

PHP-CCP Year 1 Supporting Documentation

The Public Health Provider – Charity Care Program (PHP-CCP) Year 1 Participants are required to submit supporting documentation in addition to the PHP-CCP Cost Reporting Tool. Please see examples of supporting documentation that may be required to support the information entered in each exhibit of the PHP-CCP Cost Reporting Tool.

Please note that this list of supporting documentation examples is not comprehensive. The Texas Health and Human Services Commission (HHSC) may contact providers for additional supporting documentation or clarification.

PHP-CCP Year 1 participants must upload the PHP-CCP Cost Reporting Tool and applicable Supporting Documentation to the Globalscape File Transfer Protocol (FTP) server.

A User Guide for accessing and uploading documents to the FTP server is available here:

[GlobalScape Navigation Help \(texas.gov\)](#)

Exhibit	Supporting Documentation*
Exhibit A – Cover Page	<ul style="list-style-type: none">• Accounting records (General ledgers)• Certified financial statements• Medicaid Enrollment documents• Any other records necessary to document claims for reimbursement

Exhibit	Supporting Documentation*
Exhibit 1 – General & Statistical	<ul style="list-style-type: none"> • Accounting records • Certified financial statements • Chargemaster or Charge Description Master (CDM) • Copies of tax returns filed with the Internal Revenue Service (IRS) for the reporting year • Governmental filings • Ledgers • Worksheets and statements from applicable certified Centers for Medicare and Medicaid Services (CMS) Cost Report form submissions • Any other records necessary to document claims for reimbursement
Exhibit 2 – Direct Medical	<ul style="list-style-type: none"> • Accounting records • Bank statements • Canceled checks • Certified financial statements • Contracts • Copies of tax returns filed with the IRS for the reporting year • Direct interviews with staff • Employee data summaries • Functional job descriptions • Governmental filings • Invoices • IRS Form 990 Schedule H • Ledgers • Medicaid Enrollment documents • Payroll records • Time records • Worksheets and statements from applicable certified CMS Cost Report form submissions • Written statements

Exhibit	Supporting Documentation*
	<ul style="list-style-type: none"> • Any other records necessary to document claims for reimbursement
Exhibit 3 – Report Certification	<ul style="list-style-type: none"> • Accounting records • Any other records necessary to document claims for reimbursement
Exhibit 4 – Funds Certification	<ul style="list-style-type: none"> • Accounting records • Any other records necessary to document claims for reimbursement
Exhibit 5 – Schedule A	<ul style="list-style-type: none"> • Accounting records • American Hospital Association's "Estimated Useful Lives of Depreciable Hospital Assets, Revised 2018 Edition" • Bank statements • Canceled checks • Certified financial statements • Contracts • Copies of tax returns filed with the IRS for the reporting year • Direct interviews with staff • Employee data summaries • Functional job descriptions • Governmental filings • Invoices • IRS Form 990 Schedule H • Ledgers • Medicaid Enrollment documents • Time records • Worksheets and statements from applicable certified CMS Cost Report form submissions • Written statements

Exhibit	Supporting Documentation*
	<ul style="list-style-type: none"> • Any other records necessary to document claims for reimbursement
Exhibit 6 – Schedule B	<ul style="list-style-type: none"> • Accounting records • Bank statements • Canceled checks • Certified financial statements • Contracts • Copies of tax returns filed with the IRS for the reporting year • Direct interviews with staff • Employee data summaries • Functional job descriptions • Governmental filings • Invoices • IRS Form 990 Schedule H • Ledgers • Medicaid Enrollment documents • Payroll records • Time records • Worksheets and statements from applicable certified CMS Cost Report form submissions • Written statements • Any other records necessary to document claims for reimbursement
Exhibit 7 – Schedule C	<ul style="list-style-type: none"> • Accounting records • Certified financial statements • Governmental filings • Worksheets and statements from applicable certified CMS Cost Report form submissions • Any other records necessary to document claims for reimbursement

Exhibit	Supporting Documentation*
Exhibit 8 – Schedule D	<ul style="list-style-type: none"> • Accounting records • Bank statements • Canceled checks • Certified financial statements • Chargemaster or Charge Description Master (CDM) • Copies of bills, follow-up letters, reports of telephone/personal contact • Copies of tax returns filed with the IRS for the reporting year • Governmental filings • Invoices • IRS Form 990 Schedule H • Ledgers • Reasonable Collection Effort Tracking Form • Worksheets and statements from applicable certified CMS Cost Report form submissions • Written statements • Any other records necessary to document claims for reimbursement

*For additional information, refer to [Texas Administrative Code Rule §355.105: "General Reporting and Documentation Requirements, Methods, and Procedures"](#)