mn DEPARTMENT OF HEALTH

American Rescue Plans for Small Rural Hospital COVID-19 Testing and Mitigation

REPORTING INSTRUCTIONS
UPDATED JANUARY 10, 2023

ARP SHIP Report Instructions

Minnesota Department of Health
Small Rural Hospital Improvement Program

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www.health.state.mn.us

To obtain this information in a different format, email health.ruralSHIPgrant@state.mn.us.

Contents

American Rescue Plan (ARP) Small Rural Hospital Improvement Program (SHIP) COVID-19 Testing and Mitigation Program Overview

This grant program is administered by the Minnesota Office of Rural Health and Primary Care (ORHPC) on behalf of the Health Resources and Services Administration's (HRSA), Federal Office of Rural Health Policy (FORHP).

Funds can be used to increase COVID-19 testing efforts, expand access to testing in rural communities, and expand the range of mitigation activities to meet community needs within the CDC Community Mitigation Framework.

Program Purpose and Activities

The ARP SHIP COVID-19 Testing and Mitigation funding is specifically for COVID-19 needs as outlined and is not intended to fall within the existing SHIP funding categories.

Allowable investments will be posted on the webpage for the **American Rescue Plan (ARP) COVID-19 Testing and Mitigation SHIP Funding (https://www.ruralcenter.org/ship/american-rescue-plan)**.

Funded activities for this program include:

- Testing education
- Establishment of alternate testing sites
- Test result processing
- Arranging for the processing of test results
- Engaging in other activities within the Centers for Disease Control and Prevention (CDC) Community Mitigation Framework to address COVID-19 in rural communities.

Minnesota ARP SHIP grant period: December 1, 2021 – December 31, 2023

Minnesota ARP SHIP invoice period: January 1, 2021 – December 31, 2023

Per hospital award: $244,084

Reporting Deadlines

Quarterly activity reporting due dates for HRSA

Reporting is due to HRSA 30 days after the end of the quarter.

Quarterly financial reporting due dates for ORHPC

Corresponding report number	Time Frame	Due Date
1	January 2021 – March 2022	April 20, 2022
2	April 2022 – June 2022	July 20, 2022
3	July 2022 – September 2022	October 20, 2022
4	October 2022 – December 2022	January 20, 2023
5	January 2023 – March 2023	April 20, 2023
6	April 2023 – June 2023	July 20, 2023
7	July 2023 – September 2023	October 20, 2023
8	October 2023 – December 2023	January 20, 2024

Due dates for Equipment and Alteration/Renovation reports

- Reports are due **as needed** but must be submitted with a financial report to receive payment.

- All Grantees are assigned the moveable equipment report.

- Grantees should email health.ruralSHIPgrant@state.mn.us to have the Alteration/Renovation report assigned.

Instructions for completing ARP SHIP reports

There are four types of reports for the ARP SHIP program, described below:

1. ARP SHIP financial reports to request reimbursement for expenses from MDH

- Grantees report all financial information to MDH. Review allowable investments before submitting each report to ensure expenses are eligible.

- Financial reports are due quarterly: April 20, 2022, July 20, 2022, October 20, 2022, January 20, 2023, April 20, 2023, July 20,2023, October 20, 2023, January 20, 2024.

- Financial reports are due until the full award is expended.

- Complete the following fields:

  - Invoice number (if no funds are spent enter 0)

  - Total amount of funds spent on testing (if no funds are spent enter 0)

  - Total amount of funds spent on mitigation (if no funds are spent enter 0)

  - Total amount of funds spent, which doubles as the total amount requested for reimbursement (sum of total testing + total mitigation) (if no funds are spent enter 0)

  - Submitter name and email

1a. Required upload – Expenditure report

- ARP SHIP Grantee's Expenditure Report (https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/excel/arpexp.xlsx)

- If no funds are spent during a quarter enter 0 for expenditure data. Complete the following fields:

  - Grantee name (cell B3)

  - Reporting period start (cell B6)

  - Reporting period end (cell B7)

  - Invoice number (cell B8)

  - Total previous reported expenditures (Column C): copy column G from the previous report

  - Testing expenditures (Column D): enter the expenses for testing using categories provided

  - Mitigation expenditures (Column E): enter the expenses for mitigation using categories provided

  - Name of person completing the expenditure report

1b. Required upload – Supporting documentation

Supporting documentation that confirms a purchase or expense should be uploaded with each invoice. This documentation can take the form of receipts, invoices, purchase orders, payroll, timecards, etc.

Proof of expense for non-testing expenses will be requested for the financial reconciliation and must include:

- Full receipt or invoice (except for testing invoices—see below for special instructions)

Proof of testing expenses—special instructions for testing invoices:

- Submit <u>only the first page of the vendor invoice you receive for test costs</u>. This would be the first page of invoices that comes back from the lab where you are sending samples to process COVID tests. This page must <u>include the date, vendor name, invoice total, per item cost, total cost billed to this grant if less than the invoice total</u>.

    - If the per item cost is not available on the first page of the invoice, hand write or type the unit costs calculations onto the page. Also include documentation of how, if any, of the invoices were pro-rated and how that pro-ration was decided.

    - If the total cost billed to this grant is different than the invoice total, hand write or type the total billed to this grant onto the page

    - All patient information must be redacted.

- The grant only reimburses for COVID testing. Do not submit costs for other lab work.

Proof of payment for all expenses will be requested for the financial reconciliation and can include:

- Paid credit card statements

- Canceled checks or

- GL report showing debit fields or check numbers used to pay expense, invoice numbers, date of expense incurred or paid

Detailed information about the financial reconciliation is available on page 8.

2. ARP SHIP moveable equipment reports

Equipment is tangible personal property with the following characteristics:

- useful life of more than one year,

- per-unit acquisition cost of at least $5,000,

- moveable.

Equipment must be procured through a competitive process and maintained, tracked, and disposed of per Uniform Administrative Requirements: 45 Code of Federal Regulations §75.320 Equipment (https://www.ecfr.gov/current/title-45/section-75.320).

- Hospitals report moveable equipment expenditure details to MDH in the Equipment Report form and submitted in the ORHPC grant portal.

- Documentation of equipment expenditures must be completed with each corresponding financial report.

- The following information is required:

  - Description of equipment

  - Quantity purchased

  - Per-unit cost (equipment is more than $5,000 per unit)

  - Invoice number: enter the invoice number of the corresponding financial report

3. ARP SHIP Alteration and Renovation (A&R) reports

Minor Alteration/Renovation (A/R) is work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designated purpose or adapted to an alternative use to meet a programmatic requirement. Alteration and renovation may include work referred to as improvements, conversion, rehabilitation, remodeling, or modernization. This often includes fixed equipment installation costs. Construction and large-scale permanent improvements are not minor alteration & renovation and are not allowable.

There is no cap on A/R project costs but if A/R projects that costs more than 50% of the total award require prior approval from HRSA before the start of the project.

▪ Grantees report A/R expenditures to MDH using the following forms for budget and implementation form and project completion:

  ▪ [Renovation Implementation and Budget Word Form ARP SHIP (https://www.ruralcenter.org/sites/default/files/Option%20B.%20SHIP%20Testing%20Quarterly%20Report%20Form%20Template_v2_0.docx)](https://www.ruralcenter.org/sites/default/files/Option%20B.%20SHIP%20Testing%20Quarterly%20Report%20Form%20Template_v2_0.docx)

  ▪ [Renovation Project Completion Word Form ARP SHIP (https://www.ruralcenter.org/sites/default/files/Renovation%20Project%20Completion_Word%20Form_ARP%20SHIP_Draft.docx)](https://www.ruralcenter.org/sites/default/files/Renovation%20Project%20Completion_Word%20Form_ARP%20SHIP_Draft.docx)

▪ **Grantees notify MDH of plans to complete A/R to have the A/R reports assigned in the grant portal.**

3a. A/R Prior Approval Process

Grantees that plan to complete an A/R project that costs more than 50% of the total award must complete the prior approval process before beginning their project.

▪ Email health.ruralSHIPgrant@state.mn.us with a summary of the project and a drafted Renovation Implementation and Budget form.

▪ The SHIP coordinator will submit the prior approval request to HRSA for review, facilitate any additional questions and will relay the final decision.

▪ If a project is approved, the Grantee will submit the final copy of the Implementation and Budget form in the grant portal and submit to MDH. The SHIP coordinator submits Implementation and Budget forms to HRSA on a quarterly basis.

▪ The Grantee submits the completion form in the grant portal when the project is complete. The Grantee will not receive reimbursement for the project until it's completion.

4. ARP SHIP activity reports for HRSA tracking

- Hospital reports number of tests done each quarter and activity information directly to HRSA

- Hospitals will complete activity reports on a quarterly basis 10 days after financial reports (December 31, 2021, January 30, 2022, April 30, 2022, July 30, 2022, October 30, 2022, January 30, 2023, April 30, 2023, July 30, 2023 October 30, 2023, and January 30, 2024).

Testing activities

- Procure, provide or process COVID-19 tests (including at home tests)

- Develop and implement strategies for patient testing confidence

- Access for community populations to address health and social inequities

- Minor alterations and renovations: install structures, retrofitting to support COVID testing

- Leasing property

- Plan for implementation of COVID-19 program, including hiring and training of staff and reporting data

- Equipment purchased to support testing

- Other (if selected, will be prompted for details)

Mitigation activities

- Develop and implement policies and procedures to keep staff healthy

- Maintain healthy operations for staff

- Implement strategies to address employee stress and burnout

Number of tests

Hospitals will be asked to provide the number of tests done each quarter.

Questions about the HRSA Portal: shiptesting@hrsa.gov

Financial Reconciliation

All ARP SHIP grants will undergo a financial reconciliation. Grantees will be asked to submit proof of payment and source documentation for the financial reconciliation. These documents will be requested by the grant manager via the grant portal.

- **Proof of payment** demonstrates that the expense was paid by the grantee. Incurred expenses are those that have been obligated but not yet paid.

  Examples of proof of payment documentation include copies of cancelled checks or reports from financial systems such as a general ledger report. Sufficient proof of payment for expenses paid by credit card should not only include the invoice or receipt but also proof that that the credit card balance was paid.

- **Source documentation** confirms and provides additional detail about the expense.

  Examples of source documentation include vendor invoices, receipts, travel logs, mileage records, expense reports, timesheets, FTE breakdowns, payroll reports, proof of a federally-approved indirect cost rate and cost allocation plans. Source documentation should provide enough detail for MDH staff to verify the product or service, vendor, dates, unit cost, and total.

How to access the ORHPC grant portal

1. Login to the MDH Grant Portal (https://www.grantinterface.com/Home/Logon?urlkey=mdh).

2. If you have accessed the Grants Portal previously, please log in using your existing email address and password. Once you are logged in, you will see the reports assigned to you.

3. If you need an account, email Health.RuralSHIPGrant@state.mn.us.

4. After logging in, if you cannot see a report, it means the report is not assigned to you. If you need the report assigned to a different person within your hospital, email: health.ruralSHIPgrant@state.mn.us.

5. If you need multiple staff from one entity to view reports, grantees can add collaborators to the form. You do not need to request permission to do this.

How to access the HRSA testing portal

1. Login to the HRSA grant portal (https://www.shipcovidreporting.com).

2. The **username is the hospital CCN.** Hospitals will be asked to provide an email address and create a password the first time they access the portal on the registration page.

3. Hospitals will login using the **hospital CCN as the username** and a password created by the user.

4. After logging in for the first time, hospitals will select the instruction to "click to continue" where they will complete hospital demographic, hospital type, hospital name and address information.