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Date: 07/17/2024

Event: Change to ARPA Reporting Webinar

>> DANIEL SHARAR: Good morning, thank you for taking the time to join. I am the finance director for the office of long-term living, Daniel Sharar. Today, this webinar is designed to be a walk-through of the ARPA reporting portal. It is designed to be a refresher for those who have previously reported on ARPA funding. That providers may have received through acts 24 of 2021. Specifically, we are going to highlight some of the changes of the template in the reporting template, specifically for nursing facilities to accommodate additional data elements the department is looking to collect. With respect to ARPA funding that was distributed to providers through Act 54 of 2022. Thank you for taking the time, we are scheduled for one hour. This webinar is being recorded and will be available online for anyone who may not be able to join this morning. All participants in the webinar are muted. There is a chat feature in the small window. I encourage, if you have questions throughout the presentation please feel free to put them in the chat. I will be monitoring them and will do my best to provide answers during the webinar. I am sure you have many questions. Some of this may be old -. It is designed to be a refresher. It has probably been a while for some of you. But again, if you have questions, feel free to put them in the chat and we will do our best to answer them during the presentation. Anything that I may not have an answer for immediately I will be happy to follow-up and provide answers in response to any of those questions that we can't answer on the webinar today. Without further ado I will jump right in. For those of you who have reported on Act 24 funding are probably familiar with the page you are seeing. This is the login page for the ARPA reporting portal. This is Keystone Key, your user ID and password. I will be logging in to the test environment for most of the presentation. The test environment should look exactly like the production environment. We did our development work and testing in the test environment, obviously. Those changes were recently moved to the production system. If you have had a chance to log into the production system in the last couple of weeks you may have noticed additional options on the homepage. But it is the same homepage for the production system. The actual Internet address for the production system is right here. www.humanservices.state.pa.us/funding_portal. I will go through and show you options in the test environment just because I don't want to actually answer anything in the live system during the webinar. Test environment. Enter your password. Enter the password again. That was my error. You typically won't have to enter a password in twice. When you first login to the system you land on the homepage. The homepage does have a message at the top indicating any provider that logs in and navigates the template to do the reporting and identifies some discrepancy in the data or if you have other concerns regarding data you can contact OLTL's operation team using the number there or you can email RA – provider_operation@pa.gov. Just wanted to remind you if you have issues or see issues with the data itself as you go into the template. You can certainly contact us about those issues. Some of the data in the Act 54 data is pre-populated based on data the department already has regarding payments we have made to providers. Pre-populated data will appear in the template for you, you don't need to answer anything about the payment itself. But if you notice issues or find discrepancies with the amounts, that should not be the case. But if you see anything like that please report it to us and we can investigate. So you land on the homepage, you will see menu options based on your credentials. For folks who are reporting for nursing facilities,

you should see Act 24 for prior periods reporting. You likely will not see strengthening the workforce since that was a funding stream that went exclusively to home and community-based providers. Just based on the login credential I am using that appears here. Most folks doing reporting on behalf of nursing facilities should not see that. But will see the icon for ARPA Act 54 funding. It went to many different provider types, nursing facilities of course were among them but, life providers, many home and community-based providers received funding through Act 54. Anyone who received payment for Act 54 should see an additional menu option on the menu page 4 the Act 54 template. Click the icon, it creates a small drop-down. This is very similar to what you would have seen in the act 24 icon. You can click Act 54, or you can click the second icon and review new templates or reports that you have created. Either in draft form if you have started to enter the data, saved it but did not complete it. Or you can use the same icon to view all of your completed reports as well. When you click this icon see a list of submissions that you have created either in draft form or final completed form. For this purpose I am going to walk through the template itself. I will click on create a new Act 54 funding report. Brings you to the main screen for Act 54 reporting. The first steps you would need to take, both required fields, would be to select your provider, name and a reporting period. Unfortunately, I did not realize this until earlier. Our test data, we have a specific provider in the test environment that was a test nursing facility account. For some reason I don't see that information here. So in lieu of that test account I am going to select life program provider because all of the menu options in the template, all fields in the template are the same for life providers and nursing facilities. But for folks that go into the production system you should see your specific nursing facilities or facility if you are reporting on behalf of more than one location you should see those specific locations in the drop-down field. The reporting period is fairly self-explanatory. Just a drop down, the reporting periods are six month increments. Essentially the first and second half of the calendar year. For Act 54, most nursing facilities would have received Act 54 funding sometime in the fall of 2022. It could change depending on if the program had a slightly different process to receive or claim funding. And the actual payments could be different based on MA and Roma nursing facilities, but they all went out in fall 2022. So for most providers, the time. You might select could very through 2022. However, providers certainly may not have spent working the Act 54 payment in its entirety in the first six months. Naturally there's additional periods you can select in the drop-down. For illustration purposes I am going to choose January 1 of 23 to June 20 of 23 to walk through the template itself. Many of these fields will look familiar if you have reported on Act 24 funding. The first section is just legal entity name and address. This would be your specific provider name and address. This is pre-populated along with payment amounts. As I checked, it is recommended that you verify payment amount with the amount you actually received. If you notice discrepancies let us know so payment amounts could match what was actually received. The first field you could enter something in and all of the required fields are marked with a small* but it would be you are MA provider ID number, your nine digit MA ID. And enter yes, for no as qualifying for small business. Statistics on number of employees as the end date of the reporting period. In the number of full-time employees, these are required fields. I will mention straightaway there are a few additional fields in the Act 54 template that did not appear in the Act 24 template. There were some in the Act 24 template but are no longer needed in Act 54. So in total, I think the template and amount of reporting is very similar. Form completion information is the next section. Some of this is pre-populated based on user ID, login credentials and the date you are opening the form to complete it. You have the option here to edit your email address and provide your telephone number and applicable fields. The next section, and I think this is where we get into the bulk of the changes with respect to Act 54 reporting. There are additional questions in the following two sections related to some recipient and sub board reporting.

The sub board reporting is similar in most cases. For nursing facilities and I will skip ahead to subward reporting because it is more simple and clear-cut. For nursing facilities you click in the box and it shows you a drop-down list of all potential sectors that received funding, or potentially received funding from the federal government through primary recipients, state government. In this case for nursing facilities you would want to select the healthcare sector as the primary sector. Many of these, again, state, local, fiscal recovery funds paid out by federal government to the states are earmarked for many different purposes. You'll see numerous sectors here with, clearly that do not apply to the human services field. So anything, for the most part you can ignore most of the fields in the drop down but for nursing facilities you would want to select the healthcare sector. So quick that and click outside of the list and it will populate healthcare in that field. Jumping back to sub recipient profile information, providing background on why this information is required in the template. As I mentioned one minute ago, act 54 is the funding source, at the federal level, the state, local, fiscal recovery funds. So this was funding through the rescue plan act that the federal government provided to states and territories, largely the use of that funding was at the discretion of the states as long as the funds were being used for COVID related costs, not otherwise reimbursed. But there was quite a bit of flexibility with respect to state, local, fiscal recovering funds or SL FRS as it is often referred to by the acronym. However, the distribution of those funds to states and territories, including Pennsylvania, have reporting requirements of our own federal government. Part of those reporting requirements include reporting on cases where funding was distributed to sub recipients. The Commonwealth has to report some of that information back to the federal government. Some of the fields you will see here in the sub recipient profile information, you may be familiar with. If your entity is registered with the federal government, you may be familiar with some of these fields. So sam.gov is the website for entities to register with the federal government. If you are registered at sam.gov, if the nursing facility you are reporting for is registered then you would just click yes in this radio button. And will be prompted to enter your unique entity identifier, for UEI profile, they are relatively new or identifying information but I believe, I don't remember if the federal government implemented thought. During the public health emergency they determined that UEI numbers would be used to track spending around the SLFRF. If you are already registered at sam.gov with a UEI number, answer yes to that question. And enter your UEI in the applicable fields. And no additional information is required at that point. If you are not registered at sam.gov click know in the radio button. There is two additional questions that appear in this section. The first is asking about annual gross actually, both are asking about gross revenues in the prior fiscal year. If the facility has received 80 percent or more of gross revenue from federal funding, answer yes, sir no to that question. In the prior fiscal year facility received \$5 million or more of gross revenue from federal funding. Both of these are required fields if you answer no to the preceding question. Again, depending on your answers you may or may not see an additional set of questions to follow these. If you answer yes to both you will see an additional question asking about compensation for the organizations officers or, highest-paid officials at the organization. If total compensation for those five highest-paid officers are publicly listed or otherwise provided by sam.gov answer yes, sir no to this question. If yes, you are finished with this section. If the answer is no then you are prompted to provide that information. If you answer no you will see five additional lines appear where you would list the names and compensation amounts for the five highest-paid officers in the organization. Now only the first field here is required as we recognize again, Act 54 funding was provided to numerous different types of providers or entities. Some entities may not have five executives if you are a smaller, home community based provider. There is only one line here that is a required field. If you have more than one, you should list the name and compensation amounts in these fields to comply with the federal reporting

requirements. Just to jump back here, if you answered no, to one or both of the questions about annual gross revenue, then you are not required to answer the additional questions. Really, the federal government looking to validate information, particularly for providers who received SLFRF dollars. And are not registered in sam.gov and specifically providers receiving large amounts of federal dollars who aren't registered in sam.gov. This is really a field or section of the reporting. We work with the governor's budget office to identify the reporting requirements. The governor's budget office does reporting on behalf of the Commonwealth to the federal government. We have been working over the last year or more with GPO to identify the information. In some cases we were able to obtain some of the information from provider records and promise. We identified that this information is not available to us, not available to GBO, reporting on SLFRF payments. We decided adding these into the Act 54 template would allow us to capture that information hopefully as uniformly as possible from all providers that received Act 54 dollars from VHS. Those, again, are the two big changes I would say. What are the biggest changes in reporting for Act 54 compared to Act 24. The rest of the sections are largely the same. There is an additional section here where the department is looking to capture information on workforce. There are some required fields, for information about employees, number of employees who received retention payments, sign-on bonuses and other COVID related benefits from Act 54 dollars. That is also a new section. For nursing facilities. Part of the labor statistics information was, this is not part of the Act 54 template but it is information providers are looking to receive from Act 54 dollars. From here on out the template is essentially identical to or almost identical to what you would have seen in Act 24. So this is where you are just reporting cost, dollar amounts. Whether that be labor costs, supply costs, capital costs, if a facility made structural changes. In reconfigured areas of the facility to deal with or to better partition certain areas, to help address close-knit outbreaks, things like that. Here is a section for technology costs. Any of those costs. Many of those fields are fairly self-explanatory. There is an additional section 4 miscellaneous costs. Again, they have to be COVID related and not reimbursed by other sources of funds. The total fields for anyone who has completed the Act 24 template, you may remember totals on each section are calculated based on what you answer in the fields above. So 5000. It will add up automatically for you and the grand total of all of your expenses will also populate automatically. There is also a section four revenue losses. And in the Act 24 template, this section was a bit more detailed. Review additional questions about the assumed member of released days, Medicaid days, at the time we were capturing that information from Act 24. For various purposes. At this point we have historical data, I think, that supplements that information for us. We removed some of those additional fields from the revenue loss section. This section now only has two yields where providers can report dollar amounts of revenue losses. The grand total field then, auto calculates based on grand totals and expenses in lost revenue. The last two fields, similar to Act 24, you have the option to add or attach files, attached Microsoft Word, Microsoft Excel, or PDF files. It is not a requirement but you may find it helpful to add documentation to keep everything centralized in the reports you file. If you do not attach any files to the reports you submit through the portal, just a reminder that all providers are required to retain supporting documentation for Act 54 spending. Again, this is similar or really identical to the requirements around Act 24. The department is requiring that you provide supporting documentation when you submit these reports. But you do have to retain them for a minimum of five years in the event, Commonwealth, as part of Commonwealth audits, financial audits or if the federal government is conducting any audits. We have had audit requests from, I think both state auditors and federal government on previous iterations of the cares act and ARPA funding. It's important for providers to retain supporting documentation for any of the expenses he report through this portal. The last section is the

attestation. If there are any notes or caveats you want to include here as part of the submission this is a free text field. It's optional, you don't need to have anything but you can include any notes you want to. The last box that is required, the checkbox to agree, essentially a testing that the information you are submitting is truthful. I will just highlight the other two checkboxes in this section that are not required. The first two are probably familiar with. It looks very similar to what's entity Act 54 template. So at the point where you have your reporting, the last of your spending or the last of your use of Act 54 dollars, you can check this box to indicate it is your final report and final funding. If you received \$50,000 in Act 54 funding and you spend \$40,000 in the second half of 2022 and the remaining \$10,000 in January 2023. When you are submitting the report for January through June of 2023, you can check this box indicating you have essentially reported on the entire \$50,000 received through Act 54. The importance of doing that is, it flags your report for us in OLTL so we are not expecting additional reports from you. We, the department, OLTL have to do routine follow-ups to ensure everyone who received Act 54 dollars has appropriately reported on the use of those dollars. Obviously if you have spent the entire amount, in the example I gave \$50,000. If you spent that in the first six months and report on that there is no need. We are not expecting you to submit additional reports through the end of 2026 which is the end of the spending period. But we certainly don't expect you to report all zeros through the end of 2026. So checking this box indicates you have reported on use of the entire amount received and you do not have to submit any additional reports. You can always go back into the system as I have showed you in the home screen for Act 54. You can review previous submissions. At any time you can go into the system, view a previous submission and make changes if necessary. But there is no need to report on subsequent periods if you already reported spending the entire amount received. The second checkbox here is just to indicate if any of the expenses you are recording and this would likely only apply to maybe your submission for 2022 or potentially 2023. If your reporting includes access costs from prior periods. It's probably useful to use an example. If you received \$50,000 in Act 24 in 2021 but because of the point in time where we were in 2021. That point in the public health emergency you may have actually incurred greater than \$50,000 in COVID related costs. You would have reported on how you spend that \$50,000 in Act 24. But if you had an additional \$50,000 in costs you obviously did not have enough or may not have had enough of Act 24 dollars to offset those costs. You can use Act 54 dollars to offset additional costs from prior periods. If you had some COVID related expenses that were not reimbursed from any source and Act 24 funding did not cover those expenses in their entirety, you can use Act 54 dollars to offset those excess expenses from prior periods. You would just want to use that checkbox to indicate if a report indicates earlier expenses. When you get through the template here, come to the bottom. Right now this icon at the bottom says verify provider number. That is because I did not enter a test provider number appear in Medicaid number field. This Medicaid ID field is where we validate against our own data to ensure that you are reporting for the correct entity. We do have a test number. You can see when you enter the MA ID, the process towards the system validates. That is what you are seeing. A couple seconds where the pop-up window appeared. And after you validate the icons at the bottom of the template change. You have the option to submit the information as completed, save the information to finish later. This will put it in a draft or pending status. You can come back to it at a later time or you can reset the entire form if you need to. And that essentially concludes the demo. Hopefully I have shown and highlighted the changes for Act 54. I am going to check to see if we have any questions in the chat. I don't see any. One thing I forgot to mention as a reminder for folks, I realize Act 54 dollars were distributed for the most part in fall 2022. So it has been a while as we were developing system changes so the portal could accommodate additional reporting for Act 54 and other ARPA payments. As I said earlier, the

reporting periods are six-month period. Likely, your first report will be July through December 2022. It's entirely possible that providers have incurred more COVID related costs in that first six-month period. Particularly if you had some excess costs that were not reimbursed by Act 24. It is possible that you essentially spent your entire Act 54 payment in that first reporting period. If that is the case, then you would click the box here to indicate that it would be your final report. If that is not the case then you would want to submit additional reports as needed for each six-month window. Until you have reported spending the entire Act 54 payment. As far as reporting due dates, with about 24 reporting, we have given, and it will be the same for Act 54. We have given providers two months from the end of our reporting period. The most recent reporting period would have ended June 30. I realize we are a little more than halfway into July. Our amount due date would be the end of August. We are still shooting for the end of August. That is our goal for providers to submit reports on their Act 54 data. I recognize again because it has been over one year, almost 2 years since some of the Act 54 funds were distributed. You may have some questions but as you are going through the template, some questions about what. You should report a cost end. If things like that come up as you are completing the report, please feel free to contact us. We can certainly provide guidance. For any facilities that are members of trade Association. You can certainly work with your trade Association to submit questions and I would encourage folks on the line from the associations, we meet regularly. And certainly let us know, let OLTL know when members have questions. Particularly if we start to see similar questions. We can put those answers together in an FAQ document and make it available on the website.

>> PAULA: This is Paula, can you hear me?

>> DANIEL SHARAR: I can.

>> PAULA: I have questions in the chat, can you take them? The first question is from Kyla Johnson. He is asking if the webinar recording is going to be mailed out or send out at the end of the session today.

>> DANIEL SHARAR: Yes, Paula, you and I can probably talk about the best way to make the recording available. I was thinking we could either post it online or make it available and send a message to attendees directing them to the location. I can certainly make it available for folks and we can talk about the best method to do that.

>> PAULA STUM: All right. The next question is from Lisa. Her question is, so for the period, are we choosing based on the date the money was received or used up?

>> DANIEL SHARAR: It should be reported according to when the expenses were incurred or revenue was lost.

>> PAULA STUM: So when it occurred.

>> DANIEL SHARAR: Yes, if you received funding in the fall of 2022 it is not necessarily mean that you are going to report everything in it that July through December 2022. If you again, similar to the example, if you spent all of the money into that First time period, - - if you received \$50,000 you only incurred \$20,000 in expenses to the end of 2022 then you would think of it as the remaining \$30,000 carried over into 2023. It was available to offset COVID related costs or lost revenues in 2023. If that remaining \$20,000 that carried over, if you have \$30,000 in expenses in January, February, March 2023 then you would want to record that \$30,000 in January through June 2023..

>> PAULA STUM: Another question from Lisa. Lisa Hasler, what is the definition of small business?

>> DANIEL SHARAR: I know that we looked at this. I think we were using the definition based upon small business administration. Guidance. I am not recalling, I can answer that in follow-up. It may be helpful for providers and I can help with the associations on this. I believe we recently looked at this and the small business question for nursing facilities were a different question recently. We may have actually been identifying facilities that are and are not small businesses. I will follow-up on the threshold and that response. I can work with the associations. If I recall it is current, but we can certainly provide that to the associations for additional guidance or help with providers on answering that question.

>> PAULA STUM: Thank you. Next question is from Shane McGuire. If you previously filed report showing all funding received had been spent, do you need to file anything additional?

>> DANIEL SHARAR: I believe, if I am understanding, I can provide additional detail momentarily. I believe the answer to that is no. If we are talking strictly about Act 54 dollars. I will try to explain this with an example. If you received \$50,000 and your first report you indicate that you had \$60,000 in COVID related costs. You check the box at the end of the template. Indicate it is your final report. We would not expect you to submit future reports or submit reports for any additional reporting periods. I hope that answers the question. If not I can follow-up or ask Sean to provide additional details.

>> PAULA STUM: Okay, thank you. Let's see. Another question from Lisa Hasler. What is sam.gov? What is SAN?

>> DANIEL SHARAR: Sam.gov is the federal government's website for vendor contractor registration. I have it here and can show folks. Let me try again. I have to update my link. What you see on screen is the landing page for SAM.gov website. I think this answered the question I asked myself earlier about the unique entity identifier. That identification number replaced the Duns number the federal government previously used to track entities or to identify entities. What was April 2022 that the federal government made that change. So, okay to that message. Essentially it's the federal government's registration system for contractors and vendors. I don't know, truthfully, how many nursing facilities would be registered with SAM.gov. I don't know if that is part of the process or if at some point facilities were required to register. If they are providing services for Medicare recipients. That might be something I can work with folks into the trade Association to get additional information out to providers.

>> PAULA STUM: Thank you. Another question from Lisa Hasler. If an employee or staff member was given bonuses for working, does that count as retention payment?

>> DANIEL SHARAR: I believe there was a separate field for, let me check. I may have been thinking of, yeah I suppose I was thinking of the statistical field of sign-on bonuses. I will take that question back. I want to be sure the guidance I'm giving is consistent with what we have given in prior reporting period I just don't recall off the top of my head if that is how we as providers to report it or if it is just reported in the part-time coast. I will follow-up on that one.

>> PAULA STUM: Thank you. You let me know when we are running out of time, down. There are still quite a few questions out here.

>> DANIEL SHARAR: I think since we are at 11:05 AM and I want to be mindful of time I will wrap things up here. Certainly, Paula, we can work on the remaining questions in getting information out to the folks who sent us those questions.

>> PAULA STUM: For folks that had their hand raised and were not able to answer their questions in the chat, is there a email or are a box they can send their questions to? Or should they send them directly to - -?

>> DANIEL SHARAR: If you had your hand raised and could not ask your question in the chat if they can send them to the OLTL finance@pa.gov resource account. I believe that was the resource account we included in the listserv message about the webinar. And we can follow-up through that resource account as well.

>> PAULA STUM: All right, thanks Dan, that's all I have.

>> DANIEL SHARAR: Thanks, Paula. I appreciate your help with questions. If you have questions that we were not able to answer during the webinar today we will certainly follow-up. Likely that we will have an FAQ document posted to the website in coming weeks. I encourage you to check the long-term care providers page where we have all of the Act 54 payment information listed. We will certainly follow-up on questions we were unable to answer during the webinar today. For anyone that submits questions to the OLTL finance resource account, we will follow-up with you as well. Thanks again, everyone. For your participation today. And have a great day.