register and create an account to get started. Registered portal users may log into the PRF Reporting Portal with a username, Tax Identification Number (TIN), and password. Please use the TIN that was used during registration or that received the payment.



PRF Reporting Portal Home Page



PRF Reporting Portal Log-In Landing Page



Navigating the Portal

On each PRF Portal web page, you will see:

- Resources and FAQs Button
- Journey bar
- Required fields to complete
- Tool tips
- “Previous” “Save and Next” or “Save and Exit” buttons to navigate the portal
- Provider Support Line contact Information
- Language and Government Resources

Provider Relief Fund (PRF) Reporting Portal is only compatible with the most current stable version of Edge, Chrome and Mozilla Firefox.

Health and Human Services
HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Interest Earned on PRF Payments, Tax Information and Single Audit Information

*Amount of interest earned on Skilled Nursing Facility and Nursing Home Infection Control payments from payment date until expense date, if applicable

*Amount of interest earned on Other PRF payments from payment date until expense date, if applicable

Tax Information

*Federal Tax Classification

Exempt Payee Code

Exempt from Foreign Account Tax Compliance Act (FATCA) Reporting Code

*Fiscal Year End Date

Single Audit Information

Audit Requirement (45 CFR 75 Subpart F): A recipient that expends \$750,000 or more during the entity's fiscal year must have a Single Audit or a financial related audit (Commercial Organizations only). Please use the table below if you are subject to an audit in accordance with 45 CFR 75.501 and indicate whether PRF payments were included in the audit.

Fiscal Year	Subjected to Audit (45 CFR 75 Subpart F)	Were PRF payments included in this audit?
2019	<input type="checkbox"/>	<input type="checkbox"/>
2020	<input type="checkbox"/>	<input type="checkbox"/>
2021	<input type="checkbox"/>	<input type="checkbox"/>

Previous Save & Exit Save & Next



Entity Overview

- Entity Overview contains address and contact information.
- Most of the information is prepopulated with information entered during registration.
- Choose the Provider Type and Sub-Type that matches the majority of your business.
- Contact information must be up to date.

Reporting

If information on this page is correct, click the 'Next' button to proceed to the next page. Clicking the "Next" button will save any data changed on this page. If you wish to exit the PRF Reporting Portal at any time, please click the 'Save & Exit' button. Any data you change will not be saved if you exit by closing the browser window.

Entity Overview

Tax ID Number (TIN) ⓘ
1472595401

*Business Name (as it appears on W9)
John Doe Hospital

Doing-Business As (DBA) Name ⓘ
JDoe Hospital

*Provider Type ⓘ
Outpatient and Professional

*Provider Sub-Type
Primary Care Practice

Address (as it appears on Form W-9)

*Street ⓘ
123 Street

*City ⓘ
Atlanta

*State/Territory
Georgia

*Zip Code ⓘ
30062

Contact Information

*First Name
Jane

*Last Name
Doe

Title ⓘ

*Phone ⓘ
1234567890

*Email ⓘ
janedoe@hospital.com

[Save & Exit](#) [Save & Next](#)



Subsidiary Questionnaire

- The Subsidiary Questionnaire collects information about:
 - subsidiary entities for any Reporting Entities that are parent organizations
 - parent entities for any Reporting Entities that are a subsidiary
- **These questions will affect your journey through the portal:**
 - Do you have any subsidiaries that are “eligible health care providers?”
 - Did you acquire or divest subsidiaries that are “eligible health care providers” during the period of availability of funds?
 - Is a parent entity reporting on your **General Distribution** payment(s)?
 - Were any **Targeted Distribution** payment(s) you are currently reporting on transferred to or by a parent entity?



Subsidiary Data Tables (If Applicable)

Acquisitions/Divested Table:

- The effective date for the divestiture or acquisition should fall within the period of availability **and** must indicate the change in ownership.

Subsidiary Information Table:

- Subsidiary data entered during registration will pre-populate.
- The table must be correct to report on a subsidiary's General Distribution.
- Add **all** subsidiaries that meet the definition of "eligible health care providers" – even if it says, "TIN not found in the PRF payment file."

Recommended: Download the list of subsidiaries as a spreadsheet to confirm submitted subsidiary TINs.

Health and Human Services
HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Acquired/Divested Subsidiaries

Reporting Entities that acquired or divested of related subsidiaries that are eligible health care providers must report this information to HRSA by completing the table below.

TIN of Acquir...	Acquired or ...	Effective Dat...	TIN of Acqui...	PRF Receive...	Percentage o...	Did/Do you ...	Delete
678541234	Divested	10/01/2020	564564567	\$ 10,000.00	75%	Yes	

Please enter any additional acquired/divested subsidiaries one at a time. Click the +Add button to add and save to the table above. Only information in the table will be saved.

* TIN of Acquired/Divested Subsidiary

* Acquired or Divested?

* Effective Date of the Acquisition/Divestiture

* If Acquired, please provide the TIN of a Divesting Entity. If Divested, please provide the TIN of an Acquiring Entity.

* Total PRF Dollar Amount Received for TIN

* Did/Do you hold a controlling interest?

--None--

+ Add

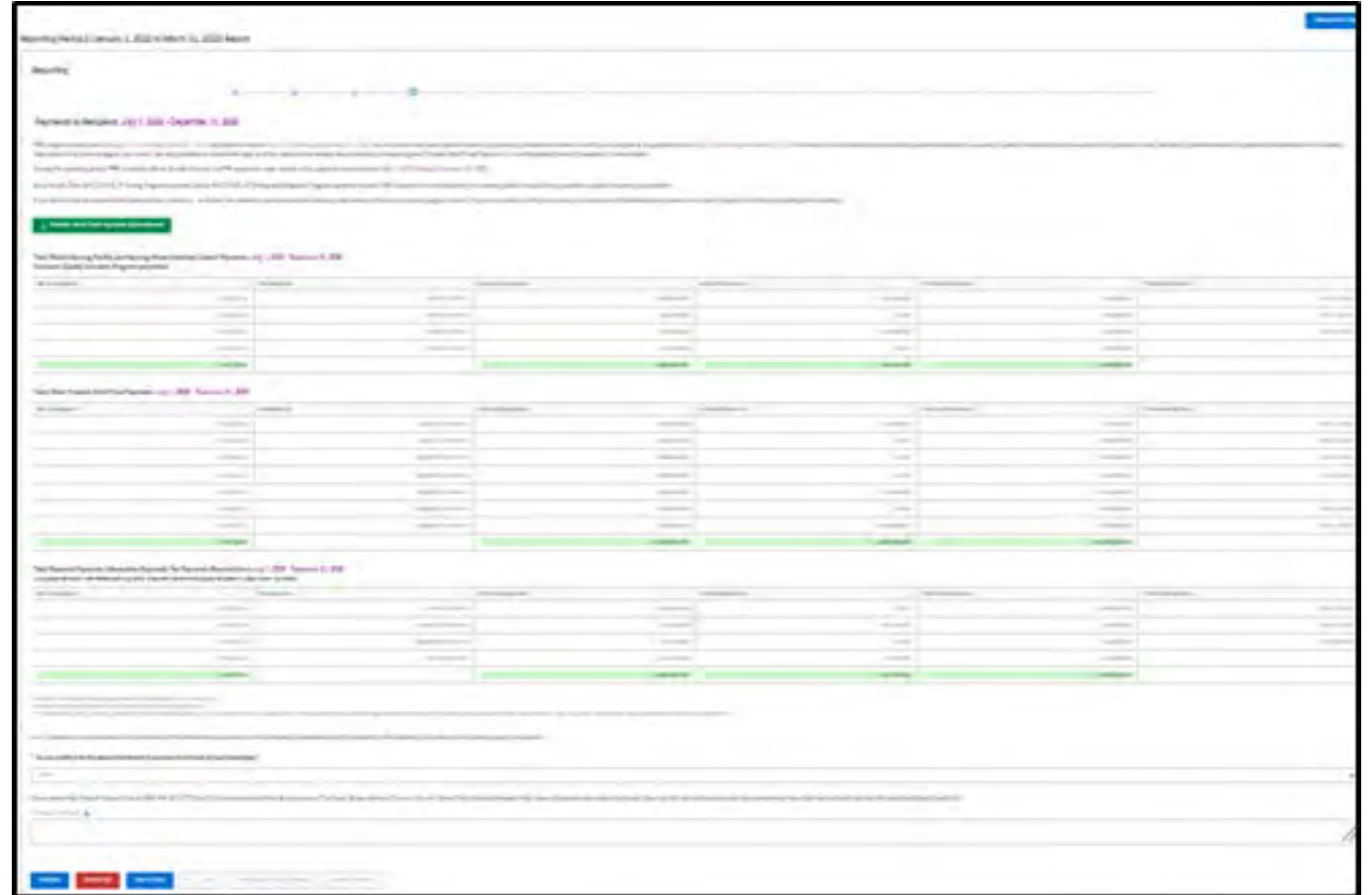


Payments to the Recipient

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.



The screenshot displays a web-based reporting interface for the Provider Relief Fund. It features a header with the reporting period 'Reporting Period: January 1, 2020 to March 31, 2020'. Below this, there are several summary tables, each representing a different reporting period. The tables are organized into sections, with the first section titled 'Payments to Recipients (July 1, 2020 - December 31, 2020)'. Each table contains columns for various data points, including payment amounts and recipient information. The interface includes navigation buttons at the bottom, such as 'Back', 'Next', and 'Print'.



Interest Earned on PRF Payments, Tax Information and Single Audit Information

- **Interest Earned** on PRF payments is from receipt of the payments until the expenditure date of those PRF payments.
- **Tax Information** is based on IRS Form W-9. Select the options that best apply to you and your organization.
- **Single Audit table** is for the fiscal years for which you are required by 45 CFR 75.501 to complete an Audit, which states that when you expend \$750,000 or more in federal funds (including PRF payments) during your fiscal year, you must have a Single Audit or a related financial audit.

Provider Relief Fund (PRF) Reporting Portal is only compatible with the most current stable version of Edge, Chrome and Mozilla Firefox.

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Interest Earned on PRF Payments, Tax Information and Single Audit Information

*Amount of interest earned on Skilled Nursing Facility and Nursing Home Infection Control payments from payment date until expense date, if applicable

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Tax Information

*Federal Tax Classification

Exempt Payee Code

Exempt from Foreign Account Tax Compliance Act (FATCA) Reporting Code

*Fiscal Year End Date

Single Audit Information

Audit Requirement (45 CFR 75 Subpart F): A recipient that expends \$750,000 or more during the entity's fiscal year must have a Single Audit or a financial related audit (Commercial Organizations only). Please use the table below if you are subject to an audit in accordance with 45 CFR 75.501 and indicate whether PRF payments were included in the audit.

Fiscal Year	Subjected to Audit (45 CFR 75 Subpart F)	Were PRF payments included in this audit?
2019	<input type="checkbox"/>	<input type="checkbox"/>
2020	<input type="checkbox"/>	<input type="checkbox"/>
2021	<input type="checkbox"/>	<input type="checkbox"/>

Previous Save & Exit Save & Next




Payments Summary

Recommended: Print this page for your records.

The read-only summary includes the following:

- Total Nursing Home Infection Control Distribution (includes Quality Incentive Program) Payments (if applicable)
- Total Other PRF Payments
- Total Interest Earned on Nursing Home Infection Control Payments (if applicable)
- Total Interest Earned on Other PRF Payments
- Gross PRF Payments (including Interest Earned)
- Total PRF Returned Payments
- Total Reportable Nursing Home Infection Control Payments, including any interest (if applicable)
- Total Reportable Other PRF Payments, including interest
- Total Reportable PRF Payments

Reporting



Payments Summary: July 1, 2020 - December 31, 2020

These totals do not include payments received outside the period July 1, 2020 - December 31, 2020 or where the payments were rejected (attestation rejected).

Total Nursing Home Infection Control Payments:	\$240,000.00
Total Other PRF Payments:	\$3,000,000.00
Total Interest Earned on Nursing Home Infection Control Payments:	\$10,000.00
Total Interest Earned on Other PRF Payments:	\$10,000.00
Gross PRF Payments (including Interest Earned):	\$3,260,000.00
Total PRF Returned Payments:	\$460,000.00
Total Reportable Nursing Home Infection Control Payments:	\$190,000.00
Total Reportable Other PRF Payments:	\$2,610,000.00
Total Reportable PRF Payments:	\$2,800,000.00

Previous Save & Exit Save & Print



Other Assistance Received

- “Other Assistance Received” will not be used in subsequent calculation in the portal to determine a provider’s use of PRF payments.
- Reminder to providers that PRF payments **may not** be used to reimburse expenses that other sources have reimbursed or are obligated to reimburse.
- RHC COVID-19 Testing Program and RHC COVID-19 Testing and Mitigation Program payments are not PRF payments.

Reporting

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.

Other Assistance	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Q1 (2021)	Q2 (2021)	Total
RHC COVID-19 Testing Funds Received							\$0.00
Treasury, Small Business Administration (SBA) (e.g., CARES Act/Paycheck Protection Program)	*	*	*	*	*	*	
FEMA Programs (CARES Act, Public Assistance, etc.)	*	*	*	*	*	*	
HHS CARES Act Testing	*	*	*	*	*	*	
Local, State, and Tribal Government Assistance	*	*	*	*	*	*	
Business Insurance	*	*	*	*	*	*	
Other Assistance	*	*	*	*	*	*	
Total							

Previous Save & Exit Save & Next



Nursing Home Infection Control Expenses

- Nursing Home Infection Control payments may be used for infection control expenses **only** and may not be used to reimburse lost revenues.
- 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.
- The purpose of this worksheet is to describe exactly how Nursing Home Infection Control payments reimbursed infection control expenses.

Total Reportable Nursing Home Infection Control Payments = \$12,334

Infection Control Expenses	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Q1 (2021)	Q2 (2021)	Total
General and Administrative (G&A) Expenses							\$0.00
Mortgage/Rent	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Insurance	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Personnel	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Fringe Benefits	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Lease Payments	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Utilities/Operations	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Other G&A Expenses	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Healthcare Related Expenses							\$0.00
Supplies	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Equipment	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Information Technology (IT)	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Facilities	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Other Healthcare Expenses	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	\$0.00
Total Nursing Home Infection Control Expenses							\$0.00



Other PRF Expenses

- Demonstrate how Other PRF payment amounts were applied toward expenses during the period of availability.
- Expenses that were not reimbursed with Other PRF payments should not be reported on this page.
- PRF payments may be used for eligible expenses or lost revenues incurred prior to receipt of those payments so long as they are **to prevent, prepare for, and respond to coronavirus.**

Reporting

Other Provider Relief Fund Expenses for Payments Received During Payment Period January 1, 2020 - December 31, 2020

On this worksheet, you are required to report on your use of all Other Provider Relief Fund payments received July 1, 2020 - December 31, 2020 for allowable expenses. You must report on the use of these payments by indicating the quarterly expenses reimbursed with these payments. If you do not use these payments to reimburse allowable expenses, you may enter zero. As a reminder, 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 User Guide](#) for detailed instructions. Further definitions are located in the Post Payment Notice of Reporting Requirements.

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, you must enter a 0. The "Tot" key may be used to toggle between cells during data entry.

Expenses are reported by calendar year quarter (CY).

Q1 January 1 - March 31
Q2 April 1 - June 30
Q3 July 1 - September 30
Q4 October 1 - December 31

Total Reportable Other PRF Payments - \$2,610,000.00

Other PRF Expense	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Q1 (2021)	Q2 (2021)	Q3 (2021)	Q4 (2021)	Total
Contract and Administrative (C&A) Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Healthcare Related Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Reporting Other Provider Relief Expenses									

Print & Close Save & Exit Save & Print



Unreimbursed Expenses Attributable to Coronavirus

Unreimbursed Expenses	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Q1 (2021)	Q2 (2021)	Total
General and Administrative (G&A) Expenses	*	*	*	*	*	*	\$0.00
Healthcare Related Expenses	*	*	*	*	*	*	\$0.00
Total Unreimbursed Expenses Attributable to Coronavirus							\$0.00

- Reporting Entities describe if there are expenses that still remain unreimbursed after considering all assistance received by HRSA and all other sources.
- Reporting Entities must consider all other financial assistance received by HRSA and other sources, including other PRF payments, when determining net unreimbursed expenses attributable to coronavirus reported on this worksheet.
- 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

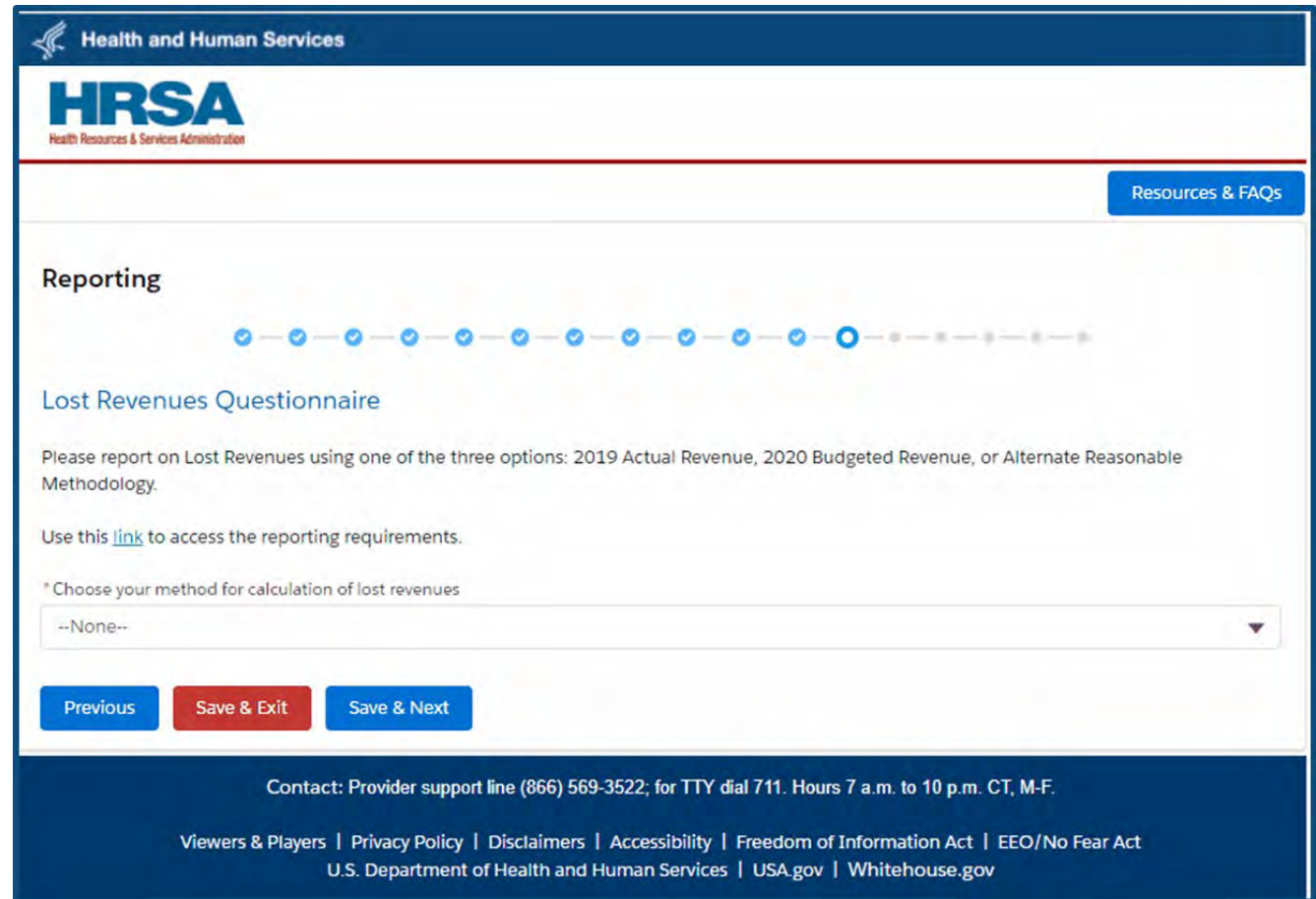
- This page appears if PRF payments were fully expended on coronavirus related expenses.
- You must submit the total calendar year 2019, 2020, and 2021 Actual Patient Care Revenue.

The screenshot shows a web form titled "Reporting Period 2 (January 1, 2022 to March 31, 2022) Report". At the top right is a "Resources & Help" button. Below the title is a "Reporting" section with a progress indicator showing 10 steps, with the 10th step highlighted. The main section is "Actual Patient Care Revenue". It includes a note: "The recipient is required to submit calendar year 2019, 2020 and 2021 actual patient care revenue." and a sub-note: "All fields marked with an asterisk are required. There is also a character limit for a value entry up to 24 digits (including 2 decimal points). If there is no revenue, the reporting entity must enter 0." Below this are three input fields for "2019 Actual (Dollar amount)", "2020 Actual (Dollar amount)", and "2021 Actual (Dollar amount)", each with a dollar sign icon on the left. At the bottom are three buttons: "Previous", "Save & Exit", and "Save & Next".



Lost Revenues Questionnaire

- Complete this questionnaire only if PRF payments were not fully expended on expenses.
 - Nursing Home Infection Control payments may not be used to reimburse lost revenues.
- There are three methods for calculating lost revenues. Select one.
- Many resources are available to assist with the lost revenues reporting requirements.



The screenshot shows the HRSA (Health Resources & Services Administration) website interface for the Lost Revenues Questionnaire. At the top, there is a blue header with the HRSA logo and the text "Health and Human Services". Below the header, the "HRSA" logo is prominently displayed. A "Resources & FAQs" button is located in the top right corner. The main content area is titled "Reporting" and features a progress indicator with 15 steps, where the 14th step is highlighted. Below the progress indicator, the title "Lost Revenues Questionnaire" is shown. The text instructs users to report on Lost Revenues using one of three options: 2019 Actual Revenue, 2020 Budgeted Revenue, or Alternate Reasonable Methodology. A link is provided to access reporting requirements. A dropdown menu is labeled "Choose your method for calculation of lost revenues" and currently shows "--None--". At the bottom of the form, there are three buttons: "Previous" (blue), "Save & Exit" (red), and "Save & Next" (blue). A footer section contains contact information for the provider support line and various policy links.



Lost Revenues: 2019 Actual Revenue

- Option i per [Post-Payment Notice of 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
- Baseline is 2019
- 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

* Choose your method for calculation of lost revenues

—None—

2019 Actual Revenue

2020 Budgeted Revenue

Alternate Reasonable Methodology

Calculation of Lost Revenues Attributable to Coronavirus

Please fill out the table below with the quarterly revenue information for each calendar year. In the Total Revenue/Net Charges from Patient Care section, please report the Patient Revenue, split by Payer Type.

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 there is no revenue to report for a quarter, the reporting entity must enter '0'. The 'Tab' key may be used to navigate between cells during data entry.

2019 Actuals 2020 Actuals 2021 Actuals

Total Revenue/Net Charges from Patient Care (2019 Actuals)

	Q1 (2019)	Q2 (2019)	Q3 (2019)	Q4 (2019)	Total (2019)
Medicare A+B *	*	*	*	*	\$0.00
Medicare C *	*	*	*	*	\$0.00
Medicaid/Children's Health Insurance Program (CHIP) *	*	*	*	*	\$0.00
Commercial Insurance *	*	*	*	*	\$0.00
Self-Pay (No Insurance) *	*	*	*	*	\$0.00
Other *	*	*	*	*	\$0.00
Total Revenue/Net Charges from Patient Care	\$0	\$0	\$0	\$0	\$0.00



Lost Revenues: Budgeted Revenue

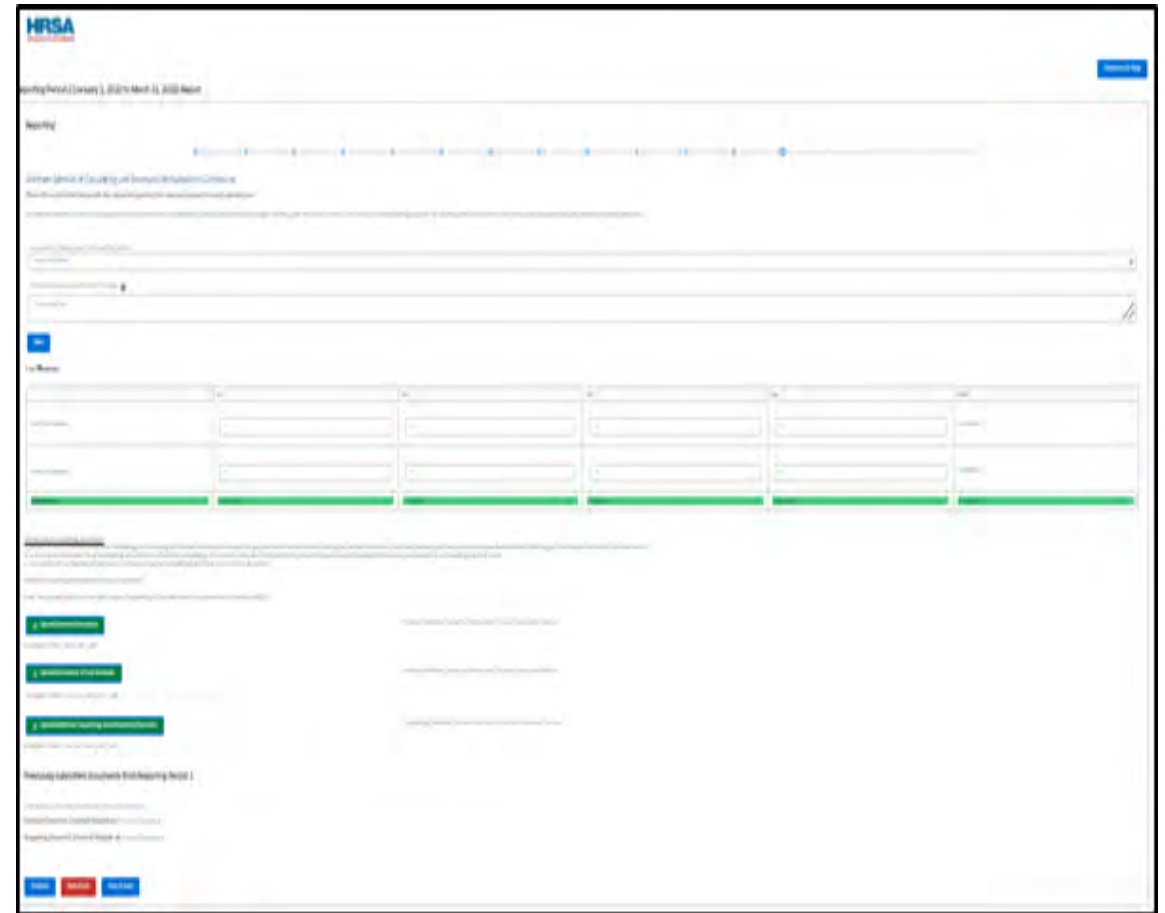
- Option ii per [Post-Payment Notice of Reporting Requirements](#) is the difference between budgeted and actual revenue
- Budgeted Revenue: The difference between budgeted (prior to March 27, 2020) and actual patient care revenues
- Lost revenues will be calculated for each quarter during the period of availability, as a standalone calculation
- 2 Required Uploads:
 - Budget approved prior to March 27, 2020
 - Attestation on accuracy of budget submitted
- Save files in a secure area. At this time, the documents may not be retrieved after submission.

The screenshot displays the HRSA reporting interface. At the top, it says 'HRSA' and 'Reporting Portal (Legacy) | 2020/2021 Reporting Period'. Below this, there are several sections for data entry. A table is visible with columns for 'Reporting Period', 'Budgeted Revenue', and 'Actual Revenue'. The table has multiple rows, with the first row highlighted in green. Below the table, there are buttons for 'Save' and 'Submit'. The interface is clean and professional, with a white background and blue accents.



Lost Revenues: Alternate Reasonable Methodology

- Option iii per [Post-Payment Notice of 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, you must enter '0' to indicate that there were no lost revenues
- Required Documentation
 - A narrative document describing methodology, explanation, and a description
 - A calculation of lost revenues
 - Optional: Supporting Document
- Save files in a secure area. At this time, the documents may not be retrieved after submission.

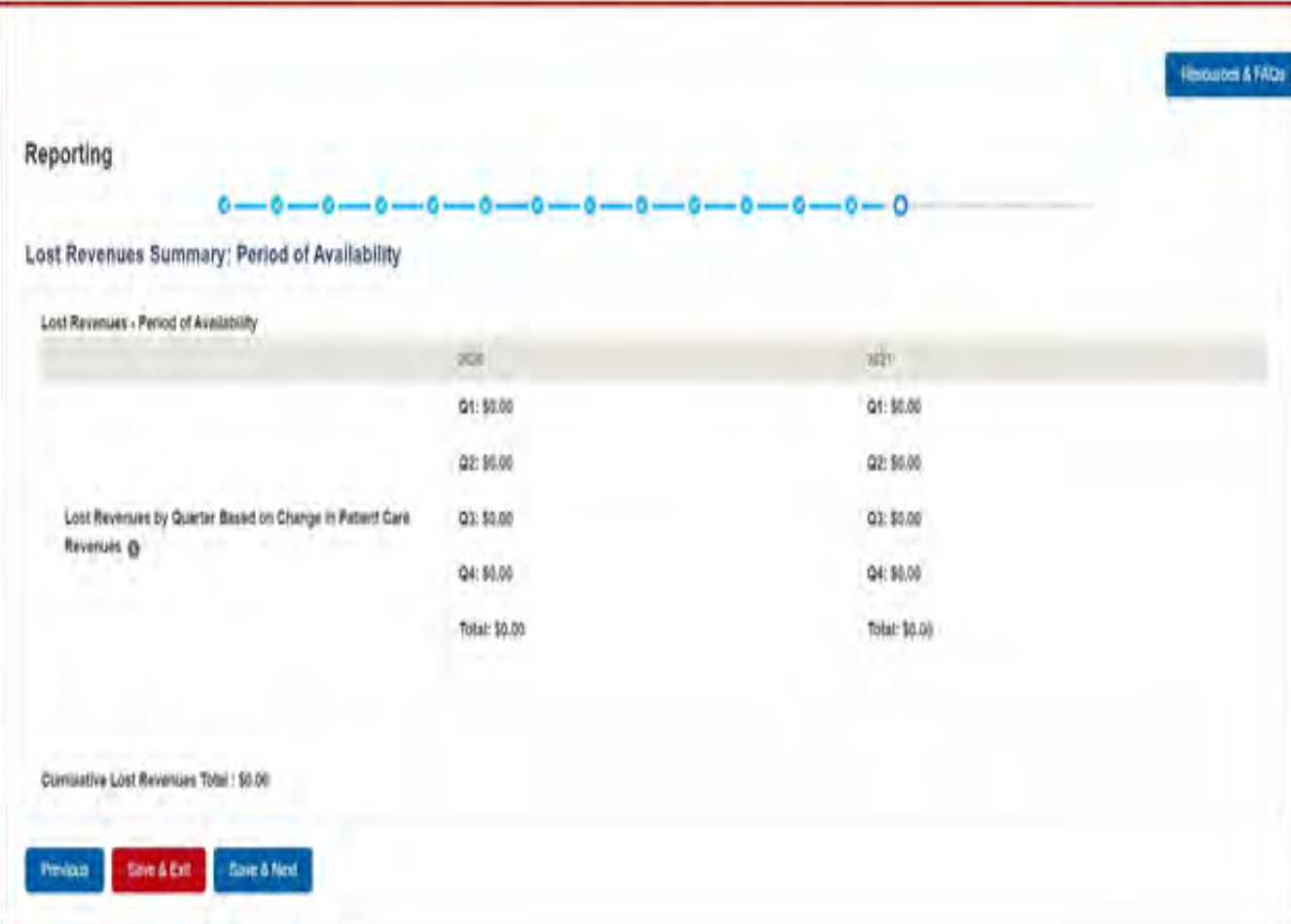


The screenshot displays the HRSA PRF reporting interface. At the top, it shows the HRSA logo and a search bar. Below that, there's a section for 'Reporting Period (January 1, 2020 to March 31, 2020 Report)'. The main area contains a form with several sections, including a 'Reporting Period' section with a progress indicator, a 'Reporting Period' section with a dropdown menu, and a 'Reporting Period' section with a table. The table has columns for 'Reporting Period', 'Reporting Period', 'Reporting Period', 'Reporting Period', and 'Reporting Period'. Below the table, there are three green buttons labeled '1. Submission', '2. Submission', and '3. Submission'. At the bottom, there are three buttons labeled 'Save', 'Cancel', and 'Submit'.



Lost Revenues Summary: Period of Availability

- This conditional page displays a read-only table of Lost Revenues by calendar year quarter for 2020 and 2021, based on the change in Patient Care Revenues.
- A cumulative lost revenues total will display at the bottom of the table.



Reporting

Lost Revenues Summary: Period of Availability

Lost Revenues - Period of Availability	2020	2021
Q1: \$0.00	Q1: \$0.00	
Q2: \$0.00	Q2: \$0.00	
Q3: \$0.00	Q3: \$0.00	
Q4: \$0.00	Q4: \$0.00	
Total: \$0.00	Total: \$0.00	

Cumulative Lost Revenues Total: \$0.00

Previous Save & Exit Save & Next



PRF Financial Summary: Reporting Period 2

- The PRF reconciliation will only include line items relevant to a Reporting Entity report.
- Verify the accuracy of the financial summary information on this page.
- **Recommend:** Print this read-only screen from your web browser.
- Upon submission of your report, you will be able to continue to log in and see the information on this page.

Reporting

PRF Financial Summary Reporting Period 2 (Payments received from July 1, 2020 - December 31, 2020)

Other PRF Summary (Payments Received from July 1, 2020 to December 31, 2020)

	Amount
Total Reportable Other PRF Payments	\$2,610,000.00
Total Other PRF Expenses	\$0.00
Total Reportable Other PRF Remaining to be applied to Lost Revenues	\$2,610,000.00

PRF Lost Revenue Summary (Period of Availability)

	Amount
Total Lost Revenues for the Period of Availability	\$0.00
Total PRF Previously Applied to Lost Revenues	\$10,000.00
Total Returnable to HRSA due to a change in reported Lost Revenues	\$10,000.00
Total PRF Applied to Lost Revenues in this Reporting Period	(\$10,000.00)
Total Unused Lost Revenues	\$0.00
Total PRF Payments not applied to expenses or Lost Revenues	\$2,620,000.00

Nursing Home Infection Control Summary (Payments Received from July 1, 2020 to December 31, 2020)

	Amount
Total Reportable Nursing Home Infection Control Payments	\$190,000.00
Total Nursing Home Infection Control Expenses	\$0.00



Unused Funds

- Unused funds that cannot be expended on allowable expenses or lost revenues attributable to coronavirus by the applicable deadline to use funds (December 31, 2021, for Reporting Period 2) must return those funds to HRSA.
- Unused interest earned, if any, must be returned
- Any unused funds from the period of availability ***must be returned within 30 days after the end of the Reporting Time Period.***
- The [Returning Funds Fact Sheet](#) has comprehensive information about the return of unused funds
- HRSA will pursue enforcement actions – including repayment and/or debt collection – for any unreturned PRF payments.

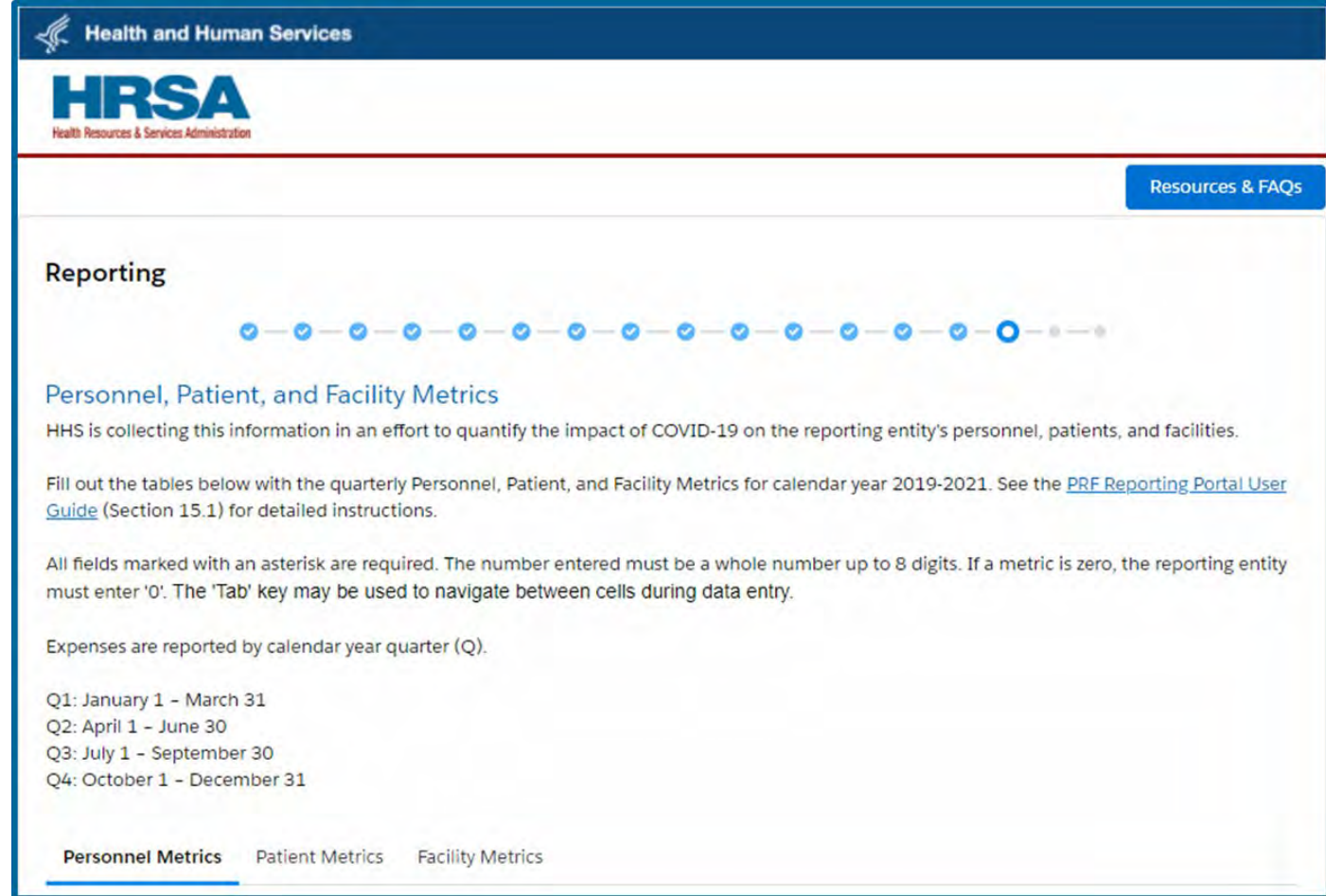
Reporting Period	Reporting Time Period	Deadline for Returning Unused Funds
Period 1	July 1, 2021 to September 30, 2021	October 30, 2021*
Period 2	January 1, 2022 to March 31, 2022	April 30, 2022
Period 3	July 1, 2022 to September 30, 2022	October 30, 2022
Period 4	January 1, 2023 to March 31, 2023	April 30, 2023

* Extension to December 30, 2021



Personnel, Patient, and Facility Metrics

- 3 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 and FAQs.



The screenshot displays the HRSA Reporting Portal interface. At the top, it features the 'Health and Human Services' logo and the 'HRSA Health Resources & Services Administration' logo. A 'Resources & FAQs' button is located in the top right corner. The main content area is titled 'Reporting' and includes a progress indicator with 15 steps, where the 14th step is currently active. Below this, the section is titled 'Personnel, Patient, and Facility Metrics'. The text explains that HHS is collecting this information to quantify the impact of COVID-19. It instructs users to fill out tables for quarterly metrics for 2019-2021, referencing the 'PRF Reporting Portal User Guide' (Section 15.1). It also notes that fields marked with an asterisk are required and that zero values should be entered as '0'. A note specifies that expenses are reported by calendar year quarter (Q). The quarters are listed as: Q1: January 1 - March 31, Q2: April 1 - June 30, Q3: July 1 - September 30, and Q4: October 1 - December 31. At the bottom, there are three tabs: 'Personnel Metrics', 'Patient Metrics', and 'Facility Metrics', with 'Personnel Metrics' being the active tab.



Survey

- These questions help HRSA understand the effects of PRF payment(s) on finances and clinical care during the period of availability.
- Financial Effects of PRF Payment(s) and the Clinical Care Effects of PRF Payment(s).
- There is an optional narrative feedback section.

Reporting

Survey

The reporting entity should consider the impact of the PRF payments received July 1, 2020 through December 31, 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 July 1, 2020 through December 31, 2020:

• Has the PRF payment(s) had a significant (short or long term) impact on (e.g., general and administrative expenses, healthcare related expenses)?

None

• Has the PRF payment(s) helped increase existing or new patient beneficiaries?

None

• PRF payment(s) significantly affected the entity (select all that apply):

Options	Selected
Pay renegotiation	Pay personnel
Pay insurance	
Pay fringe benefits	
Make loan payments	
Pay utilities/operations	
Other operational expenses	

• Has the PRF payment(s) helped retain staff that otherwise would have been furloughed or terminated?

None

• Has the PRF payment(s) helped to hire or re-activate staff from furlough?

None

• Has the PRF payment(s) helped to make the changes needed to operate during the pandemic (e.g., by acquiring PPE, creating temporary facilities, providing for infrastructure, etc.)?

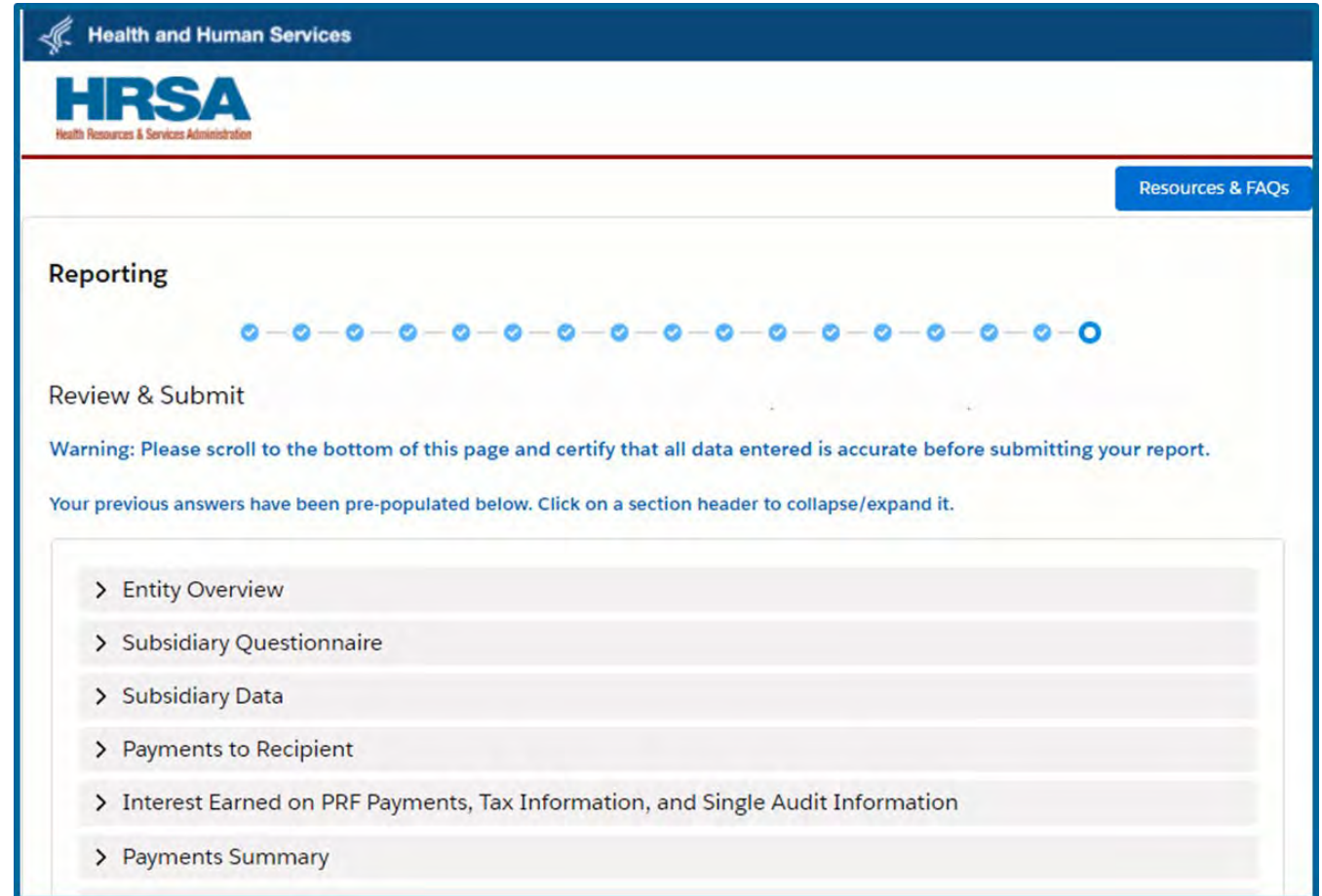
None

Clinical Care Effects of PRF Payment(s)



Review and Submit

- Headers in this section are collapsible.
- Once reviewed, certify that the above information is accurate to the best of your knowledge. You are not able to edit a submitted report.
- **Recommend:** Print using the web browser and save a copy for your records.
- After submission, you may log in to the portal and view the information on this page.



The screenshot shows the HRSA (Health Resources & Services Administration) reporting interface. At the top, there is a blue header with the HRSA logo and the text "Health and Human Services". Below the header, there is a navigation bar with a "Resources & FAQs" button. The main content area is titled "Reporting" and features a progress indicator consisting of a series of blue circles, with the final circle highlighted. Below the progress indicator, the text "Review & Submit" is displayed. A warning message states: "Warning: Please scroll to the bottom of this page and certify that all data entered is accurate before submitting your report." Below the warning, there is a note: "Your previous answers have been pre-populated below. Click on a section header to collapse/expand it." A list of collapsible sections is shown, including "Entity Overview", "Subsidiary Questionnaire", "Subsidiary Data", "Payments to Recipient", "Interest Earned on PRF Payments, Tax Information, and Single Audit Information", and "Payments Summary".



PRF Reporting Portal Resources

Resources:

PRF Resources and Key Links

[Reporting and Auditing Requirements](#)
[Frequently Asked Questions \(FAQs\)](#)
[Terms and Conditions](#)
[General Information](#)

PRF Reporting Portal Resources

[Portal FAQs](#)
[Registration User Guide](#)
[Reporting User Guide](#)
[Portal Worksheets](#)

Welcome to the Provider Relief Fund Reporting Portal

Register and create an account to get started. Registered portal users may log in with a username and password.

Already a registered PRF Reporting Portal User?

[Log In](#)

First Time User? Click on 'Register' to create an account.

[Register](#)

Resources:

PRF Resources and Key Links

[Reporting and Auditing Requirements](#)
[Frequently Asked Questions \(FAQs\)](#)
[Terms and Conditions](#)
[General Information](#)

PRF Reporting Portal Resources

[Portal FAQs](#)
[Registration User Guide](#)
[Reporting User Guide](#)
[Portal Worksheets](#)

Contact: Provider Support Line (888) 589-3522; for TTY dial 711. Hours 7 a.m. to 10 p.m. CT, M-F.

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U.S. Department of Health and Human Services | [USA.gov](#) | [Whitehouse.gov](#)

[Language Assistance](#)



PRF Reporting Resources

Helpful Links		Reporting Guides	
<u>Notice of Reporting Requirements (June 11, 2021)</u>		<u>Lost Revenues Guide- Reporting Period 2</u>	
<u>Data Entry Worksheet</u>		<u>Parent Subsidiary Reporting</u>	
<u>Reporting Resources Webpage</u>		<u>Independent Audit Requirement</u>	
<u>Nursing Home Infection Control Webpage</u>		<u>Patient Metrics</u>	
<u>What's New In Reporting Period 2 Fact Sheet</u>		<u>Ownership Changes</u>	
Portal User Guides	Frequently Asked Questions	Stakeholder Resources	Returning Funds
<u>Registration Process</u>	<u>Reporting and Auditing-Specific FAQs</u>	<u>Stakeholder Webpage</u>	<u>Returning Funds Fact Sheet</u>
<u>Submitting Reporting Information</u>	<u>Portal-specific FAQs</u>	<u>Stakeholder Toolkit</u>	<u>Return Unused Funds Portal</u>

Provider Support Line: (866) 569-3522, for TTY dial 711, 8 AM to 10 PM CT, Monday thru Friday



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