



Local Funds Tracking System (LoFTS)

User Guide: Module 2

**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 LoFTS Module 2. This module applies 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 the tips necessary to move through the system.

For instructions on registering for and logging into LoFTS, see the **Local Funds Tracking System User Guide: Registration, Login, & Module Determination**.

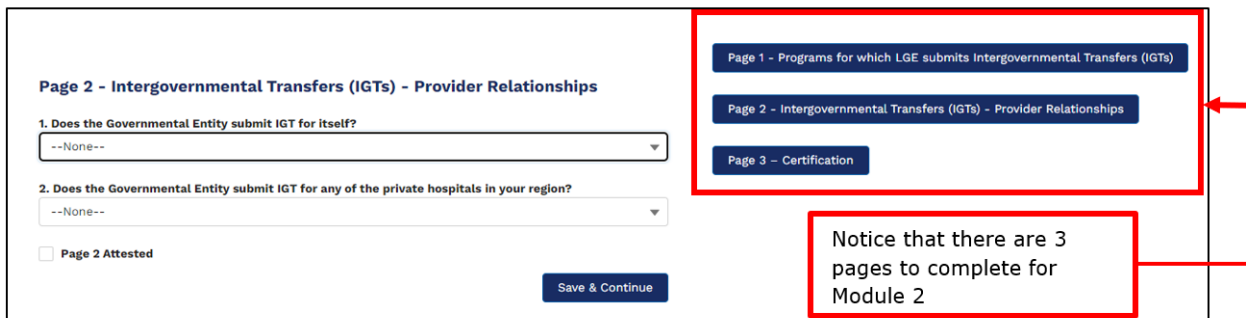
Assistance

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

Introduction

Required Documents and Information

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



We recommend 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.

General Tips

Module 2 instructions are included following the General Tips.

Navigating Pages

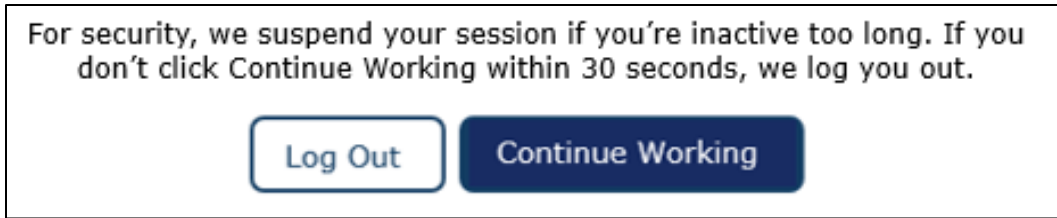
For all pages, **DO NOT use the back arrow**. Use the **Home** button or the selections available on the top right side of the page.



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.**

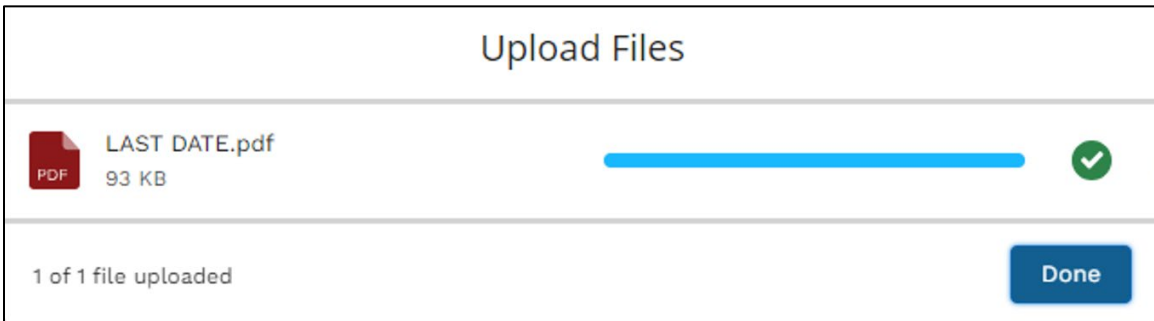
System Time Out

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.

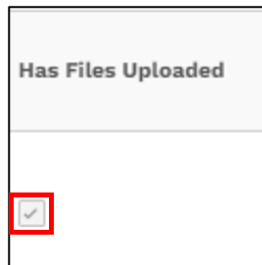


Uploading Documents

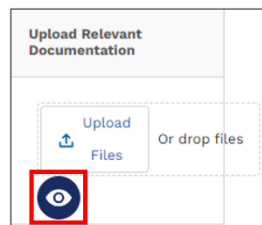
After uploading a file, a confirmation of the file upload will appear.



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 hospital 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

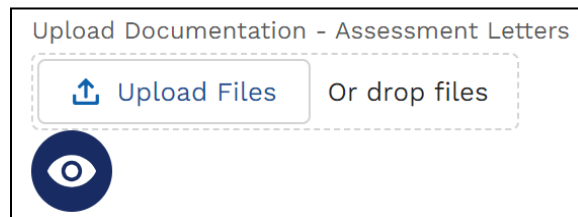
[Cancel](#)

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.

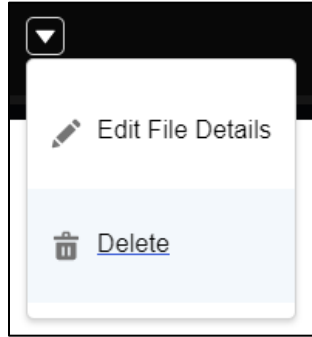
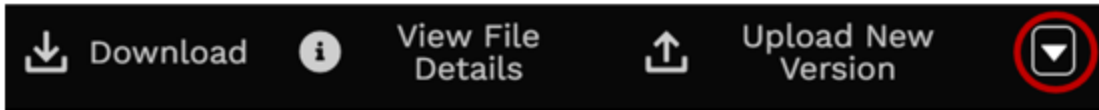


- ▶ Open the document you want to delete by clicking on the document title.

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.

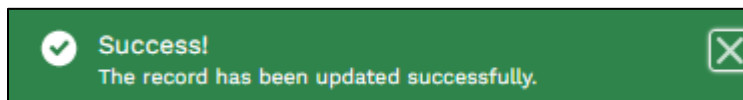


Page 1 Attested

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 - Programs for which LGE submits Intergovernmental Transfers (IGTs)

On this page, HHSC is collecting information about:

- ▶ The type of hospital programs the LGE supports using funds other than from the LPPF account; and
- ▶ The amount of funds transferred via IGT for each program.

Note: Include ONLY the dollar amount. The dollar sign (\$) will automatically populate.

Page 1 - Question 1

This page allows LGEs to select all programs for which the LGE transfers IGT. Each selected program will open an additional field for the user to input amounts transferred for that specific program.

What hospital programs does your governmental entity support using local funds that are NOT from an LPPF account? Please check all that apply:

Options include: CHIRP, DSRIP, DSH, GME, HARP, and UC.

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

Please select each program for which your LGE submitted an IGT during FFY2023 (October 1, 2022 through September 30, 2023) and enter the total amount transferred to HHSC during FFY 2023. Please use a cash basis, regardless of what year payments were attributable to in your response to this question.

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 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

Notice that there are 3 pages to complete for Module 2

Checking a box next to a program will open a narrative box for you to input the total funds transferred for the program for FFY 2023 (October 1, 2022 – September 30, 2023). Here is an example of an LGE who supports CHIRP and GME:

<input checked="" type="checkbox"/> CHIRP – Comprehensive Hospital Increase Reimbursement Program
*Funds Transferred for CHIRP FFY 2023
<input type="text" value="\$14,238.35"/>
<input type="checkbox"/> DSH – Disproportionate Share Hospital Payment
<input type="checkbox"/> DSRIP – Delivery System Reform and Incentive Payment Program
<input checked="" type="checkbox"/> GME – Graduate Medical Education
*Funds Transferred for GME FFY 2023
<input type="text" value="\$1,256.88"/>

DSRIP note: 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.

<input checked="" type="checkbox"/> DSRIP – Delivery System Reform and Incentive Payment Program
*Funds Transferred for DSRIP FFY 2023
<input type="text" value="\$22,867.63"/>
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.

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 2 - Intergovernmental Transfers (IGTs) - Provider Relationships

On this page, HHSC is collecting information about the relationships between the LGEs and non-public (private) providers.

Page 2 contains two questions.

Page 2 - Question 1

Does the Governmental Entity submit IGT for itself?

Selecting **Yes** or **No** will not create additional requests for information.



1. Does the Governmental Entity submit IGT for itself?

--None--

✓ --None--

Yes

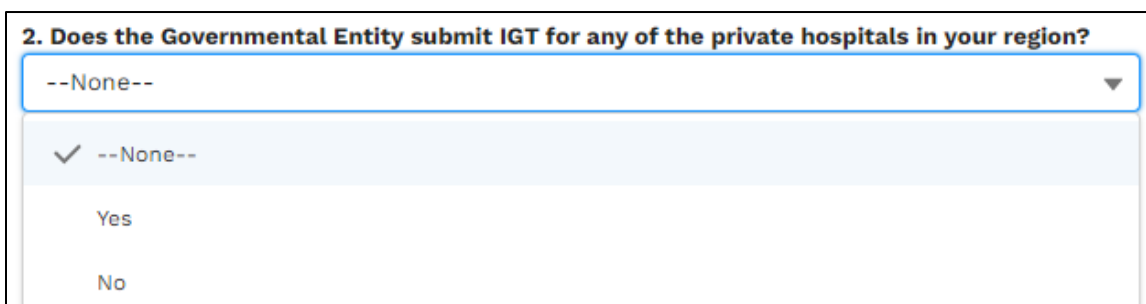
No

Page 2 - Question 2

Does the Governmental Entity submit IGT for any of the private hospitals in your region?

This question is asking if your LGE transfers IGT for any non-public hospitals (hospitals **not** owned by a governmental entity). This may include providers in your county, city jurisdiction, or within your service delivery area.

Various programs collect IGT regionally to support all hospitals within the region, and, therefore, the IGT transferred would support the whole region instead of a directed hospital (e.g. CHIRP & UC where the IGT is pooled by the SDA).



2. Does the Governmental Entity submit IGT for any of the private hospitals in your region?

--None--

✓ --None--

Yes

No

If No to Page 2 - Question 2

Selecting **No** will not create additional requests for information. If your jurisdiction does not transfer on behalf of non-public/private hospitals, this selection will conclude Question 2.

If Yes to Page 2 - Question 2

Selecting **Yes** will require adding hospitals. You will need to list every hospital for which the governmental entity provides IGTs to HHSC as the non-federal share of Medicaid payments, including programs where the IGT is on behalf of specific hospitals and programs where the IGT is used proportionately for all participating hospitals in the SDA.

If you transfer on behalf of an SDA, please use the following links (described below) to create an inclusive list. Please note, in future reporting you will be able to carry this information forward and make modifications as necessary to minimize the administrative burden.

Links to Find Private Hospitals

The following links become available on Page 2 of the module if you answered **yes** to Question 2. You may also download the documents from the [PFD LFM Website](#).

2. Does the Governmental Entity submit IGT for any of the private hospitals in your region?

Yes

Please see the links to the following information

[Comprehensive Hospitals List FFY 2023 from HHS Regulatory Data](#)

[Local Provider Participation Funds Map \(texas.gov\)](#)

[Texas Medicaid CHIP SDA Map effective January 2022](#)

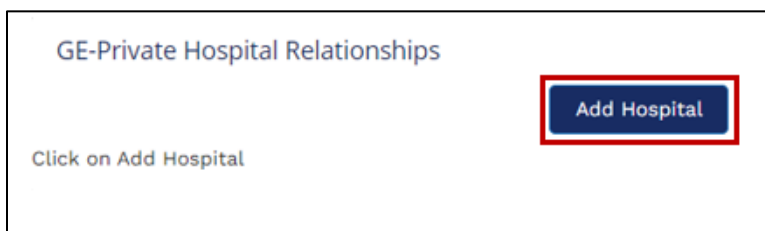
- ▶ **Comprehensive Hospitals List FFY 2023 from HHS Regulatory Data:**
 - This list combines the Texas HHS General and Specialty Hospitals with the Texas HHS Private Psychiatric Hospitals and lists each hospital by county.
 - **Please note:** That clicking the link will provide a preview of the list. By next clicking Download, you will download the list as an Excel file which will be much more easily searchable.
- ▶ **Local Provider Participation Funds Map:**
 - This map show the names and locations of LPPFs within Texas and their corresponding Service Delivery Area.

▶ **Texas Medicaid CHIP SDA Map effective January 2022:**

- This map shows all the programs and providers in each area.

Add Hospitals

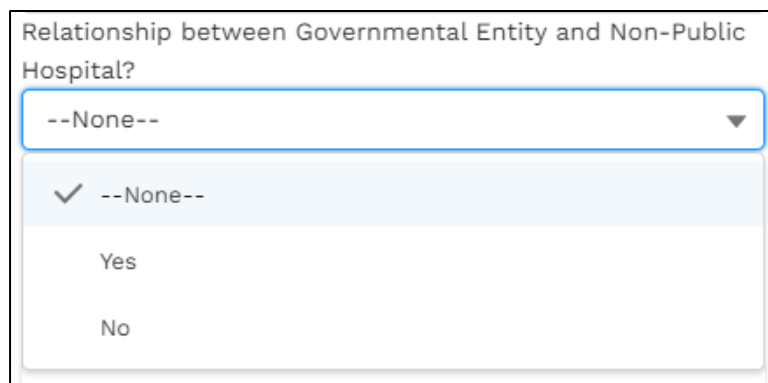
You will add any hospitals for which your LGE provides IGTs to HHSC as the non-federal share of Medicaid payments. This list will include programs where the IGT is on behalf of specific hospitals and programs where the IGT is pooled for all participating hospitals in the SDA.



- ▶ When clicking the **Add Hospital** button, a pop-up will appear.
- ▶ Input the hospital's license number and click the **Fetch** button. It may take a few seconds for all of the questions in the popup to appear.



- ▶ This field requires six numerical digits. If the license starts with zeros, they must be included (example 001234).
- ▶ Once **Fetch** is selected, the hospital name will automatically populate in the *** Non-Public Hospital** field:
 - Hospitals that have a CHOW may appear under the new name.
- ▶ Use the **Relationship between Governmental Entity and Non-Public Hospital** dropdown menu to choose **Yes** or **No**.



Relationship between Governmental Entity and Non-Public Hospital?

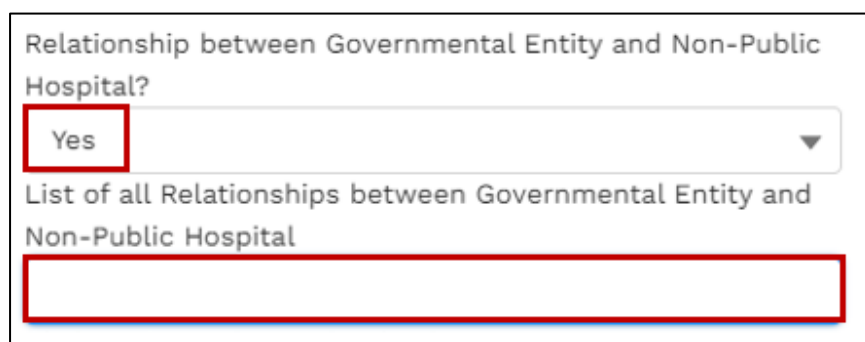
--None--

✓ --None--

Yes

No

- ▶ If selecting **Yes**, use the narrative box to list all of the relationships between the LGE and Non-Public Hospital.




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:
 - **IMPORTANT:** Before you hit the **Save** button, please be aware that once a hospital is added, it cannot be deleted.



Save Cancel

- If a hospital is accidentally added, leave a note in the List of all Relationships column for LFM to delete the row.
- ▶ Use the **Add Hospital** button and repeat for each hospital.

Relationships

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

- ▶ Any financial agreements related to the LGE's IGT,
- ▶ Transfer Agreements,

FFY 2023 LoFTS User Guide: Funding Source Statement



- ▶ Foundation or Charity Agreements,
- ▶ Leases or Management Agreements, and/or
- ▶ Coverage or Training agreement.

Note: Err on the side of over-inclusion.

If you submitted a relationship document in FFY 2022, you do not need to re-upload the document unless there has been an amendment or an extension. This information will be carried forward in future annual reports.

Once you have entered at least one hospital, there will be a table where you can edit the relationships and upload documents.

- ▶ Click on the pencil:

#	* 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

- ▶ After adding hospitals, the **Relationship between Governmental Entity and Non-Public Hospital** question must be entered.

#	* 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	100	HOSPITAL	Yes 		<input checked="" type="checkbox"/>	 Upload Files Or drop files

- ▶ Answer the questions by hovering below the question, click on the pencil icon, and type the answer.
- ▶ To enter the list of all relationships, hover below the statement, click on the pencil icon that appears, and complete the information.

- ▶ If there is relevant documentation to upload, use the Upload Files button. Do not use the pencil icon to upload documents. See the [Uploading Documents](#) section under [General Tips](#).

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

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 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.