



Local Funds Tracking System (LoFTS)

User Guide: Module 3

**Texas Health and Human Services
Provider Finance Department
Local Funds Monitoring**

October 2023 Reporting



TEXAS
Health and Human
Services

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List of Acronyms

CFR	Code of Federal Regulations
CHIRP	Comprehensive Hospital Increase Reimbursement Program
CHOW	Change of Ownership
CMS	The Centers for Medicare and Medicaid Services
CPE	Certified Public Expenditure
DPP	Directed Payment Program
DPP BHS	Directed Payment Program for Behavioral Health Service
DSH	Disproportionate Share Hospital
DSRIP	Delivery System Reform Incentive Payments
FFY	Federal Fiscal Year
GME	Graduate Medical Education
HARP	Hospital Augmented Reimbursement Program
HHS	U.S. Health and Human Services
HHSC	Texas Health and Human Services Commission
IGT	Intergovernmental Transfer
LEA	Local Education Agencies (Included under LGE)
LFM	Local Funds Monitoring
LGE	Local Governmental Entity (Includes entities historically categorized as Local Education Agencies / LEAs)
LoFTS	Local Funds Tracking System
LPPF	Local Provider Participation Fund
NAIP	Network Access Improvement Program
NPR	Net Patient Revenue
PHP-CCP	Public Health Provider-Charity Care Program
PFD	Provider Finance Department
QIPP	Quality Incentive Payment Program
RAPPS	Rural Access to Primary and Preventive Services
SDA	Service Delivery Area
SHARS	School Health and Related Services
TAC	Texas Administrative Code
TIPPS	Texas Incentives for Physicians and Professional Services
UC	Uncompensated Care (Includes Hospital, Dental, Ambulance, and Physician Groups)

Purpose

This document provides an overview of Module 3 for LoFTS. Module 3 is required reporting for LGEs providing IGT of funds to support Medicaid payments for NON-HOSPITAL services, including nursing facility services, intermediate care facility services, and other acute or long-term care services (other than funds from LPPFs or other provider taxes).

Visit the PFD LFM website to download instructions for the **Local Funds Tracking System User Guide: Registration, Login, & Module Determination**.

Assistance

For assistance regarding this LoFTS user guide, contact the Texas Health and Human Services Commission (HHSC), Provider Finance Department (PFD) Local Funds Monitoring Team at: or (737) 867-7877.

Introduction

If your LGE operates on a fiscal year other than the federal fiscal year, you may need multiple documents to cover the reporting period October 1, 2022 through September 30, 2023.

Required Documentation

We recommend that you have these documents and information prepared and available before beginning Module 3:

- ▶ List of all non-hospital program license numbers the LGE supports using local funds that are NOT from an LPPF account.
- ▶ List of programs, and the amounts contributed, for which the LGE provides support:
 - DPP BHS,
 - DSRIP,
 - NAIP,
 - TIPPS,
 - QIPP,
 - RAPPS,
 - UC Dental, and
 - UC Physician.
- ▶ DPP BHS, TIPPS, QIPP and RAPPS CHOW documents for any provider that was a private entity in the previous five years (for QIPP you will need documents since September 1, 2018):
 - Copies of all contracts your LGE entered with third parties for the transfer of ownership, management of the provider, and/or documents that reference the administration of, or payments from, the Medicaid program(s).
 - List of relationships and supporting documentation for any non-hospital programs your LGE supports using local funds that are NOT from an LPPF account.

- ▶ **QIPP Only:** If an NF’s sole eligibility criterion for QIPP is an active partnership you will need documentation showing an active partnership:
 - Provide meeting minutes, joint meeting agendas, and on-site inspection for active partnership.

General Tips

Module 3 instructions are included following the General Tips.

Navigating Pages

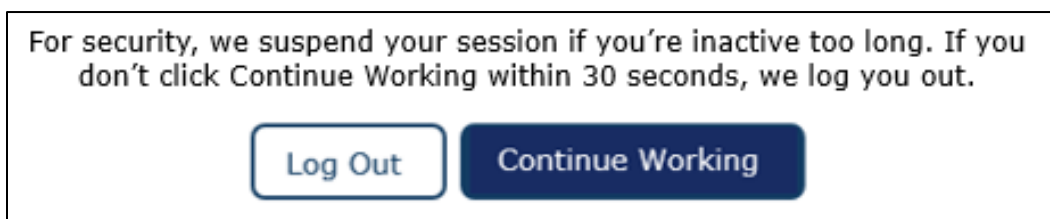
For all pages, **DO NOT use the back arrow.** Use the **Home** button or the selections available on the top right side of the page.



If you need to save and come back later, click the **Save and Continue** button. Clicking **Save and Continue** will take you to the next page, but you can navigate to a previous page by using the page selections on the right side of your screen. **If you leave the session without saving, information will be lost.**

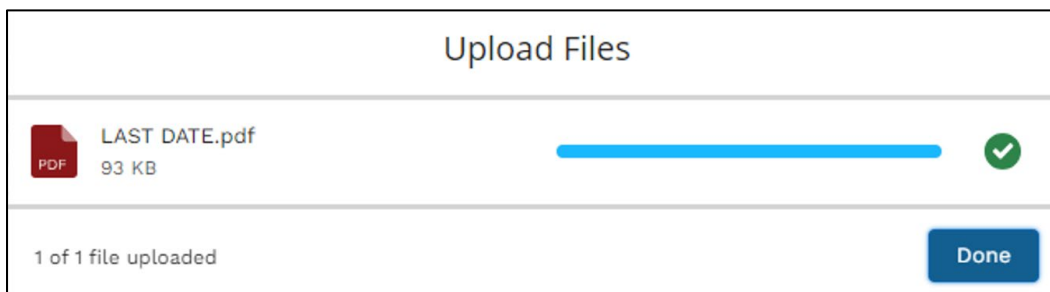
System Time Out

The LoFTS system will time out after 30 minutes of inactivity. A popup will appear asking if you want to continue working. You will be logged out if you do not click **Continue Working** within 30 seconds.

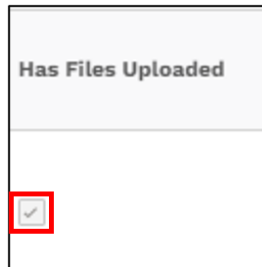


Uploading Documents

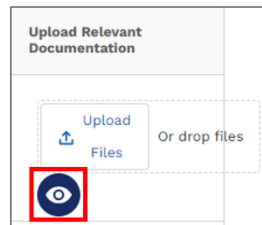
After uploading a file, a confirmation of the file upload will appear.



Once a document is uploaded, the **Has Files Uploaded** check box will populate.



To view the uploaded documents, click on the preview (eye icon) to the right of the provider information.



A pop-up of the uploaded documents will appear.

Uploaded Documents			
TITLE	FILE TYPE	CREATED BY	CREATED DATE
LAST DATE	PDF	Matthew Groh	Sep 7, 2023

[Cancel](#)

Delete or Edit an Uploaded Document

Uploaded documents can be deleted up until the module is submitted. Once the module is submitted, you must contact PFD_LFM@hhs.texas.gov to inform LFM of any needed changes.

To delete a document:

- ▶ Click on the **eye icon** to see a list of uploaded documents.

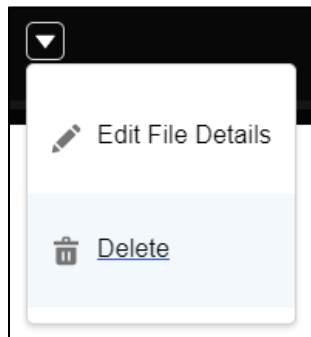
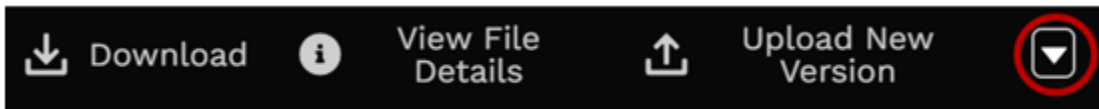


- ▶ Open the document you want to delete by clicking on the document title.

Uploaded Documents			
TITLE	FILE TYPE	CREATED BY	CREATED DATE
Unique County Hospital District Document	PDF	Shanon Keogh	Sep 13, 2023

[Cancel](#)

- ▶ A preview will open to give options to:
 - Download,
 - View File Details,
 - Upload a new version; or
 - Use the dropdown arrow to either **Edit File Details** or **Delete** the file.



Attestation

On every page: The **Data Certifier must attest to the validity of data** and click the attestation check box.

Please note: Data Entry Preparers can fill out all sections but will not see a Page XX Attested selection.

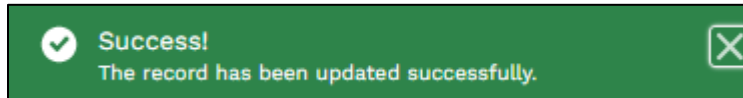


Page 1 Attested

Save & Continue

Reminder: You must hit **Save & Continue** on every page. If you leave the page without saving, the changes will be lost.

Once the **Save & Continue** button is clicked, the following message will appear at the top of the page:



Page 1 - Program Participation and Program-Specific Questions

On this page, HHSC is collecting information about what non-hospital programs the LGE supports using local funds that are NOT from an LPPF account, to include:

- ▶ The type of non-hospital programs the Governmental Entity (GE) supports, and
- ▶ Information on CHOWs.

There are eight programs listed on this page. Please select which non-hospital programs your LGE supports using local funds that are NOT from an LPPF account and answer the program-specific questions: Please check all that apply and answer any questions that populate in relation to the program.

Program options:

- ▶ DPP BHS – Directed Payment Program for Behavioral Health Services.
- ▶ DSRIP – Delivery System Reform Incentive Payment:
 - **REMINDER:** The last DSRIP IGT was for the payment made in January 2023 and the last administrative payment was made in February 2023. These final payments were made during the current FFY 2023 reporting period. There are a couple of LGEs with off-cycle or carry-forward IGTs that occurred after January 2023; if you are one of those LGEs, please also include the additional IGT amounts. Do not enter amounts or relationships reported in Module 2 for Hospital Services.
- ▶ NAIP – Network Access Improvement Program:
 - **REMINDER:** The most recent IGT for NAIP occurred in September 2023 and supported the October 2023 payment.
- ▶ QIPP – Quality Incentive Payment Program.
- ▶ RAPPs – Rural Access to Primary and Preventive Services.
- ▶ TIPPS – Texas Incentives for Physicians and Professional Services.
- ▶ UC Physician – Uncompensated Care Physician.
- ▶ UC Dental – Uncompensated Care Dental.

All programs will ask the following information:

Page 1 – Question 1

Select the program by clicking the applicable checkbox:

Page 1 – Program Participation and Program-Specific Questions

Please select which non-hospital programs your Local Governmental Entity supports using local funds that are **NOT** from a Local Provider Participation Fund (LPPF) account, and answer the program-specific questions listed below each checkbox:

DPP BHS

1. DPP BHS – Directed Payment Program Behavioral Health Services

DSRIP

2. DSRIP – Delivery System Reform and Incentive Payment Program
REMINDER: The last DSRIP IGT was for the payment made in January 2023 and the last administrative payment was made in February 2023. These final payments were made during the current FFY 2023 reporting period. Do not enter amounts or relationships reported in Module 2 for Hospital Services.

NAIP

3. NAIP – Network Access Improvement Program
REMINDER: The most recent IGT for NAIP occurred in September 2023 and supported the October 2023 payment.

TIPPS

4. TIPPS – Texas Incentives for Physicians and Professional Services

UC Physician – Uncompensated Care

5. UC Physician – Uncompensated Care

QIPP

6. QIPP – Quality Incentive Payment Program

RAPPS

7. RAPPS – Rural Access to Primary and Preventive Services

UC Dental – Uncompensated Care

8. UC Dental – Uncompensated Care

Page 1 – Question 1a

Enter Funds Transferred during FFY 2023 (October 1, 2022 – September 30, 2023):

- ▶ Fill in the amount in the field provided:



*1.A. Funds Transferred during FFY 2023 (October 1, 2022 – September 30, 2023)

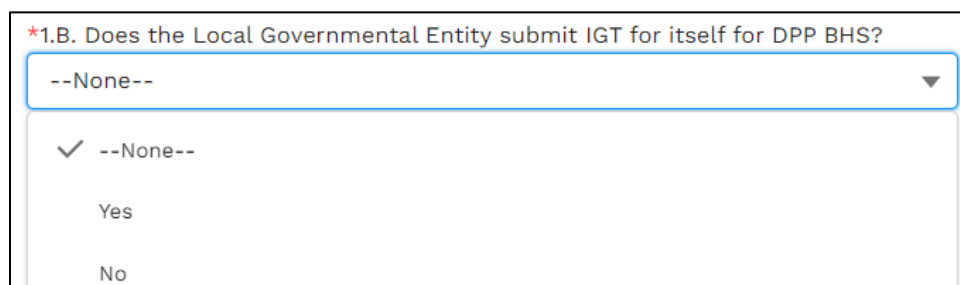
\$123,456.00

- ▶ Include all transfers between October 1, 2022 and September 30, 2023. This includes IGTs for prior or future years.
- ▶ Include ONLY the amount. The dollar sign (\$) will automatically populate.

Page 1 – Question 1b

Does the Local Governmental Entity submit IGT for itself for the program?

- ▶ Answering **Yes** or **No** will not generate additional requests:



*1.B. Does the Local Governmental Entity submit IGT for itself for DPP BHS?

--None--

✓ --None--

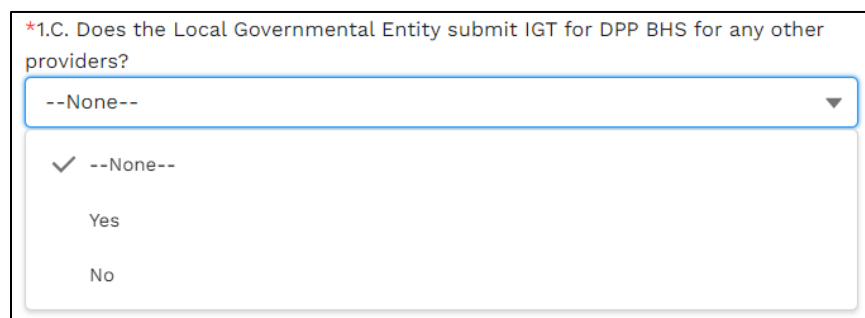
Yes

No

Page 1- Question 1c

Does the Local Governmental Entity submit IGT for the program for any private providers in your region?

- ▶ This question asks if your LGE transfers IGT for any non-public providers (providers NOT owned by a governmental entity). This may include providers in your county, city, jurisdiction, SDA, or program-wide. Various programs collect IGT regionally or by program to support all providers within the region or program, and therefore the IGT transferred would support the whole region or program.



*1.C. Does the Local Governmental Entity submit IGT for DPP BHS for any other providers?

--None--

✓ --None--

Yes

No

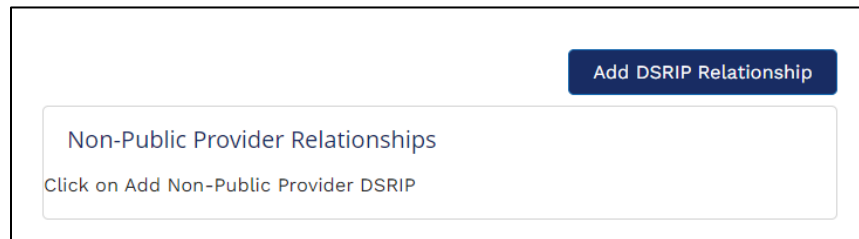
- ▶ If selecting **Yes**, you will need to enter every single private provider you submit IGT on behalf of and the list of relationships:

- If you participate in TIPPS, RAPPs, DPP BHS, and/or UC Physician, you are submitting IGT on behalf of the SDA, so you will need to list all private providers within that SDA.
- If you participate in QIPP, you are submitting IGT on behalf of the entire program, so you will need to list all private providers participating in the program.
- ▶ LGEs submitting IGT on behalf of the private entities, or for the SDA, will need to list all relationships with any non-public provider.

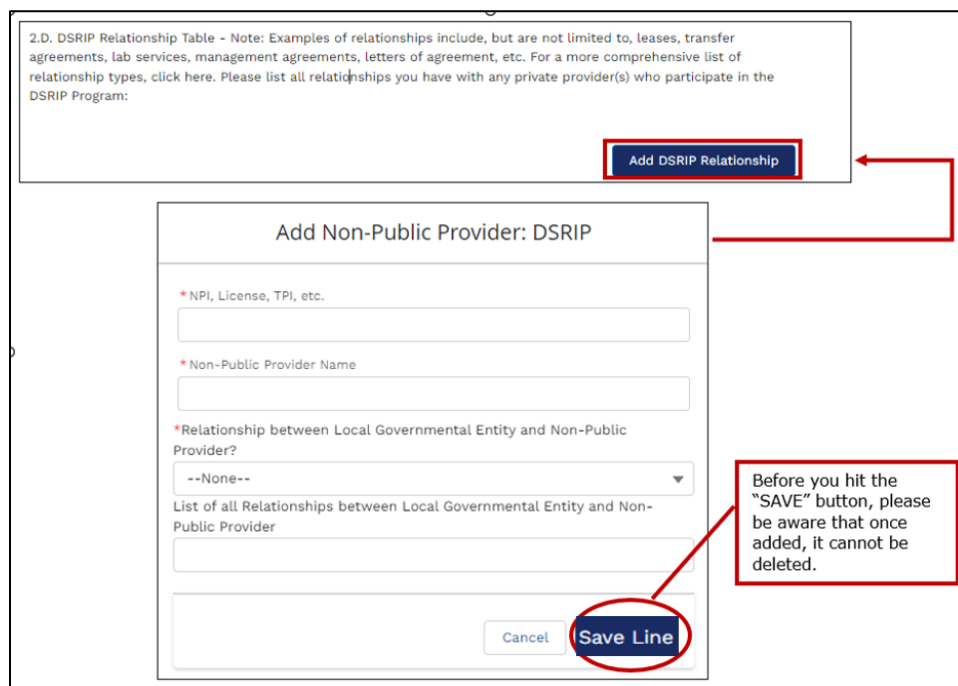
Add Relationships

Select Providers

- ▶ Click on **Add XX relationship**, and a **Non-Public Provider Relationships** box will appear.




- ▶ Enter the non-public provider information, once completed click **Save Line**.



- ▶ Hit **Save line** before uploading documents or continuing:
 - **IMPORTANT:** Before you click the **Save Line** button, please be aware that once a provider is added, it cannot be deleted.



- ▶ If a provider is accidentally added, leave a note in the **List of all Relationships** column for LFM staff to delete the row.
- ▶ Once the providers are populated, hover over the question, and a **pencil** will appear. Click on the **pencil** to edit.

GE-Private Hospital Relationships						Add Hospital
#	* License	* Non-Public Hospital	* Relationship between Taxing Entity and Non-Public Hospital?	List of all Relationships between Taxing Entity and Non-Public Hospital	Upload Relevant Documentation	
1	100	HOSPITAL	Yes 		Upload Files Or drop files	

- ▶ When adding to the **List of all Relationships between LGE and Non-Public Providers**, please err on the side of over-inclusion.
- ▶ Examples of types of relationships between the LGE and non-public providers:
 - Any financial agreements related to the LGEs IGT,
 - Indigent Care Agreements,
 - Foundation or Charity Agreements,
 - Leases or Management Agreements, and
 - Coverage or Training Agreements.
- ▶ Selecting **Yes**, for relationships between LGEs and non-public providers will require description of the relationship along with uploading relevant documentation.

Examples of types of relationship between LGE and Non-Public

- ▶ Lease,
- ▶ Transfer Agreement,
- ▶ Management Agreement,
- ▶ Lab Services,
- ▶ Letters of Agreements,
- ▶ Administrative Services,
- ▶ Consulting Services,
- ▶ Line of Credit,
- ▶ Professional Services, and
- ▶ Residency Participation Funding.

Upload Supporting Documentation

You will need to upload supporting documentation for each listed relationship.

If you provided us with the documents in another Module, you DO NOT need to upload them in this Module.

We would still like you to list the provider and the relationship, but for the documents please enter **Sent attachment in Module X**.

DPP BHS, TIPPS, RAPPS, and QIPP Add Change of Ownerships (CHOW)

For DPP BHS, TIPPS, and RAPPS you will need to answer an additional question relating to CHOWs in the past 5 years. For QIPP, you will need to answer an additional question relating to CHOWs since September 1, 2018.

*1.D. Did any providers in your jurisdiction change ownership (CHOW) in the past five years, in a way that impacted their eligibility for DPP BHS?

Yes

--None--

✓ Yes

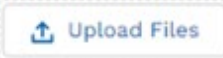
No


- ▶ Please upload supporting CHOW documents for any providers pertaining to your LGE’s program eligibility:
 - CHOW application and related documents.
 - CHOW approval.
 - Contracts with former owners/third parties with respect to:
 - Transfers of ownership.
 - Third-party administrators.
 - The management of the PROVIDER and which reference the administration of, or payments from either TIPPS, RAPPS, DPP BHS, or QIPP.

1.E. Please Upload the following Documents:

- CHOW application and related documents
- CHOW approval
- Contracts with former owners/third parties with respect to:
 - the transfer of ownership or
 - third-party administrator
 - the management of the **provider** and which reference the administration of, or payments from, **DPP BHS**.

Upload Documents

 Or drop files

 If you click on the eyeball, it allows you to preview the documents

Additional QIPP Specific Questions

For QIPP, we also want a **list of ALL facilities owned** and how the facility is eligible to participate in the program.

When clicking the **Add All Facilities** button, a pop-up will appear. Please answer ALL of the questions that pertain to your facilities.

6.C. Please provide a list of all the facilities you own and responses to the four questions relating to the facilities.

Add All Facilities

Add Facility: All Facilities

* Facility ID

* Facility Name

* Owned for more than 4 years?
--None--

Owned for more than 4 years Notes

- ▶ After clicking the **Save** button, another table will appear to upload relevant documentation.

Eligibility

Please provide information on provider eligibility. **Please check ALL that apply.**

- ▶ Have you owned the NF for more than 4 years?
 - QIPP Year 5 (SFY 2022) overlaps with FFY 2023. To be eligible for QIPP Year 5 under length of ownership, the facility must have been owned on

or before October 1, 2016. To err on the side of inclusion, **we request all CHOWs going back to October 1, 2016.**

- Include the date of the CHOW in the notes.

* Owned for more than 4 years?
Yes
Owned for more than 4 years Notes
Chow 04/01/2013

- ▶ Are they in the same Regional Healthcare Partnership?

- Distance eligibility does not require additional information.

* Within 150 miles?
Yes
* Within the same RHP?
Yes

- ▶ Are they physically located within 150 miles of the LGE’s physical location?

- Distance eligibility does not require additional information.

* Within 150 miles?
Yes
* Within the same RHP?
Yes

- ▶ Eligibility based on active partnership:

- Are you able to show an active partnership by providing an explanation and relevant documents?

- If selecting **Yes**, please provide an explanation of the active partnership.
- You will upload supporting documentation once the NF is saved.

- ▶ If you answered **No** to all questions, you would need to provide an explanation and upload supporting documentation once the NF is saved.

All Facilities Table

Once you have entered at least one provider, there will be a table where you can edit the information and upload documents:

- ▶ Active Partnership Documentation – Meeting minutes, joint meeting agendas, and on-site inspection:
 - Monthly meetings (in-person or virtual) with NF administrative staff to review the NF's clinical and quality operations and identify areas for improvement. Meetings should include patient observations; regulatory findings; review of CASPER reports, quality measures, grievances, staffing, risk, incidents, accidents, and infection control measures; root cause analysis, if applicable; and design of performance improvement plans.
 - Quarterly joint trainings on topics and trends in nursing home care best practices or on needed areas of improvement.
 - Annual, on-site inspections of the NF by a non-state governmental entity-sponsored Quality Assurance team.

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.

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 is certified and submitted, an official copy will be emailed to the LoFTS Users.

Page 7 – 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 LFM 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 LFM at PFD_LFM@hhs.texas.gov if you still did not receive a copy of the final PDF submission via email or if you need to request any change.