



# FY 2021 SHIP COVID Testing & Mitigation Reporting

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**Vision: Healthy Communities, Healthy People**



# Housekeeping

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- Please mute your microphone 
- Feel free to ask questions ? in the comment box during the presentation
- Replay link will be sent out after the webinar and posted to TASC website

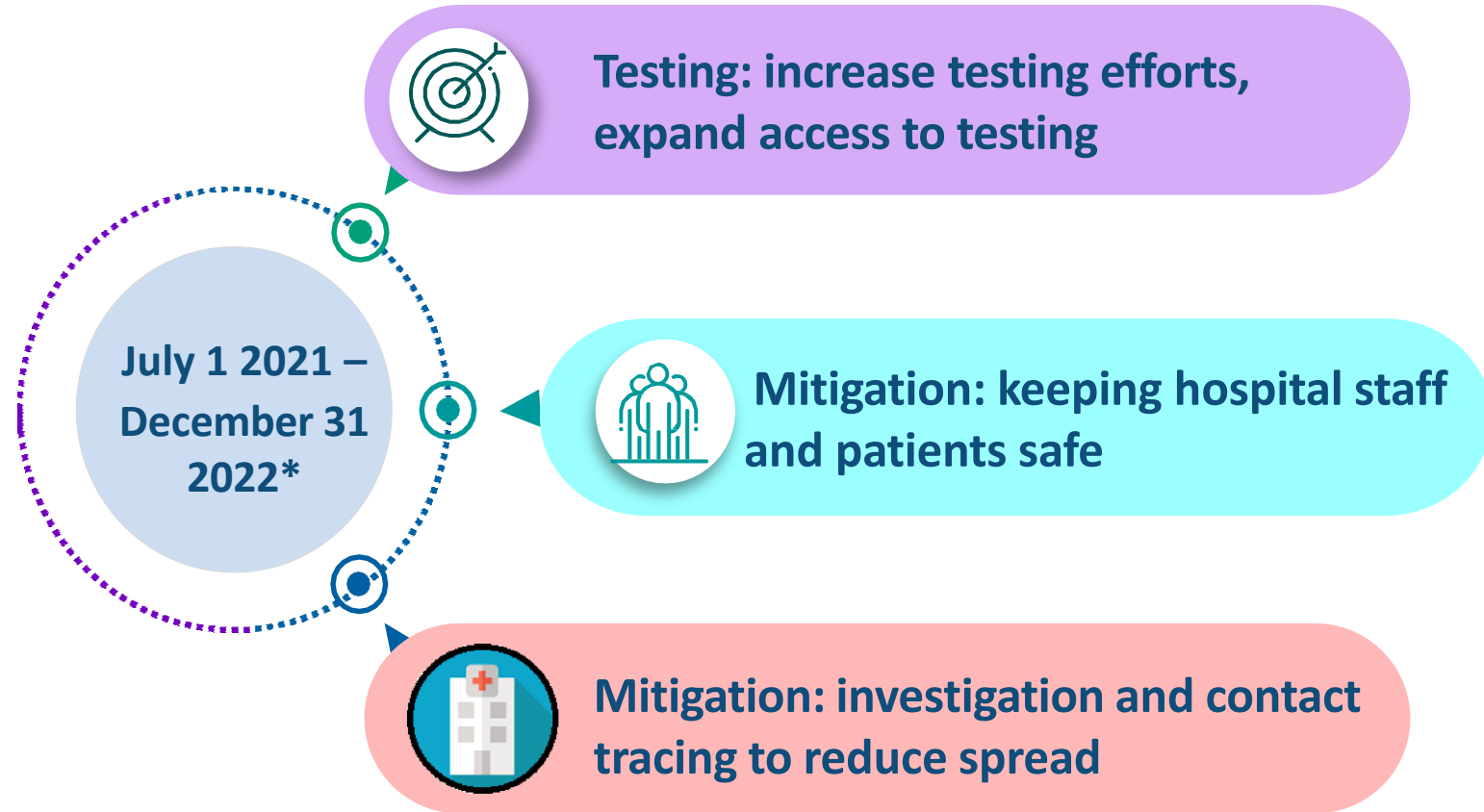
# FY 2021 COVID SHIP Testing & Mitigation Reporting

- FY 2021 SHIP COVID Testing & Mitigation Reporting Requirements Overview
- Hospital Reporting Portal Demo
- Minor A/R Reporting
- Administrative Reminders
- Key Grantee and Hospital Resources
- Questions and Answers



# COVID SHIP Testing and Mitigation Program Overview (H3L)

One-time funding to support hospitals increase **COVID-19 testing** and expand the range of **mitigation efforts**.



\*Hospital costs can be dated back to January 1, 2021

See [SHIP-TA Website for SHIP COVID Testing and Mitigation Resources](#)



# COVID Testing and Mitigation Reporting Requirements & Due Dates

DELIVERABLES	SUBMIT TO	DUE DATE
Award Submission: Work plan, Budget and Budget Justification	EHB	Submitted
Hospital reporting	Web portal	Quarterly
Minor Alterations and Renovations Reporting (if applicable)	EHB	Quarterly
Final Report	EHB	March 30, 2023 Within 90 days after Project End Date
Federal Financial Report (FFR)	EHB	April 30, 2023
Equipment List	EHB	Submitted as part of grant close-out process



**Thank you for submitting your Award  
Submissions.**



# SHIP COVID-19 Testing and Mitigation Reporting Portal



# Next Steps

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- By October 27: notify your HRSA Project Officer of which reporting method your state will be using.
- SHIP Coordinators will receive log in information when the reporting portal opens.
- In early November, we will host another webinar for hospitals who will be reporting through the system. More information is forthcoming.





# Reporting FAQs

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- Has the deadline for reporting in Quarter 1 been extended?
  - *Yes, Quarter 1 reports will be due on December 31, 2021*
- Our hospitals will be reporting. Will I as the SHIP Coordinator be able to review what they reported?
  - *Yes, SHIP Coordinators will be able to see a read-only view for their state's hospitals*



# Reporting FAQs

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- Our hospitals have not yet received their sub-award. Do they need to report in the portal before they receive funds?
  - *HRSA does not expect hospitals to report prior to receiving their subaward. However, if hospitals choose to cover expenses from previous quarters with grant funds, we do ask that they report testing numbers for the quarters covered by the grant.*
- Do hospitals need to report after they expend their full sub-award?
  - *Hospitals are not required, but are encouraged, to report after they expend their full sub-award.*



# Reporting FAQs

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- Is the number of tests meant to be those supported by the award? Or the number of tests in general that the hospital has performed?
  - *Hospitals should report the number of COVID-19 tests performed by their hospital (both on site and in the community)*
- How should the hospital de-duplicate tests that are done by provider-based RHCs that are part of their system?
  - *Hospitals should include tests that they have provided through partnerships in their communities, but should avoid reporting tests that were provided under the RHC COVID Testing or Testing and Mitigation grants. However, if needed hospitals are allowed to provide their best estimate.*



# Minor Alterations and Renovations

- The documentation for minor A/R will be similar for SHIP COVID Testing & Mitigation
  - Project Implementation and Itemized Budget
  - Project Completion Report
- States that have hospitals with funding used for minor A/R projects must have quarterly reporting added per the NoA.
  - Please reach out to your HRSA Project Officer and GMS requesting that the A/R quarterly reporting requirement be added to the NoA.
  - Submit your paperwork quarterly through EHBs
- **Reminder:** If a hospital plans to use more than 50% of its award on minor A/R, prior approval is required.



# SHIP COVID-19 Testing and Mitigation Quarterly Reporting Due Dates

Quarter	Dates	DUE DATE
1	July – September 2021	Extended: December 31, 2022
2	October – December 2021	January 30, 2022
3	January – March 2022	April 30, 2022
4	April – June 2022	July 30, 2022
5	July – August 2022	October 30, 2022
6	September – December 2022	January 30, 2022





# Reminders

# Federal Funding and Accountability Transparency Act (FFATA)

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## When to report?

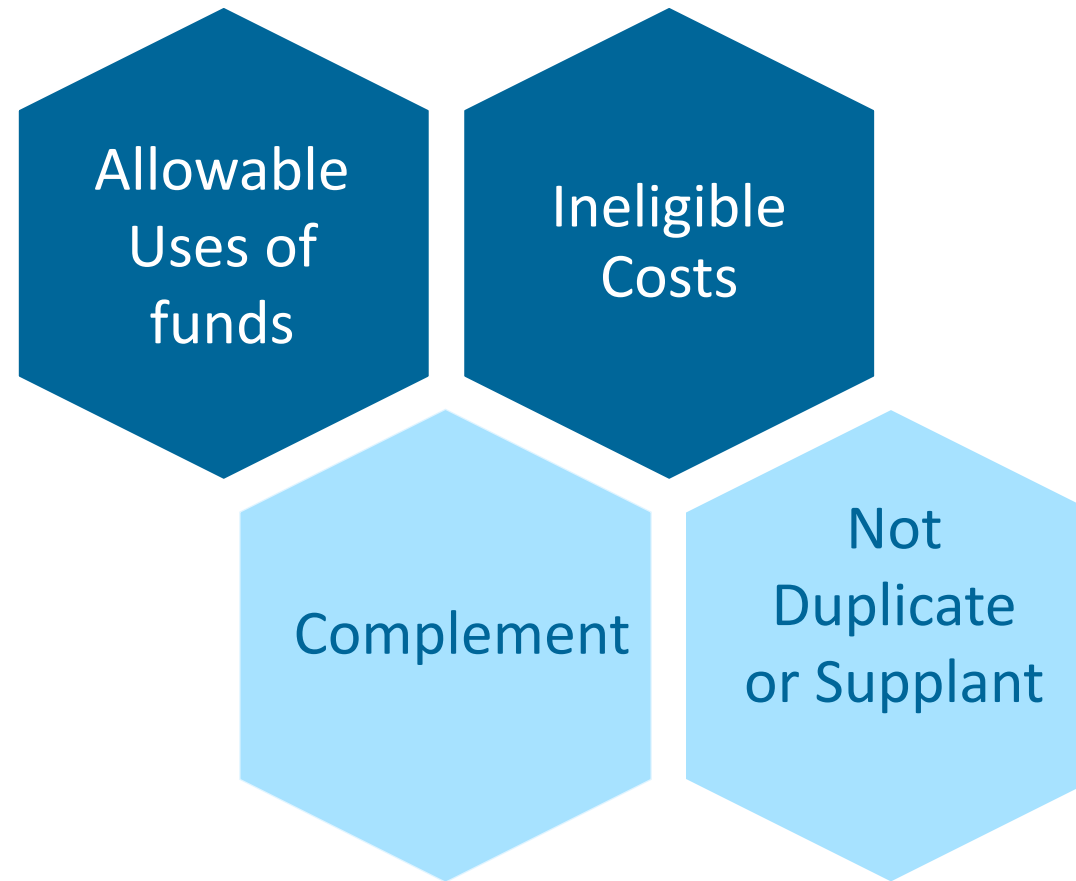
- By the end of the month following the month in which the pass-through entity awards any subaward greater than or equal to \$25,000.
  - (For example, if the obligation was made on August 30, 2021, the obligation must be reported by no later than September, 2021)

Please direct all “Transparency Act” / FFATA questions to the HRSA Post Awards mailbox, at [hrsapostawards@hrsa.gov](mailto:hrsapostawards@hrsa.gov).



# Informing Your Subrecipients

It is crucial to communicate with your subrecipients





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# Supporting Documentation



Remind your subrecipients



# Maintaining Supporting Documentation

Your sub recipients must maintain adequate supporting documentation

- Invoices (vendor, date and amount paid);
- Receipt (confirmation of payment);
- Purchase dates should fall within grant period
- Copies of cancelled checks that show the amount actually paid;
- Connection to the grant (cost center, fund type code) – in general ledger;
- Sub-recipient agreements or contracts (signed and dated);
- Cost should only cover items listed in the budget;
- Detailed travel logs.



# Pre-Award Costs for Hospitals

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What if costs are incurred prior to receiving the grant award?

- Pre-award costs are allowable (from January 1, 2021)
- CANNOT be costs already supported with other sources of federal funding
- Maintain supporting documentation including:
  - a. Adjusting journal entries
  - b. Reason for change of source
  - c. Allocable, reasonable, allowable



# Key Grantee and Hospital Resources

- You can find many resources at the [SHIP-TA Website for SHIP COVID Testing and Mitigation](#) including:
  - SHIP COVID Testing and Mitigation Allowable Costs Document
  - SHIP COVID Testing and Mitigation FAQs
  - Optional Quarterly Report Templates for state use
  - Webinars
  - Minor A/R instructions and forms
- For other inquiries, contact [SHIPTesting@hrsa.gov](mailto:SHIPTesting@hrsa.gov)



# Questions

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Please **unmute** your microphone to ask a question or type it in the chat.



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