Provider Relief Fund (PRF) and American Rescue Plan (ARP) Rural Payment
Reporting Activities Enhancements   - OMB No. 0906-0068 - Revision

This document includes enhancements made to the system due to issues raised by public comments, provider inquiries, and system findings.

Payment Reporting Activities Portal Enhancements	Payment Reporting Activity Description
Provider Popup if Changes are Made to Subsidiary Questionnaire	Verbiage added to the subsidiary questionnaire, to simplify for provider.
Add Smart Text Within Justification for Change in Methodology Indicating Minimum of 80 Characters	Smart text added to the 'change of methodology' justification box, so the Provider knows to enter a minimum of 80 characters.
Bold 'Eligible Healthcare Providers' on Subsidiary Questionnaire	Eligible Healthcare Providers' now bolded on the Subsidiary Questionnaire, so it is more noticeable.
Tooltip Beside Each Line Item on PRF Financial Summary Page to Include Formula for Each Calculation	The system provides tooltips detailing what each line item calculates on the PRF Financial Summary page, showing how each value is determined.
2FA: Add 'Check Spam/Add System Email' Messages Bullet Points in Instruction List	Bulleted items added for a reminder to check Spam folder if the Provider didn't receive the verification email and instruction re: adding prfreporting-noreply@hrsa.gov to my Safe Senders list, so the Provider can address all possibilities prior to calling Case Management with issues.
Total Sum for All Tables Cannot be Zero - Each Section of Personnel, Pt & Facility Metrics Page	The system triggers functionality when the total sum of the Personnel and Patient metrics tables are zero on the Personnel, Patient and Facility Metrics page, notifying the Provider that they are required to provide justification.
Rewrite Zero Sum Total Tool Tip on Patient, Personnel & Facility Metrics Page	The system provides intuitive tooltips related to the 'total sum', that the field cannot be zero, to simplify for provider.
Modify PRF Financial Summary Document w/New PRF Financial Summary Titles	PRF Financial Summary document that is referenced in the PRF reporting portal is updated, to align with the new titles used in the PRF Financial Summary page.
Redirect Popups When User Attempts to Use Outdated Reference Material URL	A popup will appear if a reporting portal user attempts to access an outdated reference material URL from their Favorites, so that users are directed to the new URL for future use. **Pre-Conditions:** Provider has saved the Portal FAQs, Registration User Guide, Reporting User Guide or Portal Worksheets as one of their Favorites prior to RP3.
Update Reporting Portal Banner to Indicate 'Desktop' and Compatible Versions of Edge, Chrome & Firefox	The PRF Reporting Portal banner updated to specify 'desktop' and the versions that are compatible for Edge, Chrome and Mozilla Firefox, so Providers know what browser is compatible with the reporting portal.
Reconfigure Facility Metrics Section Functionality of Personnel, Patient & Facility Metrics Page	When Yes is selected in "Does the reporting entity or its subsidiaries operate or support staffed beds" question, the functionality is updated, so that the user will be required to make a positive entry in at least one of the fields in the Facility Metrics table.
Edit Contact Information Instructions to Reflect 'For Report Use Only'	The Contact Information instructions were modified, so that Providers know that the information will be used for PRF reporting only.
Review & Submit > PRF Financial Summary Reconfiguration	The PRF Financial Summary section of the Review & Submit page to be reconfigured, so that the page is better organized for the Providers.
2FA: Content Change in Email Notifications to Confirm that User Added Verification Method	An email notification is sent when a verification method has been added or updated, so the Provider can confirm action is valid reporting action.
2FA: Content Change in SMS Notifications to Provide Verification Code	A SMS notification is sent when a verification method has been added or updated, so the Provider can confirm this is valid reporting action.
Update Tooltips Associated w/Total Lost Revenues Available to be Used in the Current Reporting Period	The tooltips that reference the Total Lost Revenues Available to be Used are consistent to the Current Reporting Period.

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All Reporting Periods: Add "Date Submitted" Column to Inactive Reports Tab	The Provider is able see the date of a submitted report in the Inactive tab table, to reduce the number of clicks required to find this information in the portal.
Registration: Update Tooltips and Error Messages for 2FA Fields to be Intuitive	The tooltip and error messaging provided during registration are intuitive, so the Provider is informed of what is expected.
RP3: Lost Revenues: Budgeted - Change Verbiage in the 3rd Paragraph - Manaswini	The verbiage at the top of the Budgeted Revenues page is updated, so that it includes 2022. Pre-Condition: Provider is registered and is required to report during RP3.
RP1: Edit Contact Information Instructions to Reflect 'For Report Use Only'	The Contact Information instructions in RP1 and RP2 is modified, so that Providers know that the information will be used for PRF reporting only.
Provider Message re: Entering Subsidiary Information	The Provider can see messaging re: entering subsidiary information when they select 'Yes' on either of the first 2 questions of the Subsidiary Questionnaire, so that they understand they need to report subsidiary information on the next page of the portal.
Include Active Registration Information in the PRF Landing Page	The Provider can see their username, Provider name and last login date which is now displayed at the top of the PRF landing page, so they know whose logged in last and can determine if changes are required. Pre Condition: Provider is registered and logged into the PRF portal.
System Should Not Allow the Provider to Enter Their Own TIN as a Subsidiary TIN or Parent of Themselves During Reporting	The system validates the Provider TIN entered during reporting, so that the TIN cannot be entered as Provider's subsidiary or parent.
System Should Not Allow the Provider to Enter Their Own TIN as a Subsidiary TIN or Parent of Themselves During Registration	The system validates the Provider TIN entered during registration, so that the TIN cannot be entered as Provider's subsidiary or parent.
Add 'Minimum of 80 Characters Required' to 'Justification for Change' Message	The system indiicates that there is a minimum of 80 characters required for the 'change of values from previous reporting period' justification box, so that the Provider knows there is a minimum-character requirement.
Justification for Change from Personnel, Patient & Facility Metrics Page to be Added to Review & Submit Page	The justification for change that was entered by the Provider on the Personnel, Patient & Facility Metrics screen to be included in the Review & Submit page, so that it's recorded with the submitted report.
Justification for 'Total Sum of Zeros' to be Added to Review & Submit Page	The Provider's justification for 'all zeros'are entered by the Provider on the Personnel, Patient & Facility Metrics screen is included in the Review & Submit page, so that it's recorded with the submitted report.
Testing RP2: Justification for Change from a Provider's Lost Revenues Calculations to be Added to Review & Submit Page	The Provider's justification for change that was entered by the Provider within their Lost Revenues calculations is included in the Review & Submit page, so that it's recorded with the submitted
Update PRF Financial Summary Worksheet Linked to Resources	The PRF Financial Summary Worksheet link within the Resources is updated.
Change Appearance of Message Indicating that there May Be a Subsequent Report to Address at a Later Date to Stand Out More	The message indicating that the Provider may have a subsequent report on the Active tab upon submission of a report modified, so that it stands out more.
Re-Label Titles and Update Tooltips within PRF Financial	Updated titles and created tooltips, in the RP1 PRF Financial Summary page, so that users are not confused as to what the value represents and will know how the value is calculated.

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Payment Reporting Activities Portal Enhancements	**Payment Reporting Activity Description**
Re-Label Titles within PRF Financial Summary Section of Review & Submit Page	The sections shown in the Review & Submit page to match the PRF Financial Summary page, so that the pages are consistent.
Change Verbiage when User Selects 'No' for Reporting Subsidiaries When They Previously Selected 'Yes'	The verbiage changed when a Provider changes their answer to Do you have any subsidiaries that are 'eligible health care providers' during the period of availability of funds?, so that the messaging is consistent with the action. Pre-Condition: The Provider reported a subsidiary in a previous reporting period they they are no longer affiliated with.
RP1: Link RP1 Version of PRF Financial Summary Worksheet to Portal	The PRF Financial Summary Worksheet that's associated with RP1 is linked to the portal, so the appropriate version is available to assist the Provider with data entry.
All Reporting Periods: 'Validation of Data Entered' Checkbox on Subsidiary Payment Info Screen within Registration	The system ask the Provider for validation of the TIN(s) entered on a payment information form
All Reporting Periods: Add Note to Payments to Recipient Page re: Timing for Returned Payment	The system provides information regarding the timeframe until returned payments will reflect in the PRF Reporting Portal, so that the Provider knows what to expect and what to do if the returned payment isn't provided within the expected timeframe. Pre Condition: Provider is logged in and is returning a payment through the reporting portal.
RP1: Total Sum of Personnel and Patient Metrics Cannot be Zero	The system triggers functionality when the total sum of the Personnel and Patient metrics tables is zero on the Personnel, Patient and Facility Metrics page, so that the Provider is required to provide justification. Pre Condition: 1. Provider is logged in and is in current reporting period. 2. Provider is entering data on the Personnel, Patient and Facility Metrics page. 3. The total sum of all Personnel (all tabs combined) and/or the Patient tables is zero.
All Reporting Periods: Date Submitted Value When Provider is Not Required to Report	If the Provider was not required to report during a reporting period, the value 'N/A' will now show in the Date Submitted column, to prevent confusion as to why there would have been no value.
RP3+: Lost Revenues: Budgeted - Change Verbiage in the 3rd Paragraph for Consistency	The verbiage in the 3rd paragraph of the Budgeted Revenues page is updated, so it is consistent with the reporting steps.
Update Tooltip for Targeted Distribution Question and Validate that No Negative Values can be Entered	When a Provider is currently reporting on a Targeted Distribution payment that was transferred to or by a parent entity, they are required to enter a positive dollar amount in the data input field on the Subsidiary Questionnaire, to ensure the integrity of the data. Pre-Condition: The Provider has indicated that they have targeted distribution payments that were transferred to or by a parent entity.