

Purpose


This document presents an overview of Module 2 for LoFTS. This module pertains to LGEs who support Medicaid payment programs for hospital services using funding sources that are NOT generated through the administration of an LPPF. This document provides detailed instructions and tips for navigating the system most efficiently.

Visit the [PFD LF website](#) to download instructions for the **LoFTS User Guide: Registration, Login, & Module Determination**.

LoFTS Functionality

LoFTS serves as an umbrella system that can collect up to four sets of information: A Funding Source Statement (required of every LGE) and three sets of information, called modules (each LGE will complete the modules applicable to their participation in specific programs).

The LoFTS system:

- ▶ Is best viewed in a Chrome browser. 
- ▶ Allows information to be reported annually. Ad hoc reporting can also be utilized for supplemental uploads/inquiries.
- ▶ Allows the LGEs to respond to questions based on the funding source selected and upload supporting documentation.
- ▶ Provides new automation for questions that required an answer in previous reporting years.
- ▶ Provides **NEW** functionality that includes a carry-forward function that will bring in the previous year's hospitals and/or facilities. Also **NEW** are edit and delete capabilities for tables.

Assistance

For assistance related to this LoFTS user guide, please contact the HHSC PFD LF team at the following email address: PFD_LFM@hhs.texas.gov or by calling (737)-867-7877.

Introduction

Required Documents and Information

- ▶ Module 2 contains three pages requesting information about IGTs, provider relationships, and a certification page.

Module 2 is required reporting for LGEs providing IGT of public funds to support Medicaid payments for **hospital services** (other than funds from LPPFs or other provider taxes). Programs included in the module are the following:

- CHIRP – Comprehensive Hospital Increase Reimbursement Program
- DSH – Disproportionate Share Hospital Payment
- DSRIP – Delivery System Reform and Incentive Payment Program
- GME – Graduate Medical Education
- HARP – Hospital Augmented Reimbursement Program
- UC – Uncompensated Care

Page 1 - Programs for which LGE submits Intergovernmental Transfers (IGTs)

Page 2 - Intergovernmental Transfers (IGTs) - Provider Relationships

Page 3 - Certification

- ▶ **It is recommended that you have these documents and information prepared and available before completing these pages:**
 - A list of all hospital license numbers the LGE supports via IGT.
 - Programs for which the LGE provides support (e.g., DSRIP, DSH, UC, CHIRP, GME, HARP) and amounts contributed via IGT for each program.

1. What hospital programs does your governmental entity support using local funds that are NOT from an LPPF account – please check all that apply:

- CHIRP – Comprehensive Hospital Increase Reimbursement Program
- DSH – Disproportionate Share Hospital Payment
- DSRIP – Delivery System Reform and Incentive Payment Program
- GME – Graduate Medical Education
- HARP – Hospital Augmented Reimbursement Program
- UC – Uncompensated Care

General Tips

Module 2 instructions are provided following the General Tips.

Navigating Pages

- ▶ For all pages, **DO NOT use the back arrow**. Use the **Home** button or the selections available on the top right side of the page.



Relationship between Governmental Entity and Non-Public Hospital?

Yes

List of all Relationships between Governmental Entity and Non-Public Hospital

- ▶ Click the **Save** button and the hospital will be added to the Page 2 GE-Private Hospital Relationships table:



- ▶ Please upload any relevant documentation:

#	License	Non-Public Hospital	Relationship between Governmental Entity and Non-Public Hospital?	List of all Relationships between Governmental Entity and Non-Public Hospital	Has Files Uploaded	Upload Relevant Documentation
1	000000	BAYLOR SCOTT & WHITE MEDICAL	Yes	Affiliation agreement	<input type="checkbox"/>	<div style="border: 1px solid red; padding: 2px;"> Upload Files </div> Or drop files <div style="float: right; margin-top: 5px;"> Edit Delete </div>

- If there is relevant documentation to upload, use the Upload Files button. See the [Uploading Documents](#) section under [General Tips](#).

- ▶ After uploading a file, a confirmation of the file upload will appear.

#	License	Non-Public Hospital	Relationship between Governmental Entity and Non-Public Hospital?	List of all Relationships between Governmental Entity and Non-Public Hospital	Has Files Uploaded	Upload Relevant Documentation
1	000000	BAYLOR SCOTT & WHITE MEDICAL	Yes	Affiliation agreement	<input checked="" type="checkbox"/>	Upload Files Or drop files <div style="float: right; margin-top: 5px;"> Edit Delete </div>

Note: If you have previously uploaded or supplied HHSC with a relationship document, and the document remains UNCHANGED, you do not need to upload the document again. But you must upload **new or amended agreements** in the table.

- ▶ Examples of things to include as a **Relationship between Governmental Entity and Non-Public Hospital:**

- Any financial agreements related to the LGEs IGT,
- Indigent Care Agreements,
- Foundation or Charity Agreements,
- Leases or Management Agreements, and
- Coverage or Training Agreements.

Attestation

After all the applicable entries have been made, the **Data Certifier must attest to the validity of data** on this page and click the attestation check box.

Page 3 - Certification

Data Entry Preparers can fill out all sections but will not be able to check the attestation box or submit.

Only the **Data Certifier** can complete the **Certification** page by clicking the attestation check box and **Submit** button.

On this page, HHSC is verifying:

- ▶ The Data Certifier has reviewed and attested to all information.
- ▶ Attestation that the local funds used for IGT are in accordance with [42 Code of Federal Regulations \(CFR\) §§ 433.50–433.74](#).

A copy of the input data can be viewed via the **Preview Report** button shown below. Viewing this document DOES NOT submit the information but provides an avenue to review the information. Once the module has been certified and submitted, an official copy will be emailed to the LoFTS Users.

Page 3 – Certification

I attest that I have examined the information contained in this report, prepared for the above-named government entity. To the best of my knowledge and belief, it is true, correct, and complete statement prepared from the records of the government entity in accordance with applicable instructions. By certifying this information, I also attest that the local funds used for intergovernmental transfers are in accordance with [42 CFR §§433.50-433.74](#). After submission of this report, if I become aware of additional information that is relevant to this report, I will notify HHSC.

NOTE: Reporting is not considered complete until all required Modules have been attested and certified, including the Funding Source Statement.

[Preview Report](#)

[Submit](#)

Confirmation

Upon submission of the module, the users registered for the LGE will receive a notification to the email address used for registration and login. The email will contain a PDF of submitted answers for the LGE to keep.

Confirmation

Please confirm your method of transfer and funding sources prior to submitting this form. The selections cannot be changed by the user once submitted.

Reminder: Once submitted, no more changes can be made to any of the pages. You may go back and view the data submission but will not be able to save any changes:

- ▶ The email will come from noreply@salesforce.com; on behalf of LoFTS LF Email PFD_LFM@hhs.texas.gov.
- ▶ Because the email comes from Salesforces and not HHSC, you may need to right click on the email message to read the content.
- ▶ If you do not receive the email within thirty minutes, check your junk or spam folders.
- ▶ Please contact LF at PFD_LFM@hhs.texas.gov if you still have not received a copy of the final PDF submission via email or if you need to request any changes.