



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

MEMORANDUM

To: Nursing Facility Administrators

From: Marlana R. Hutchinson, Director *mrh*
Office of Long Term Services and Supports

Subject: COVID-19 Revenue Supplemental Schedule

Date: January 19, 2021

Note: Please ensure the appropriate staff members in your organization are informed of the contents of this memorandum.

The purpose of this communication is to notify nursing facilities of a supplemental schedule to collect COVID-19 revenue data. The supplemental schedule will be used in conjunction with the nursing facility cost report for rate setting and analysis. The information requested on the supplemental schedule is similar to the information required for federal post-payment reporting requirements (<https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/index.html>). Since the data must be collected for federal reporting purposes, it is not expected that completing the supplemental schedule will require significant additional work for facilities.

To align with federal reporting requirements, only providers who received one or more payments exceeding \$10,000 in the aggregate are required to complete the supplemental schedule. A nursing facility that does not intend to complete a supplemental schedule must send a letter stating the facility received less than \$10,000 in federal, state and local COVID relief fund revenue in the aggregate to the address below by the supplemental schedule due date.

The COVID-19 supplemental schedule must be completed for cost report periods ending in calendar years 2020 and 2021. The due date for the supplemental schedule is:

- For cost report periods ending in calendar year 2020, the due date is March 31, 2021.
- For cost report periods ending in calendar year 2021, the due date is the same as the cost report due date.

The Microsoft Excel template for the COVID-19 supplemental schedule is available for download at www.mslc.com/maryland. From this website, select the **Services** link and then the **Resources** link. From the Resources page, select the **Data Collection Tools** folder to list all of the files available for download. To download the 'COVID-19 Questionnaire and Revenue Supplemental Schedule Maryland 20210101' file, right-click on the file name. When the pop-up menu appears, select the **Save Target As** menu option. Use the **Save As** dialog box to save the file to your PC.

The COVID-19 supplemental schedule must be completed using the Microsoft Excel template provided. The tabs of the Excel file are locked and data may only be entered into the blue shaded cells of each tab. The completed Excel file must be submitted. The Excel file may be emailed or saved on a CD and submitted with the support documents. Paper or PDF files will not be accepted for Schedules A and B. A scanned copy of Schedule C is required and an original signature is not required. The Excel file and support documents should be emailed or delivered to:

Myers and Stauffer LC
10200 Grand Central Avenue, Suite 200
Owings Mills, MD 21117
(410) 356-9256
mducr@mslc.com

Schedule A. General Information and Questionnaire

Complete the facility identifying information at the top of the page. Use the drop down list in the Answer column to respond Yes, No, or N/A to each question. Provide additional information in the Comments column when requested by an item or to clarify a response.

Schedule B. COVID-19 Revenues

Report any Federal, State, and Local COVID Relief Fund Revenue (include grants, COVID-19-specific payments, and loans to include Payroll Protections Loans) on this schedule. Complete every blue shaded cell for each payment received. Submit supporting documents that show the source of any COVID relief funds, the amounts received, and any amounts refunded in the event all amounts were not retained with the Excel file. Some payments have been pre-populated. List any other funds received (such as funds from local sources) in lines 17 through 26.

Schedule C. Attestation

Complete the identifying information for the owner, officer, or administrator that will sign the attestation. Schedule C must be signed by an owner, officer, or administrator of the facility. A scanned copy of Schedule C is required and an original signature is not required.

A webinar will be held in mid-February 2021 to review the supplemental schedule and address provider questions. Details on registering for the webinar are forthcoming.

cc: Myers and Stauffer LC
Nursing Facility Liaison Committee