



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

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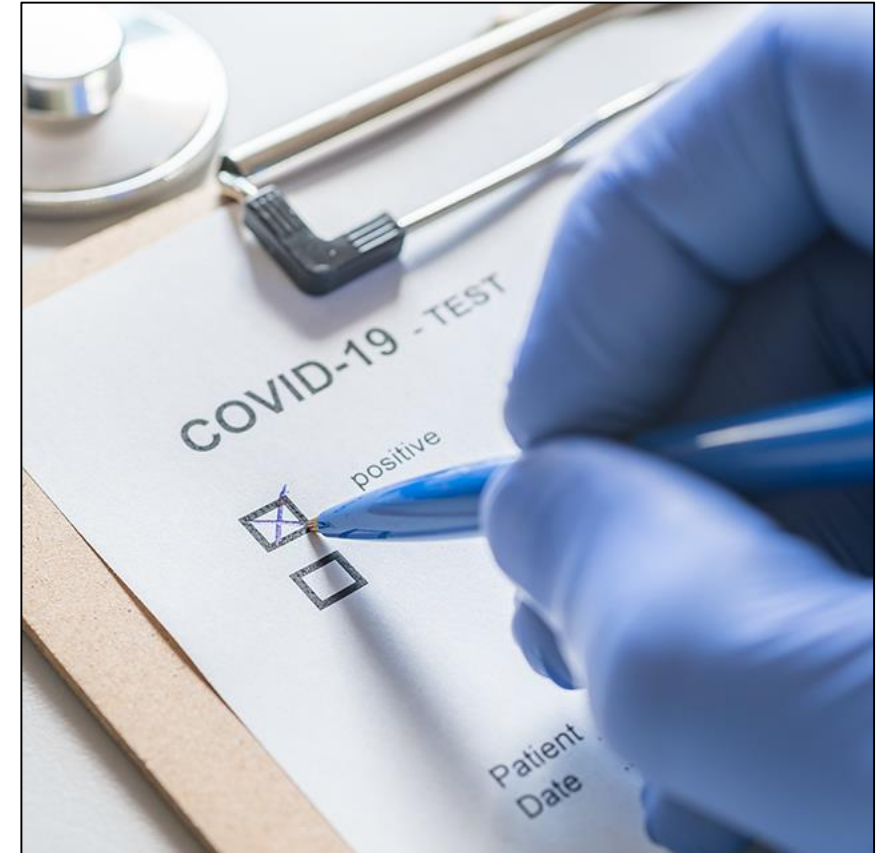
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Agenda

- Provider Relief Fund (PRF) Background
- Reporting Requirements
- Resources
- PRF Reporting Portal Overview
- Questions & Answers



Provider Relief Fund Background

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

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



Reporting Time Periods

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



Unused 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

- 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

Resources

[Post-Payment Notice of Reporting Requirements \(June 11, 2021\)](#)

[Portal Frequently Asked Questions \(FAQs\)](#)

[Provider Relief Fund Frequently Asked Questions \(FAQs\)](#)

[PRF Reporting Portal User Guide - Registration](#)

[PRF Reporting Portal User Guide - Reporting](#)

[Portal Worksheets](#)

[PRF Reporting Portal Video Demonstration & Webinar](#)

[Reporting and Auditing Webpage](#)



Provider 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 (866) 569-3522; for TTY dial 711. Hours 7 a.m. to 10 p.m. CT, M-F.

[Viewers & Players](#) | [Privacy Policy](#) | [Disclaimers](#) | [Accessibility](#) | [Freedom of Information Act](#) | [EEO/No Fear Act](#)
U.S. Department of Health and Human Services | [USA.gov](#) | [Whitehouse.gov](#)

[Language Assistance](#)



PRF Reporting Portal Overview

Entity Overview

The screenshot shows the 'Entity Overview' page in the PRF Reporting Portal. At the top, there is a blue header with the 'Health and Human Services' logo and 'HRSA Health Resources & Services Administration' text. A 'Resources & FAQs' button is located in the top right corner. Below the header, a progress bar indicates the current step in the reporting process. The main content area contains instructions: '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.' The 'Entity Overview' section includes the following fields: '* Tax ID Number (TIN)' with a value of '123451234'; '* Business Name (as it appears on Form W-9)' with a value of 'Prepopulated'; 'Doing Business As (DBA) Name' (empty); and '* Provider Type' with a dropdown menu showing 'Select from the list of provider types that best describes your r...'. A small circular icon is visible next to the TIN field.

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

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Subsidiary Questionnaire

To determine whether an entity is the parent organization, the entity must follow the methodology used to determine a subsidiary in their financial statements. If none, the entity with a majority ownership (greater than 50 percent) will be considered the parent organization.

* "Eligible health care providers" means public entities, Medicare or Medicaid enrolled suppliers and providers, and such for-profit entities and not-for-profit entities as the Secretary may specify, within the United States (including territories), that provide diagnoses, testing, or care for individuals with possible or actual cases of COVID-19.

* Does the reporting entity have any subsidiaries that are *"eligible health care providers"?

--None--

* Did the reporting entity acquire or divest subsidiaries that are *"eligible health care providers" and that received PRF payments during the period of availability of funds?

--None--

* If the reporting entity is a subsidiary, will a parent entity report on any of the reporting entity's General Distribution payment(s)?

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



Subsidiary Data (if applicable)

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.

- 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

The screenshot shows the HRSA (Health Resources & Services Administration) reporting interface. At the top, it says 'Health and Human Services' and 'HRSA Health Resources & Services Administration'. A 'Resources & FAQs' button is visible in the top right. The main heading is 'Reporting', followed by a progress indicator with several steps, the fourth of which is highlighted. Below this, the section is titled 'Payments to Recipient: April 10, 2020 - June 30, 2020'. The text explains that PRF recipients must report payments received from April 10, 2020, through June 30, 2020, for the period July 1, 2021, through September 30, 2021. It notes that payments to subsidiaries are included only if the subsidiary information is correct. A green button for 'Provider Relief Fund Payments (Spreadsheet)' is partially visible at the bottom.

- 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, Tax, & Single Audit

The screenshot shows the HRSA PRF Reporting interface. At the top, there is a blue header with the HRSA logo and the text 'Health Resources & Services Administration'. 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 with several steps, the current step being 'Interest Earned on PRF Payments, Tax Information, and Single Audit Information'. The form includes the following fields:

- * Amount of interest earned on Skilled Nursing Facility and Nursing Home Infection Control payments from payment date until expense date, if applicable. (Input field)
- * Amount of interest earned on Other PRF payments from payment date until expense date, if applicable. (Input field)
- * Federal Tax Classification. (Dropdown menu with the text 'The designated business type associated with the recipient's primary TIN used for filing taxes.')
- * If 'Other', please specify. (Input field)
- Exempt Payer Code. (Input field)

- 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

The screenshot shows the HRSA (Health Resources & Services Administration) reporting interface. At the top, it says "Health and Human Services" and "HRSA Health Resources & Services Administration". There is a "Resources & FAQs" button. The "Reporting" section has a progress bar with 12 steps, where the 6th step is highlighted. Below the progress bar, it says "Payments Summary: April 10, 2020 - June 30, 2020". A note states: "These totals do not include payments received outside the period April 10, 2020 through June 30, 2020 or where the payments were rejected (attestation rejected)." Below this is a table with 6 rows of payment data.

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

- There is no validation or data entry required on this page
- **Recommended:** Print this page for your records.



Other Assistance Received

Health and Human Services

Resources & FAQs

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. The 'Tab' key may be used to navigate between cells during data entry.

	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Q1 (2021)	Q2 (2021)	Total
RHC COVID-19 Testing Funds Received							Calculated (Total RHC Payments Deposited)
Treasury, Small Business Administration (SBA) (e.g., CARES Act)	*	*	*	*	*	*	Calculated
	\$--	\$--	\$--	\$--	\$--	\$--	

- 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)

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Nursing Home Infection Control 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 Skilled Nursing Facility and Nursing Home Infection Control 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 10.1) for detailed instructions.

All fields marked with an asterisk are required. The number entered may be a value 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.

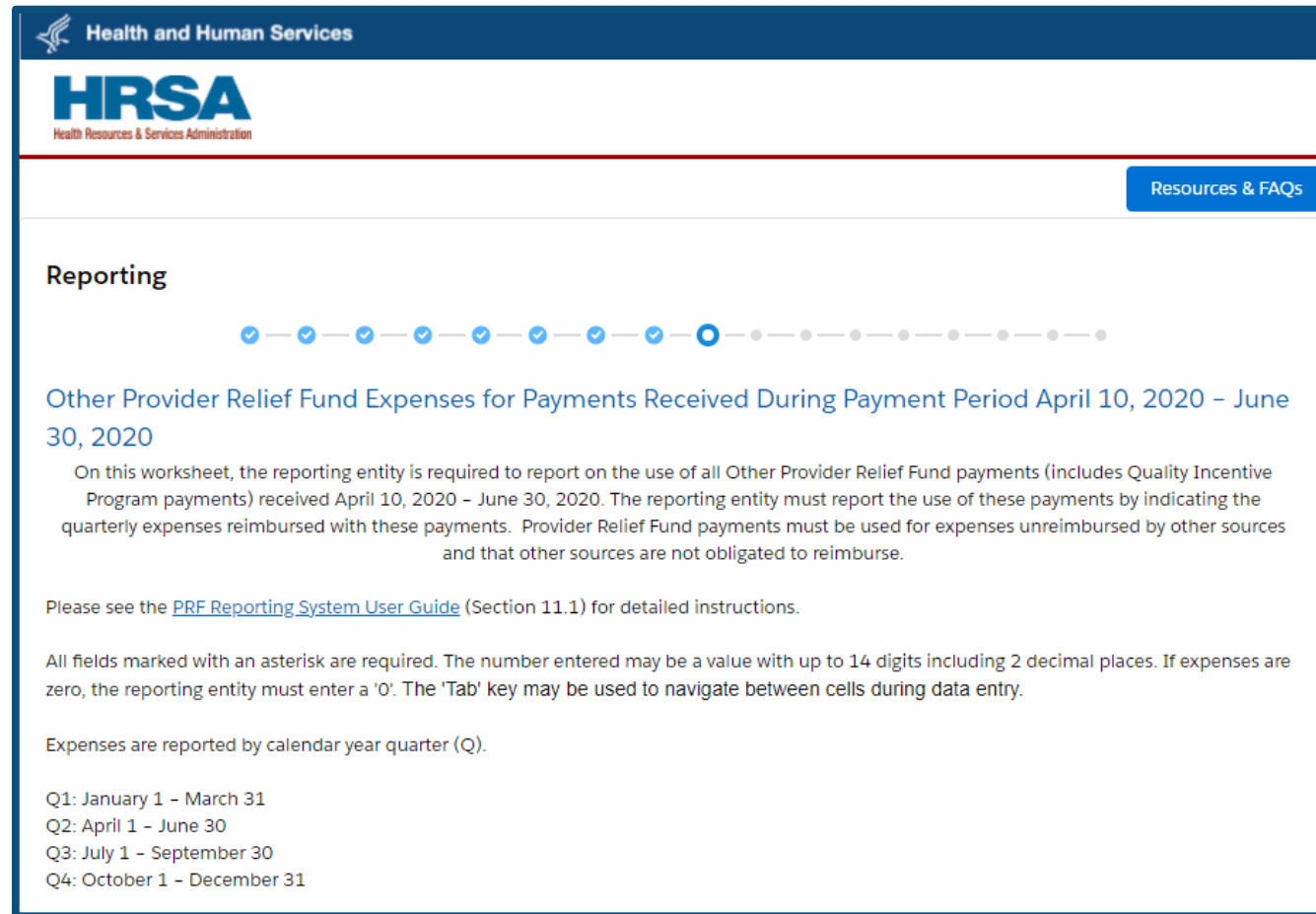
Expenses are reported by calendar year quarter (Q).
Q1: January 1 - March 31
Q2: April 1 - June 30
Q3: July 1 - September 30
Q4: October 1 - December 31

Total Reportable Nursing Home Infection Control Payments - \$100,000.00

- 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



Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

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.

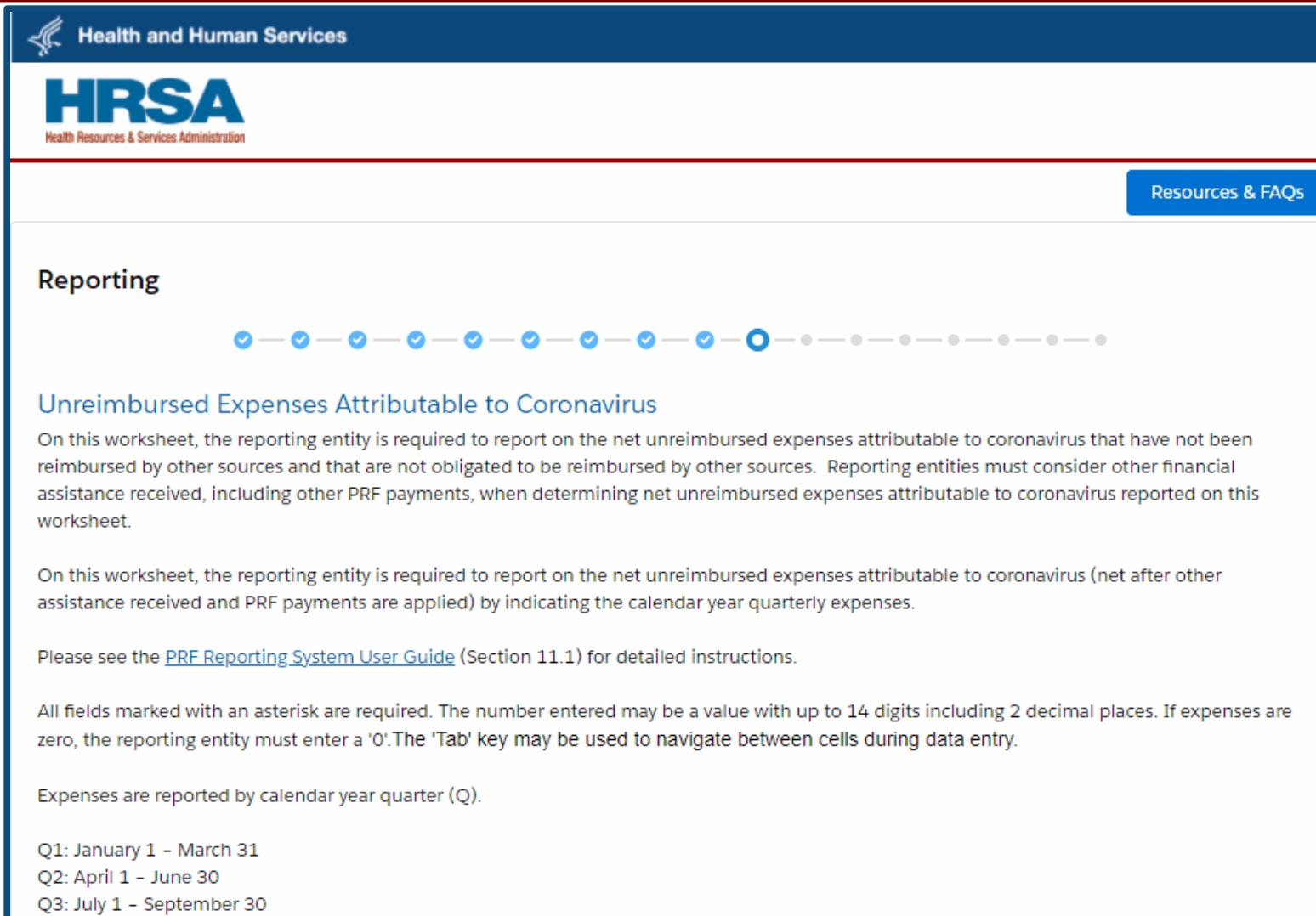
Expenses are reported by calendar year quarter (Q).

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

- “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)



Unreimbursed Expenses



The screenshot shows the HRSA (Health Resources & Services Administration) website interface. At the top, there is a dark blue header with the HRSA logo and the text "Health Resources & Services Administration". 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 with 15 steps, where the 10th step is highlighted. The current step is "Unreimbursed Expenses Attributable to Coronavirus". The text below this heading explains that reporting entities must report net unreimbursed expenses attributable to coronavirus that have not been reimbursed by other sources. It also provides instructions on how to report quarterly expenses and where to find detailed instructions in the PRF Reporting System User Guide. Finally, it lists the reporting periods for Q1, Q2, and Q3.

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Unreimbursed Expenses Attributable to Coronavirus

On this worksheet, the reporting entity is required to report on the net unreimbursed expenses attributable to coronavirus that have not been reimbursed by other sources and that are not obligated to be reimbursed by other sources. Reporting entities must consider other financial assistance received, including other PRF payments, when determining net unreimbursed expenses attributable to coronavirus reported on this worksheet.

On this worksheet, the reporting entity is required to report on the net unreimbursed expenses attributable to coronavirus (net after other assistance received and PRF payments are applied) by indicating the calendar year quarterly expenses.

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

- 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

The screenshot shows the HRSA Health and Human Services reporting interface. At the top, there is a navigation bar with the HRSA logo and the text 'Health Resources & Services Administration'. A 'Resources & FAQs' button is located in the top right corner. The main content area is titled 'Reporting' and features a progress indicator with 14 steps, where the 11th step is highlighted. Below this, the section is titled 'Actual Patient Care Revenue'. A text block states: 'The recipient is required to submit calendar year 2019 actual patient care revenue and calendar year 2020 actual patient care revenue.' Another text block explains: '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, the reporting entity must enter '0'.' There are two input fields: '* 2019 Actuals (Calendar Year)' and '* 2020 Actuals (Calendar Year)', both containing a '\$' symbol. At the bottom, there are three buttons: 'Previous', 'Save & Exit', and 'Save & Next'. A footer contains contact information: 'Contact: Provider support line (866) 569-3522; for TTY dial 711. Hours 7 a.m. to 10 p.m. CT, M-F.'

- 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

The screenshot shows the HRSA reporting interface. At the top, it says 'Health and Human Services' and 'HRSA Health Resources & Services Administration'. A 'Resources & FAQs' button is in the top right. The main heading is 'Reporting', followed by a progress bar with 14 steps, the 12th of which is active. Below this is the 'Lost Revenues Questionnaire' section. It contains instructions: 'Please report on Lost Revenues using one of the three options: 2019 Actual Revenue, 2020 Budgeted Revenue, or Alternate Reasonable Methodology.' and 'Use this link to access the reporting requirements.' There is a dropdown menu labeled '* Choose your method for calculation of lost revenues' with '--None--' selected. At the bottom of the form are three buttons: 'Previous' (blue), 'Save & Exit' (red), and 'Save & Next' (blue). A footer bar contains contact information: 'Contact: Provider support line (866) 569-3522; for TTY dial 711. Hours 7 a.m. to 10 p.m. CT, M-F.' and a list of links: 'Viewers & Players | Privacy Policy | Disclaimers | Accessibility | Freedom of Information Act | EEO/No Fear Act | U.S. Department of Health and Human Services | USA.gov | Whitehouse.gov'.

- 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)

* Choose your method for calculation of lost revenues

--None--

2019 Actual Revenue

2020 Budgeted Revenue

Alternate Reasonable Methodology

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

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	*	*	*	*	Calculated
	\$--	\$--	\$--	\$--	
Medicare C	*	*	*	*	

- 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)

* Choose your method for calculation of lost revenues

--None--

2019 Actual Revenue

2020 Budgeted Revenue

Alternate Reasonable Methodology

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

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.

Reporting Entities electing to calculate lost revenues attributable to coronavirus using the difference between their 2020/2021 budgeted and 2020/2021 actual patient care revenue must submit their 2020 budgeted amount of patient care revenue. Recipients must also submit:

- 1) a copy of their 2020 budget, which must have been approved before March 27, 2020, and
- 2) an attestation from the Reporting Entity's Chief Executive Officer, Chief Financial Officer, or similar responsible individual, attesting under 18 USC § 1001 that the exact budget being submitted was established and approved prior to March 27, 2020.

2020 Budgeted 2020 Actuals 2021 Budgeted 2021 Actuals

Total Revenue/Net Charges from Patient Care (2020 Budgeted)

	Q1 (2020)	Q2 (2020)	Q3 (2020)	Q4 (2020)	Total (2020)
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- 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)

* Choose your method for calculation of lost revenues

--None--

2019 Actual Revenue

2020 Budgeted Revenue

Alternate Reasonable Methodology

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Alternate Method of Calculating Lost Revenues Attributable to Coronavirus

Please fill out the table below with the calculated quarterly lost revenues amount for each calendar year.

All fields marked with an asterisk are required. The lost revenues must be entered as a positive value with up to 14 digits including 2 decimal places. If there is an increase in revenues during a quarter, the reporting entity must enter '0'. The 'Tab' key may be used to navigate between cells during data entry.

Lost Revenues

	Q1	Q2	Q3	Q4	Total
2020 Lost Revenue	* \$--	* \$--	* \$--	* \$--	Calculated
2021 Lost Revenue	* \$--	* \$--			Calculated

- 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

Reporting

PRF Financial Summary: April, 10 2020 - June 30, 2020

PRF Summary

	Amount
Gross PRF Payments (Including Interest Earned)	\$989,040.00
Total PRF Returned Payments	\$0.00
Total Reportable PRF Payments	\$989,040.00
Total Reportable Nursing Home Infection Control Payments	\$12,334.00
Total Reportable Other PRF Payments	\$976,706.00

Lost Revenues

	2020	2021
Lost Revenues by Quarter Based on Change in Patient Care Revenues	Q1: -\$2,300.00	Q1: -\$1,700.00
	Q2: -\$39,200.00	Q2: -\$38,600.00
	Q3: -\$4,300.00	Total: -\$40,300.00
	Q4: -\$55,300.00	
	Total: -\$101,100.00	

PRF Reconciliation

	Amount
Nursing Home Infection Control Payments Applied to Nursing Home Infection Control Expenses Attributable to Coronavirus	\$164.00
Other PRF Payments Applied to Unreimbursed Expenses Attributable to Coronavirus	\$164.00
Amount Eligible for Lost Revenues Reimbursement	\$141,400.00
Other PRF Remaining for Possible Lost Revenues Reimbursement	\$976,542.00
Unused Nursing Home Infection Control Payments	\$12,170.00
Unused Other PRF After Lost Revenues Reimbursement	\$835,142.00

Previous Save & Exit Save & Next

- 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

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Personnel, Patient, and Facility Metrics

HHS is collecting this information in an effort to quantify the impact of COVID-19 on the reporting entity's personnel, patients, and facilities.

Fill out the tables below with the quarterly Personnel, Patient, and Facility Metrics for calendar year 2019-2021. See the [PRF Reporting Portal User Guide](#) (Section 15.1) for detailed instructions.

All fields marked with an asterisk are required. The number entered must be a whole number up to 8 digits. If a metric is zero, the reporting entity must enter '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

Personnel Metrics Patient Metrics Facility 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

Health and Human Services

HRSA
Health Resources & Services Administration

Resources & FAQs

Reporting

Progress indicator: 15 steps, 15th step active.

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).

* The PRF payment(s) helped maintain solvency and/or prevent bankruptcy.

* PRF payment(s) significantly affected the ability to (select all that apply):

Options	Selected
<input type="text"/>	<input type="text"/>



Review and Submit

The screenshot displays 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 this, the main content area is titled 'Reporting' and features a progress indicator consisting of a series of blue circles connected by a line, with the final circle highlighted. The section is titled 'Review & Submit' and includes a warning message: '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 expandable sections is shown, each with a right-pointing chevron icon: 'Entity Overview', 'Subsidiary Questionnaire', 'Subsidiary Data', 'Payments to Recipient', 'Interest Earned on PRF Payments, Tax Information, and Single Audit Information', and 'Payments Summary'.

- 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



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

[Post-Payment Notice of Reporting Requirements \(June 11, 2021\)](#)

[Portal Frequently Asked Questions \(FAQs\)](#)

[Portal User Guide - Registration](#)

[Portal User Guide - Reporting](#)

[Portal Worksheets](#)

[Reporting Portal Registration Tutorial](#)

[Provider Relief Fund Reporting Tutorial](#)

[Reporting Specific FAQs](#)

[Reporting and Auditing Webpage](#)

[Reporting One-Pager](#)

[Stakeholder Toolkit](#)



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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