

HRSA Reporting Site Tips – most must report by September 30, 2021 for payments received Apr-Jun 2020

Click on the [Resources](#) & download the [PDF User Guide](#) which is quite helpful overall, although it can get a bit confusing in some parts. The key things to review are highlighted below. The [Steps](#) below match the steps in the User Guide.

Authentication and Terms and Conditions

- Enter Verification Code & Password, then Accept the Terms and Conditions – Accept & click Next

Step 1 – Entity Overview – complete as needed & click Next (after each step)

Step 2 – Subsidiary Questionnaire – Only applies if you have other tax IDs that received money also

Step 3 – Subsidiary Data – Only applies if you have other tax IDs that received money also – Most likely will skip this

Step 4 – Payments to Recipient ([User Guide pages 21 to 25](#))

- April 10, 2020 to June 30, 2020 – Only applies to this DATE RANGE – most likely will be populated with the amount you received

Step 5 – Interest Earned on PRF Payments, ...

- Interest earned section only applies if you invested or placed it in an interest-bearing account
- Tax Information – choose your tax entity & Fiscal Year End Date
- Single Audit Information – appears to have to do with if you had more than \$750,000 in Federal awards – probably does not apply unless your PRF payment was \$750,000 or more

Step 6 – Payments Summary ([User Guide pages 29 to 30](#))

- Provides an overview of what you have entered

Step 7 – Other Assistance Received ([User Guide pages 30 to 33](#))

- Treasury, Small ... (CARES – PPP): Fill in what you received per quarter, including zero “o” as appropriate
- FEMA Programs (CARES ...): This appears to cover the EIDL
- All the others may be zero depending on what you received

Step 8 – Nursing Home Infection Control Expenses ... – most likely will skip this section



Step 9 – Other Provider Relief Fund Expenses... ([User Guide pages 36 to 39](#))

- Enter how you spent the “Other PRF Payments” each quarter – the amount of Other PRF Payment is shown in **bold** above the table and corresponds to the same value displayed in [Step 6 – Payments Summary](#)
- Relief Funds must be spent on discrete expenses, can’t use the same expenses for the same Relief Funds (in other words can’t use PPP funds & PRF funds to pay the same expenses). The total expenses can’t

exceed the Total Reportable Other PRF Payments shown. Most of you should have no problem showing the expenses in payroll alone, but don't forget rent, utilities, etc., see explanation of expenses in Part 9 pages 37-38.

Step 10 – Unreimbursed Expenses Attributable to Coronavirus (User Guide pages 39 to 40)

- This is the balance of the General and Administrative (G&A Expenses), and the Healthcare Related Expenses... from User Guide page 37 & 38.
- In other words, take expenses in the categories listed in User Guide pages 37-38 on your P&L by quarter & subtract the expenses applied to the PPP & HHS

Step 11 – Actual Patient Care Revenue or Lost Revenues (User Guide pages 40 to 42)

- Your choice will vary based on data entered earlier
 - Actual Patient Care Revenue
 - Put in both Annual Totals for patient care only – for example from your billing reports, exclude non-patient care income
 - Lost Revenues Questionnaire
 - If you get this, probably use the 2019 Actual Revenue difference option

Step 12 – Lost Revenues (User Guide pages 42 to 49)

- Most likely will not appear, but if you get this, probably use the 2019 Actual Revenue difference option

Step 13 – PRF Financial Summary (User Guide pages 50 to 57)

- Review & confirm

Step 14 – Personnel, Patient, and Family Metrics (User Guide pages 57 to 62)

- Tab: Personnel Metrics
 - See the Excel workbook for you to use in advance
 - Get the info from your payroll provider
 - They want total number of people, NOT FTE
 - Clinical – delivering direct patient care 50% or more of their time
 - Non-clinical – less than 50% of their time delivering direct patient care
 - Full-time – average greater than 30 hours per week
 - Part-time – 1 to 34 hours per week
- Tab: Patient Metrics
 - Outpatient Visits are probably only thing
- Tab: Facility Metrics
 - Probably No

Step 15 – Survey

- Just complete as appropriate
- Probably not applicable for the COVID-19

Step 16 – Review & Submit

- Review & confirm, then Submit