

Quality Incentive Payment Program (QIPP) Year 6 Enrollment Application

Web-based Portal Instructions

A few things to note:

- The online application is supported by Google Chrome, Firefox, and Safari.
- There is a two-step process for the Year 6 application to provide the ability for a preparer to input information and save, and a certifier to verify and provide attestations.
 - Preparer will fill out the facility information, the license owner information, and their information.
 - Certifier will verify the information, attest to the validity of statements, and provide their information.
 - **The certifier must be a person legally authorized to sign for the entity.** The certifier may also act as the preparer.
- Each party involved in filling out the application must request a login for the LTSS Dashboard. This login will provide a date/time stamp with the person's name upon submission.
- The username will be your email address and a password will be emailed to you upon your request.
- The enrollment fee from participating private nursing facilities is due at the time of the submission of the enrollment application, no later than April 15, 2022. Payments must be made by check/money order using the [QIPP application fee payment voucher](#). The voucher is also available on the QIPP website under Year 6 Related Documents.

Note: The enrollment period is from March 15, 2022 – April 15, 2022

Steps to apply:

1) Begin by visiting the LTSS Portal at

https://rad-apps.hpsc.texas.gov/qipp_enrollment/qipp_app/login.aspx

2) Click on Request Account in the bottom right corner of the screen.

A screenshot of the QIPP login portal interface. It features a central login form with three input fields: 'Email' (containing 'www@exam.com'), 'Password', and a blue 'Login' button. Below the form are three links: 'Forgot password' on the left, 'Change Password' in the center, and 'Request Account' on the right.

3) An email will be sent with a password. You may keep this password or choose your own by selecting Change Password. If you forget your password, use the Forgot Password option and a new code will be sent to your email.

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4) Once logged in, under "Action to perform" drop-down box, choose "Apply for QIPP."



The screenshot shows a web interface with two dropdown menus. The first is labeled "Action to perform" and the second is labeled "Facility Search Criteria". Below these is a blue button labeled "Find Facility".



5) There are three options of search criteria to find a facility:

- Facility Identification Number: This is a 3 to 6 digit number assigned to your facility.
- Medicaid Contract Number: This option may not be available for all facilities.
- Provider Name: This option allows partial text that will provide a list of all NFs that contain the combination. Below is an example of searching for a partial word "reha" which will then display all facilities with the given letter combination.



The screenshot shows a search interface with two dropdown menus: "Apply for QIPP" and "Provider Name". Below the "Provider Name" dropdown is a search input field containing the text "reha". A blue "Find Facility" button is positioned below the search field. At the bottom of the screenshot, a table header is visible with columns: "Facility Identification Number", "Medicaid Contract Number", and "Provider Name".

6) Choose the appropriate facility by clicking on the blue facility identification number.

7) Note the status below. After each step is complete, a green checkmark  will appear. Two  marks indicates the the application has not been started or completed.

8) Click on "Apply for QIPP."



The screenshot shows a blue header area with the text "Quality Incentive Payment Program (QIPP) Enrollment". Below the header, there are two buttons: "Apply For QIPP" and "Certify QIPP Enrollment". Both buttons have a red X icon next to them, indicating they are not completed.

9) Information on the applicaion may be prefilled. **It is important to check every entry for accuracy.** The data may be edited if information needs to be corrected or updated. Please note this application is for QIPP only. To address contracting discrepancies please email CAPM_NF_ICF_Contracts@hsc.state.tx.us.

Section 1: Facility Information

NOTE: Information in this section may have been pre-filled for convience. Please verify the information and make corrections as necessary.

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10) Under the section for License Owner Information, there will be additional questions based on your selection of "Non-State Government-Owned (NSGO)" or "Privately Owned."



Section 2: License Owner Information

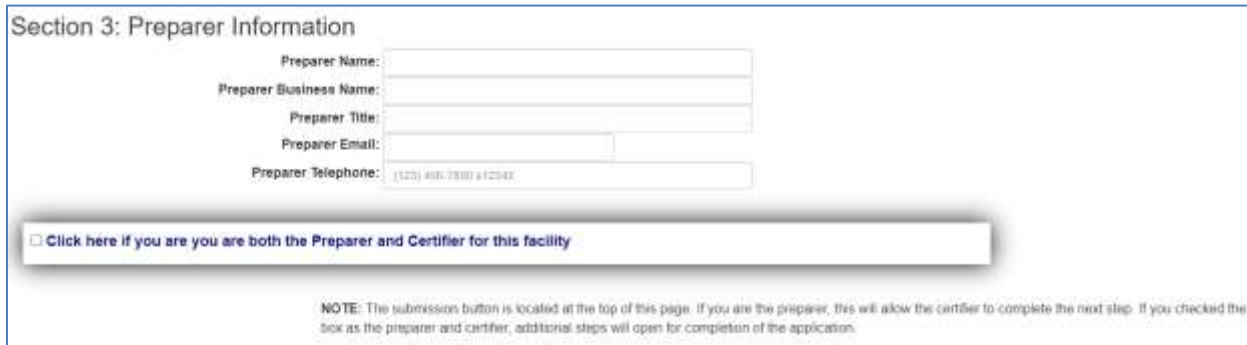
Provider Ownership Type

Non-State Government-Owned (NSGO)

Privately Owned

11) Section two asks for primary and alternate contacts. Important notifications regarding QIPP will be distributed to these contacts. HHSC advises to have different contacts listed as primary and secondary to ensure you receive notifications.

12) The preparer information is the last section prior to certification.



Section 3: Preparer Information

Preparer Name:

Preparer Business Name:

Preparer Title:

Preparer Email:

Preparer Telephone: (123) 456-7890

[Click here if you are both the Preparer and Certifier for this facility](#)

NOTE: The submission button is located at the top of this page. If you are the preparer, this will allow the certifier to complete the next step. If you checked the box as the preparer and certifier, additional steps will open for completion of the application.


13) When ready to submit, go to the top of the screen and select "Submit to Enable Certification Step." If you check the box saying you are the preparer and certifier, additional steps will open. Otherwise, you will be given the option to print or return to the portal (**do not use the back button**).



registration.hhsc.state.tx.us/qipp_enrollment_2020/qipp_app/LtssApplication-QIPP

[Return to Portal](#) [Submit to Enable Certification Step](#)

License Owner Business Name: PARKER COUNTY HOSPITAL DISTRICT

14) Once the preparer has completed the application, a green arrow  will appear next to "Apply for QIPP."

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15) The certifier will now click "Certify QIPP Enrollment" (if the certifier was also the preparer, the application will remain open if the option was selected).



16) The certifier will review the application completed by the preparer.

17) The certifier is responsible for Section 4. There may be different certification options based on provider type and questions answered in section 2.

Section 4: Attestations and Certifier Information

The following statements must be certified by a person legally authorized to sign for the entity.

For NSGO NF Only: By checking the boxes next to each statement, you are certifying:

The NF listed in the application is a non-state government-owned NF where a non-state government intergovernmental transfer (IGT) for use as the state share of payments are public funds.

For All NF: By checking the boxes next to each statement, you are certifying:

That no part of any payment made under QIPP will be used to pay a contingent fee, consulting fee, or other fee.

I attest that I have examined the information contained in this application, prepared for the above named provider in accordance with applicable instructions. After submission of this application, if I become aware of any changes to the information provided, I will promptly update the application.

Application Attestation

Certifier's Name:

Certifier's Title:

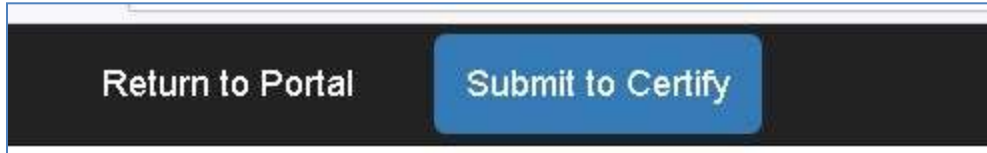
Certifier's Email:

Certifier's Phone:

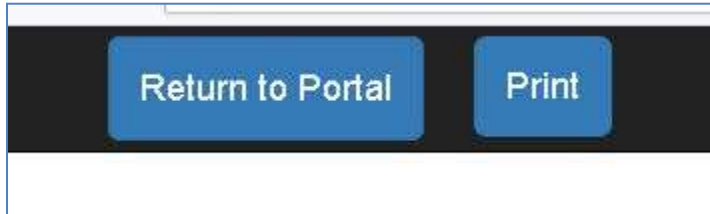
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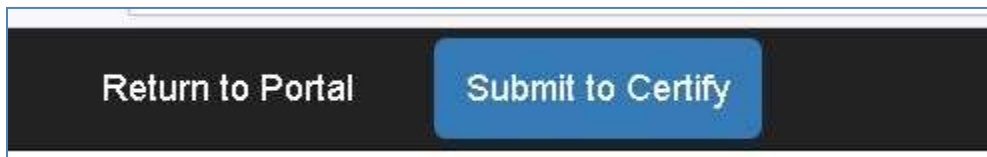
18) When ready to submit the final product, go to the top of the screen and select "Submit to Certify."




19) You may print or return to the portal. Please note information can only be changed if you reopen the step, but the application will be available to be printed later.



20) Use the "Return to Portal" rather than the back button to view other facilities.



21) Once the certification has occurred, the portal will reflect two green checkmarks .



22) If there are errors in the application, email QIPP@hhs.texas.gov with the facility ID and a request to have the applicable step re-opened.

The enrollment fee from participating private nursing facilities is due at the time of the submission of the enrollment application, no later than April 15, 2022. Payments must be made by check/money order using the [QIPP application fee payment voucher](#). The voucher is also available on the QIPP website under Year 6 Related Documents.

If you have questions, please contact QIPP@hhs.texas.gov and include your facility ID in the subject line.

