

# YOUR PROVIDER RELIEF FUND CHECKLIST

Make sure your reporting is accurate, so you don't incur penalties down the line.

If you received any funding from the Provider Relief Fund (PRF), chances are, you've already had to report your use of funds in either reporting period one or two, and you know how complicated the process can be. In fact, according to the [2022 BDO Healthcare CFO Outlook Survey](#), 35% of the respondents identified CARES Act/PRF reporting as a regulatory concern.

We've helped countless providers like you submit accurate reports in the first two reporting periods. Through those experiences, we've learned the best tips to achieve reporting success.

Read on to learn how you can make sure your reporting is accurate — and ensure as smooth a process as possible:

## Know Your Deadlines

The best thing you can do to prepare for PRF reporting is to start early. Don't wait until the last minute – there's no option for an extension, so if you run into any issues close to the deadline, you won't have additional time to solve them.

Keep this table on hand to quickly reference important reporting dates:

Reporting Portal Period	Payment Received Period	Period of Availability	Reporting Time Period	Fiscal Year Ends (FYE) to include each PRF Period on the Schedule of Expenditures for Federal Awards (SEFA) Reporting
Period 1	Apr 10, 2020 – June 30, 2020	Jan 1, 2020 – June 30, 2021	July 1, 2021 – Sept 30, 2021	FYEs of June 30, 2021 – June 29, 2022
Period 2	July 1, 2020 – Dec 31, 2020	Jan 1, 2020 – Dec 31, 2021	Jan 1, 2022 – Mar 31, 2022	FYEs of Dec 31, 2021 – FYEs Dec 30, 2022
Period 3*	Jan 1, 2021 – June 30, 2021	Jan 1, 2020 – June 30, 2022	July 1, 2022 – Sept 30, 2022	FYEs of June 30, 2022 – June 29, 2023
Period 4*	July 1, 2021 – Dec 31, 2021	Jan 1, 2020 – Dec 31, 2022	Jan 1, 2023 – Mar 31, 2023	FYEs of Dec 31, 2022 – FYEs June 29, 2023
Period 5*	Jan 1, 2022 – June 30, 2022	Jan 1, 2020 – June 30, 2023	To be determined	FYEs of June 30, 2023, guidance will be included in 2023 Compliance Supplement

\*As indicated by the Provider Relief Fund and American Rescue Plan (ARP) Rural Distribution section of the 2022 Compliance Supplement

## Check Yourself

To make sure you understand your reporting requirements, use the following checklist:

- Lost revenue has been calculated through June 30, 2022
- Lost revenue that was already accounted for in reporting periods one and two has NOT been included in the calculation for reporting period three
- Lost revenue has been counted on a quarterly basis
- Any quarter with revenue gains has been counted as zero
- Incremental costs related to COVID-19 have been calculated quarterly
- Clinical & nonclinical full-time equivalent hours (FTEs) have been calculated quarterly
- Patient days or visits, both in-patient and out-patient, have been calculated quarterly
- Number of beds has been calculated quarterly, if applicable

## Success Tips

PRF reporting is complicated, but there are some success tips that can make it easier:



### Talk to HR at the beginning.

One of the biggest challenges providers face in PRF reporting is coming up with the data for the operational statistics (FTEs, patient days or visits and number of beds). Fortunately, your human resources department can help – reach out to them at the beginning of the reporting process to get the data you need to calculate these statistics.



### Beware of last-minute requirement changes.

In the first two reporting periods, requirements were amended immediately before the reporting portal opened. So far, no substantial changes have been reported for period three — but you should still keep your eyes peeled for possible last-minute announcements.



### Use the Excel workbook provided by HRSA.

Each tab of the workbook represents a separate screen in the portal. If you complete the workbook correctly, you'll be in a good position to simply plug the information into the reporting portal.

**Looking for more insight on the CARES Act and Provider Relief Fund reporting? Check out our [CARES Act FAQ](#) for more information.**

*Insights are based on the 2022 BDO Healthcare CFO Outlook Survey, which polled 100 healthcare industry CFOs with revenues ranging from \$250 million to \$3 billion. The survey was conducted in October 2021 by Rabin Research Company, an independent marketing research firm, using Op4G's panel of executives.*

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