



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

MEMORANDUM

TO: Nursing Facility Administrators

FROM: Marlana R. Hutchinson, Director
Office of Long Term Services and Supports

SUBJECT: COVID-19 Revenue Supplemental Schedule

DATE: October 21, 2021

The purpose of this communication is to notify nursing facilities of a supplemental schedule to collect COVID-19 revenue data. It supersedes the memorandums dated January 19, 2021 and March 10, 2021. 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.hrsa.gov/provider-relief>). Since the data must be collected for federal reporting purposes, we expect that completing the supplemental schedule will not require significant additional work for facilities.

The COVID-19 supplemental schedule must be completed for the Payment Received Periods defined in the federal post-payment reporting requirements. The due date for the supplemental schedule is one month after the federal reporting due date. The following table details the supplemental schedule due dates for the Payment Received Periods.

Period	Payment Received Period	HRSA Reporting Time Period	Supplemental Schedule Due Date
Period 1	April 10, 2020 to June 30, 2020	July 1, 2021 to September 30, 2021 *	December 31, 2021
Period 2	July 1, 2020 to December 31, 2020	January 1, 2022 to March 31, 2022	April 30, 2022
Period 3	January 1, 2021 to June 30, 2021	July 1, 2022 to September 30, 2022	October 31, 2022
Period 4	July 1, 2021 to December 31, 2021	January 1, 2023 to March 31, 2023	April 30, 2023

* HRSA granted a 60-day grace period for reporting for Period 1 through November 30, 2021.

To align with federal reporting requirements, only providers who received one or more payments exceeding \$10,000 in the aggregate during a Payment Received Period are required to complete the supplemental schedule for that Payment Received Period. 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 during the Payment Received Period to the address below by the supplemental schedule due date. In order for MDH to collect complete data on revenues received by providers, the letter must include the amount of COVID relief fund revenue the facility received during the Payment Received Period.

If the provider did not receive any revenue, the letter must explicitly state the provider received zero revenue.

Please note that out-of-state nursing facilities are exempt from this reporting. Facilities that do not file a cost report due to no or low Medicaid utilization are also exempt, however, they are required to submit a letter in accordance with the provisions in the prior paragraph.

The Microsoft Excel template for the COVID-19 supplemental schedule, a Frequently Asked Questions (FAQ) document and slides from the March 3, 2021 webinar are 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 a 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 must 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.

PRF Reporting Portal Review & Submit Screen

The final step of the federal reporting process is to review and submit the data. The Review & Submit screen shows a summary of the data entered into the PRF Reporting Portal with a Submit button at the bottom. The PRF Reporting Portal User Guide recommends that users print this page as a record of their submission. A copy of the PRF Reporting Portal Review & Submit screen must be submitted with the supplemental schedule. This page of the reporting portal should continue to be available after a provider has submitted their data.

Webinar

A webinar was held on March 3, 2021 to review the supplemental schedule and address provider questions. The webinar was recorded and may be viewed by selecting the following link:

<https://360.articulate.com/review/content/d888ecfb-e838-4b35-8dde-03f46b8826a9/review>

Your cooperation in submitting the COVID-19 supplemental schedule is greatly appreciated. Any questions may be directed to Myers & Stauffer LC at (410) 356-9256.

Attachments

cc: Nursing Facility Liaison Committee
Myers & Stauffer LC