Technical Assistance Session
PRF Nursing Home Infection Control Reporting

February 17, 2022

Provider Relief Bureau

Vision: Healthy Communities, Healthy People
Speakers

Samantha Ebersold
Public Health Analyst
Communications Branch
Provider Relief Bureau

Christina Taylor
Public Health Analyst
Payment and Reporting Management Branch
Provider Relief Bureau

Agenda

➤ Provider Relief Fund (PRF) Reporting
➤ Nursing Home Infection Control (NHIC)
➤ Reporting Resources
➤ Q&A
PRF Reporting Overview for RP2

<table>
<thead>
<tr>
<th>Period</th>
<th>Payment Received Period (Payments Exceeding $10,000 in Aggregate Received)</th>
<th>Deadline to Use Funds</th>
<th>Reporting Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>April 10, 2020 to June 30, 2020</td>
<td>June 30, 2021</td>
<td>July 1, 2021 to September 30, 2021</td>
</tr>
<tr>
<td>2</td>
<td>July 1, 2020 to December 31, 2020</td>
<td>December 31, 2021</td>
<td>January 1, 2022 to March 31, 2022</td>
</tr>
<tr>
<td>3</td>
<td>January 1, 2021 to June 30, 2021</td>
<td>June 30, 2022</td>
<td>July 1, 2022 to September 30, 2022</td>
</tr>
<tr>
<td>4</td>
<td>July 1, 2021 to December 31, 2021</td>
<td>December 31, 2022</td>
<td>January 1, 2023 to March 31, 2023</td>
</tr>
</tbody>
</table>

- Reporting Period 2 began January 1, 2022 and will end on March 31, 2022 at 11:59 PM Eastern Time.

- The period of availability for payments received July 1, 2020 through December 31, 2020 was January 1, 2020 through December 31, 2021.
Nursing Home Infection Control Overview

• Nursing Home Infection Control payments **may only** be used to reimburse infection control expenses. Nursing Home Infection Control payments **may not** be used to reimburse lost revenues. These payments **may not reimburse** expenses reimbursed by other sources or that other sources are obligated to reimburse.

• Per the authorizing legislation, the original recipient of the NHIC payment **must** report on the payment since it is a Targeted Distribution payment.

• You may only enter total expenses **up to** the total amount of Reportable Nursing Home Infection Control payments.
Nursing Home Infection Control Expenses

• Examples of allowable Nursing Home Infection Control expenses include:
  ▪ Costs of reporting COVID-19 test results to local, state, or federal governments
  ▪ Retaining and 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 unable to visit in person

• Ask yourself these questions:
  ▪ Did this expense cover an infection control purpose?
  ▪ Was this expense to prepare for, prevent, or respond to coronavirus?
  ▪ Does it comply with the Terms and Conditions?
  ▪ Do we have documentation to support this claim?

• Maintain documentation to support your position.
NHIC Expenses for Payments During Payment Period July 1, 2020 – December 31, 2020: $10,000 to $499,999

Providers can view all of the NHIC expenses ($10k - $499K) details called out below:

1. Full Screen page for the NHIC Expenses
3. Total NHIC Expenses for Q1(2020) column
4. Total NHIC For 2020 (Q1-Q4) – 2021 (Q1-Q4)
NHIC Expenses for Payments During Payment Period July 1, 2020 – December 31, 2020: Over $500,000

Providers can view all of the NHIC expenses (over $500K) details called out below:

1. Full Screen page for the NHIC Expenses

2. Total NHIC Expenses for Q1-Q4 (2020) column

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Administrative (G&amp;A) Expenses</td>
<td>$400,000.00</td>
<td>$300,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Mortgage/Rent</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personnel</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>fringe benefits</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Lease Payments</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Utilities/Operations</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Total Nursing Home Infection Control Expenses | $400,000.00 | $300,000.00 | $100,000.00 | $100,000.00 |

3. Total NHIC Expenses for Q1-Q4 (2020) column

4. Total NHIC For 2020(Q1-Q4) – 2021(Q1-Q4)
• 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.
Personnel, Patient, and Facility Metrics

• 3 Tables will capture different metrics, but all data fields 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.
PRF Reporting Resources

Resources:

PRF Resources and Key Links
- Reporting Requirements and Auditing
- Frequently Asked Questions (FAQs)
- Terms and Conditions
- General Information
- How to Return Unused Funds (PDF)
- Payment Information
- Post-Payment Notice of Reporting Requirements
- Lost Revenues Guide (PDF)

PRF Reporting Portal Resources
- Portal FAQs (PDF)
- Registration User Guide (PDF)
- Reporting User Guide (PDF)
- Portal Worksheets (PDF)

Welcome to the Provider Relief Fund Reporting Portal
Register and create an account to get started. Your portal user may log into the PRF Reporting Portal with a username and password. To access the function (DIR, x2201) via the SUNY system, you must log in during registration or at the time you are authorized.

Access a registered PRF Reporting Portal User?

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

Portal FAQs (PDF)
Registration User Guide (PDF)
Reporting User Guide (PDF)
Portal Worksheets (PDF)

HRSA
Provider Relief
# PRF Reporting Resources

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<tr>
<th>Helpful Links</th>
<th>Reporting Guides</th>
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<tr>
<td>Notice of Reporting Requirements (June 11, 2021)</td>
<td>Lost Revenues Guide- Reporting Period 2</td>
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<tr>
<td>Data Entry Worksheet</td>
<td>Parent Subsidiary Reporting</td>
</tr>
<tr>
<td>Reporting Resources Webpage</td>
<td>Independent Audit Requirement</td>
</tr>
<tr>
<td>Nursing Home Infection Control Webpage</td>
<td>Patient Metrics</td>
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<tr>
<td>What's New In Reporting Period 2 Fact Sheet</td>
<td>Ownership Changes</td>
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<th>Frequently Asked Questions</th>
<th>Stakeholder Resources</th>
<th>Returning Funds</th>
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<td>Reporting and Auditing-Specific FAQs</td>
<td>Stakeholder Webpage</td>
<td>Returning Funds Fact Sheet</td>
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<tr>
<td>Submitting Reporting Information</td>
<td>Portal-specific FAQs</td>
<td>Stakeholder Toolkit</td>
<td>Return Unused Funds Portal</td>
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Provider Support Line: (866) 569-3522, for TTY dial 711, 8 AM to 10 PM CT, Monday thru Friday
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