

# Local Provider Participation Fund Portal Reference Guide

This reference guide is to assist users to access and to use the LPPF Reporting Portal. The reference guide provides general information about the capabilities of portal and is not a step-by-step guide, but some specific directions are included about what to do if you forget your password and if you need to assign users to your LPPF.

On the following pages, information is presented about each page in the Reporting Portal:

1. Log in Page
2. Home Page
3. Dashboard Page
4. Contacts Page
5. Mandatory Payments and Other Income Page
6. Expenditures Page
7. Certification Page
8. Final Submission to HHSC

## General Information about the Reporting Portal

- The Reporting Portal will work with the following Internet browsers: Chrome, Firefox, Edge, and Safari.
- All fields must contain information. If a field is not applicable, please type in "NA" or "0" where appropriate.
- Using Tab key to move from field to field is a quick way to navigate a page
- On the Dashboard page, a red ✖ means a page is incomplete, and information needs to be added before the page can be submitted.
- On the Dashboard page, a green ✔ means a page is complete and has been submitted as final.

## Buttons

- After you input information and are finished and ready to move to a different page, click **Submit**. You will be taken back to the Dashboard page where you can navigate to another page
- If you do not finish entering information on any page and need to return to it later, click **Save Work and Submit Later**. You will be taken back to the Dashboard page.
- **Return to Dashboard**- Click to return to the Dashboard page

**Important** - Please note that whenever a page is revisited (even if it has already been submitted and no changes are made to it) the user must always click **Submit** to get the green checkmark to display in the status box on the Dashboard page.

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## Locked out of Portal or Forgot your Password

If you forget your password or enter the wrong password 3 times and get locked out of the Reporting Portal, please follow these directions to gain access again:

Go to the LPPF Log in Page---<http://registration.hhsc.state.tx.us/LPPF/LPPFLogin.aspx>

From the LPPF Login page, click on the **Forgot Password** link.

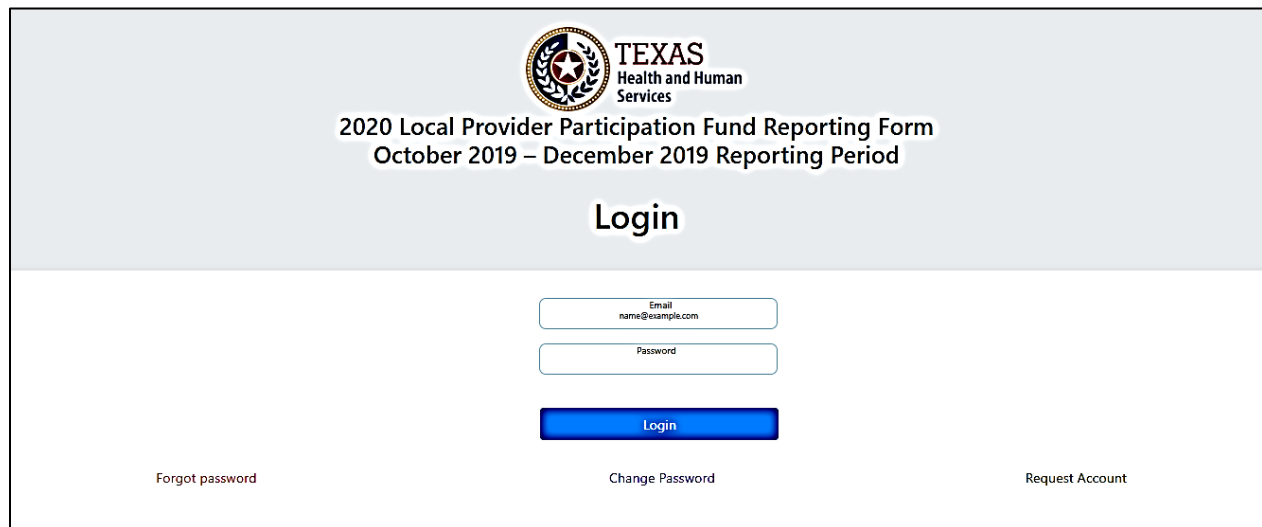
1. Type in your email address and click the **Send password reset link** button.  
**NOTE:** The application takes a little time to process.
2. You will receive an email containing the LPPF Login link and the reset code.
3. Click on the LPPF Login page link in the email. It takes you back to the LPPF Login page.
4. Click on **Change Password** link.
5. Enter your email address and current password which is the reset code that was emailed to you.
6. Enter a new password of your choosing in the New Password field and then re-enter it in the Confirm Password field.
7. You will return to the Login page for you to log in.

If you have technical questions about the portal operates, email them to [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us) or call 512.438.2680

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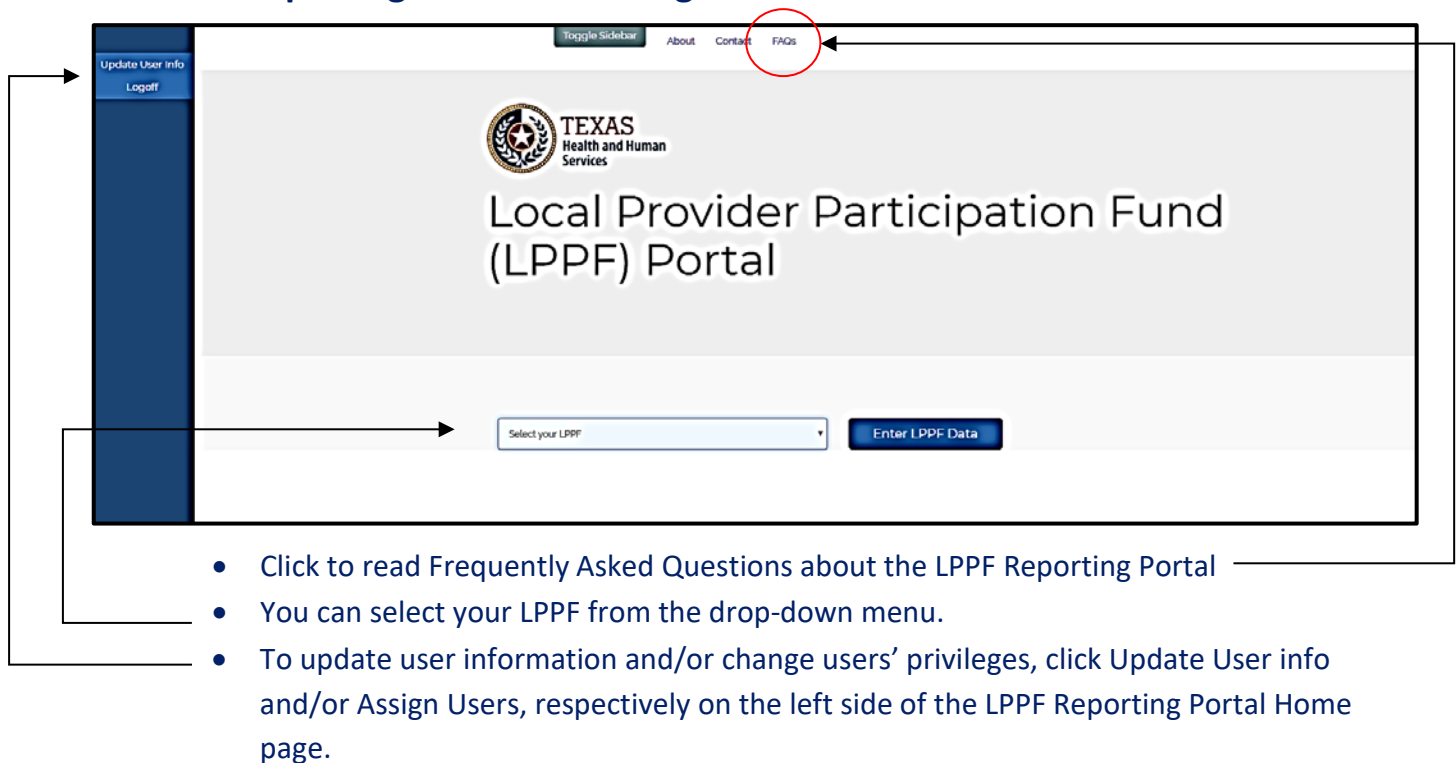
## 1. Log in Page <http://registration.hhsc.state.tx.us/LPPF/LPPFlogin.aspx>

- Enter your email address and password.



The screenshot shows the login page for the 2020 Local Provider Participation Fund Reporting Form, covering the October 2019 to December 2019 reporting period. The page features the Texas Health and Human Services logo at the top. Below the logo, the title "2020 Local Provider Participation Fund Reporting Form" and the reporting period are displayed. The main heading is "Login". There are two input fields: "Email" (with a placeholder "name@example.com") and "Password". A blue "Login" button is positioned below these fields. At the bottom of the page, there are three links: "Forgot password", "Change Password", and "Request Account".

## 2. LPPF Reporting Portal Home Page



The screenshot shows the LPPF Reporting Portal Home Page. The page has a dark blue sidebar on the left with links for "Update User Info" and "Logoff". The main content area features the Texas Health and Human Services logo and the title "Local Provider Participation Fund (LPPF) Portal". At the top right, there is a navigation bar with links for "Toggle Sidebar", "ABOUT", "CONTACT", and "FAQs". The "FAQs" link is circled in red. Below the title, there is a drop-down menu labeled "Select your LPPF" and a blue button labeled "Enter LPPF Data". Arrows point from the sidebar links and the "FAQs" link to the list of instructions below.

- Click to read Frequently Asked Questions about the LPPF Reporting Portal
- You can select your LPPF from the drop-down menu.
- To update user information and/or change users' privileges, click Update User info and/or Assign Users, respectively on the left side of the LPPF Reporting Portal Home page.

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## Assign Users

After signing in to the Reporting Portal, if you are designated by your organization as Primary User, then you will have the responsibility of providing access to your LPPF information.

To assign users in your organization to have access to the Reporting Portal, follow the steps below:

1. Click on left side of the Portal home page on **Assign Users** as shown on page 3.
2. Click “Clear User Details” and a box will pop up with names of existing users.
3. If the name of the user you want to add is in the list, then can click on it. Then, click **Close**.
  - a. If the name you want to add is NOT on the list, then you will type in the name you want to add and their information.
  - b. Click the green box labeled “Activated” if it is not already checked. **Click Save User Details** up at the top of the page
  - c. The name you just added and their information should automatically populate the Assign User fields.
4. Choose the role of **Alternate** or **Preparer** for the name you want to add.
5. Click **Add New Users** once all fields are filled in with appropriate information.  
**(The system takes a bit of time to add users; be patient.)**
6. The name of the user you added will appear below on the page and there should be a checkmark in the box underneath the column labeled “Activated”.
7. Click **Return to Portal** and the new user should now be able to access the LPPF Reporting Portal.

Email	First Name	Last Name	Role	Activated
april.ferrino@hhsc.state.tx.us	April	Ferrino	Primary	<input checked="" type="checkbox"/>

### Types of Portal Users

**Primary** – determines the access level of other users in their organization

**Alternate for Primary** – same privileges as Primary, acts as alternate if Primary is unavailable

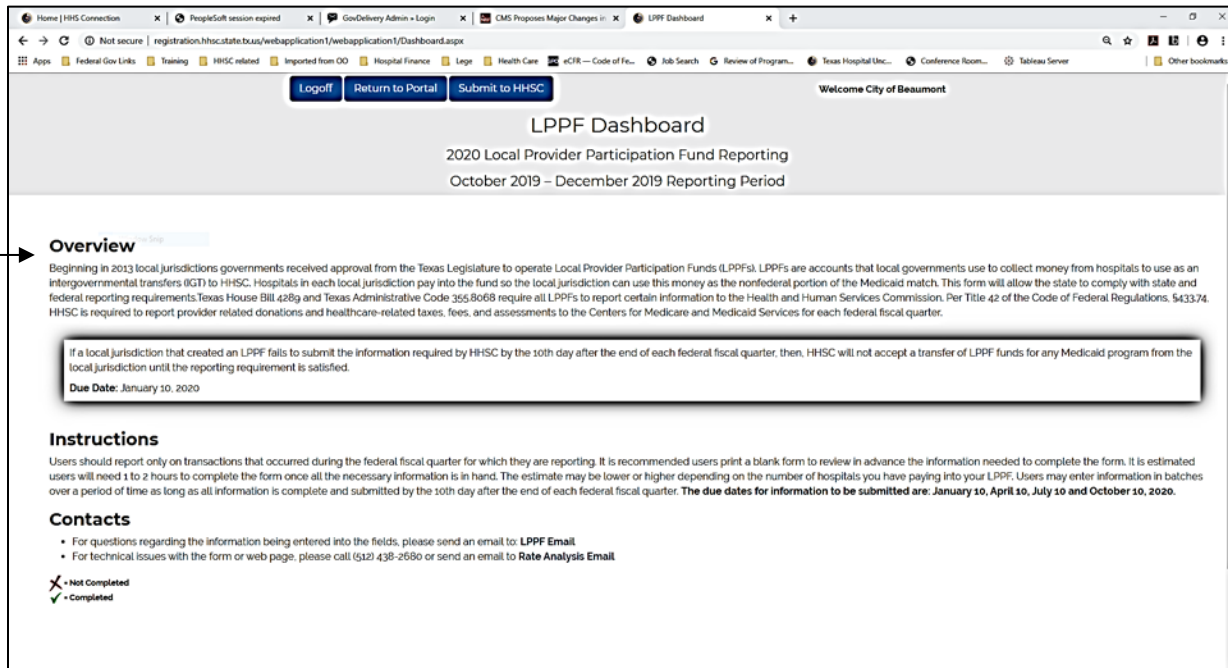
**Preparer** – gathers and prepares information to be entered and is a subject matter expert about the LPPF data; certifies the information in the Reporting Portal is true and accurate.

**Data Entry Personnel** – person who inputs information into the reporting system

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## 3. LPPF Dashboard Page

The Dashboard page is the page users see after logging into the portal. On it, users will see an overview, instructions, contact links for questions or technical assistance, and status legend.



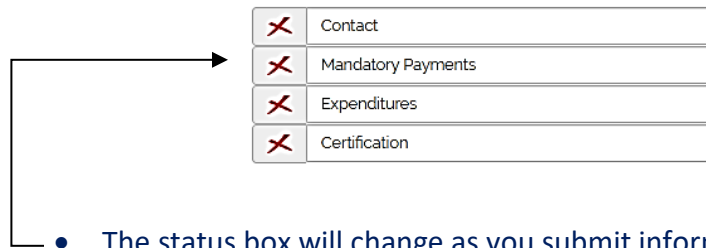
### Overview contains:

- Link to TAC rules
- Consequence of not reporting by deadline
- Reporting deadlines
- Instructions
- Email contact information
- The Reporting Portal has four pages: (1) Contact, (2) Mandatory Payments and Other Income, (3) Expenditures, and (4) Certification

You may have to scroll down the page to see the **status box** that provides users with a quick visual of their progress in completing the LPPF reporting requirements. (See next page for image of status box)

- A red ✖ means the page is incomplete, and information needs to be added before the page can be submitted.
- A green ✔ means the page is complete and has been submitted.
- Information on a page cannot be changed once the Preparer has checked the box (☑) on the Certification page to certify the data is true and accurate.

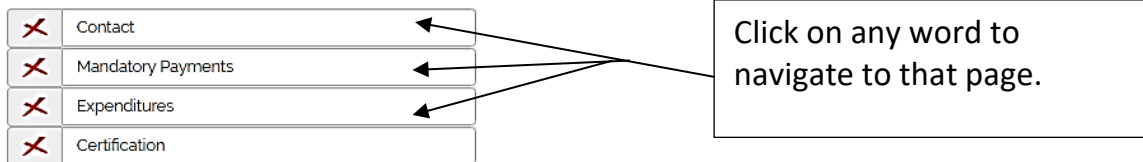
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- Users will see 4 red ✖ when first signing in to the portal to indicate no information has been submitted.

**REMINDER:** If you return to a page after you click **Submit**, you will need to click **Submit** again to resave the information even if you did not make any changes to the information on the page.

**To Begin,** click on **Contact** in the status box at the bottom of the Dashboard page.



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## 4. Contact Page

On the Contact page, users will add contact information for data entry personnel and the person who prepared the data for input. Definitions of each type of user are below:

- Data entry personnel is one who inputs information into the Reporting Portal and the Preparer is the person who gathers and prepares the information for Data Entry personnel and is considered a subject matter expert about the LPPF data.
- If the Data entry personnel and the Preparer are the same person, there is a check box (☑) to allow the information to be copied from the Data Entry box to the Preparer's box.

Home | HRSC Connection | PeopleSoft session expired | GovDelivery Admin + Login | CMS Proposes Major Changes in | LPPF Contact Information

← → ↻ Not secure | registration.hhsc.state.tx.us/webapplication1/webapplication1/Coversheet.aspx

Apps | Federal Gov Links | Training | HRSC related | Imported from OO | Hospital Finance | Loge | Health Care | eCIR — Code of Fe... | Job Search | Review of Program... | Texas Hospital Usc... | Conference Room... | Tableau Server | Other bookmarks

[Return to Dashboard](#) [Save work and Submit later](#) [Submit](#)

HRSC assigned LPPF number (for HRSC use only)  
200009

[Windows Snap](#)

Data Entry Contact Information	
First Name	Claire
Last Name	Frasier
Employer	Scotland Hospital
Job Title	Troublemaker
Phone	(616) 555-1212
Email	claire.frasier@scotlandhospital.com
Address	PO Box 56565
City	Inverness
State	TX
Zip Code	77089

☐ Check this box if Preparer Information is the same as Data Entry Contact Information

Preparer Contact Information	
First Name	James
Last Name	Frasier
Employer	Scotland Hospital
Job Title	Frasier
Phone	(616) 777-8969
Email	james.frasier@scotlandhospital.com
Address	PO Box 56566
City	Inverness
State	TX
Zip Code	77089

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## 5. Mandatory Payments and Other Income Page

**REMINDER:** On this page, the fields for the LPPF number and TexNet Number are for HHSC use only and you will not need to fill it in.

1. Enter the starting Balance on the first day of the federal fiscal quarter
2. Enter the interest earned for the federal fiscal quarter - the dollar amount of interest earned on LPPF funds that occurred during the federal fiscal quarter.
3. Identify if the annual percentage rate set by the LPPF governing body changed during the federal fiscal quarter for which you are reporting? **Yes/No**
4. Identify the annual percentage rate (with two decimals) and time period set by the LPPF governing body for the mandatory payment. If the rate changed during a federal fiscal quarter, then you select YES to question #3 so that a new field would appear for you to indicate the two different rates and the time periods for each.

Return to Dashboard Save work and Submit later Submit

1. Starting balance on first day of federal fiscal quarter.  
\$990,000.00

2. Interest earned for the federal fiscal quarter  
\$5,900.00

3. Did the annual percentage rate set by the LPPF governing body change during the federal fiscal quarter for which you are reporting?  
☐ Yes  
☒ No

4. Identify the annual percentage (with decimals) and time period set by the LPPF governing body for this quarter's mandatory payment.  
Rate: 5.50% From Date: 03/04/2019 To Date: 12/31/2019

5. Sum of payments received (auto-populated)  
\$93,300.00

Expand/Collapse

6. Identify the net patient revenue and source used as the basis for the payment for each hospital in the LPPF.

Amounts  
1. Annual Mandatory Payment Amount  
2. Amount of Mandatory Payment Received

**REMINDER:** 5. Sum of Payments received – this field will provide you with a running total of the mandatory payments (the amounts entered in #2 of the table) See table on next page.



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Expand/Collapse  
6. Identify the net patient revenue and source used as the basis for the payment for each hospital in the LPPF.

Amounts  
1. Annual Mandatory Payment Amount  
2. Amount of Mandatory Payment Received  
3. Amount of Penalty Paid for a Late Mandatory Payment

Hospital Name	TPI	Amounts	American Hospital Association Survey/year	Medicare Cost Report/year	Other Net Patient Revenue Source(s) - Be sure to include date(s)
Baptist Hospitals Of Southeast Texas	094148602	1. \$7,500.00 2. \$6,500.00 3. \$0.00	<input checked="" type="checkbox"/> 11/07/2019	<input type="checkbox"/>	<input type="checkbox"/>
Christus Dubuis Hospital Of Beaumont		1. \$9,000.00 2. \$9,000.00 3. \$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/30/2019	<input type="checkbox"/>
Christus Southeast Texas - St Elizabeth & St Mary in Beaumont	138296208	1. \$2,500.00 2. \$500.00 3. \$2,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/> 09/02/2019	<input type="checkbox"/>

6. In the table is where you will identify 3 amounts:

1. The annual amount of the mandatory payment for each hospital.
2. The mandatory payment amount you received during the quarter for each hospital.
3. The penalty amount a hospital may have paid during the quarter for a late mandatory payment.

**Exception:** If a hospital is no longer paying into an LPPF, please identify this information in the **Other Source of Net Patient Revenue** box.

- All fields must contain information. If a field is not applicable, please type in "NA" or "0" where appropriate.
- If you checked **YES** that you did have a rate change that occurred during the quarter, then a **green** table will appear below the blue table. In the green table, you will identify by hospital the mandatory payments assessed and received based on the new rate along with any late penalties collected just as you did in the blue table.
- You will also need to complete the source used as a basis for determining a hospitals net patient revenue and the year of the source. Choices are AHA Survey, Medicare Cost report, and Other – be specific and include year for every source used.

**REMINDER:** You must identify the year of any source used to determine net patient revenue. If the month and day are not known for the Medicare Cost Report and/or the AHA survey, then please choose any date that is within the applicable year for each publication.

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- If you need to add a hospital to your list, you can click on **Add Hospital**. A new row will be added for you to enter the appropriate information for it.

Amounts  
 1. Annual Mandatory Payment Amount  
 2. Amount of Mandatory Payment Received  
 3. Amount of Penalty Paid for a Late Mandatory Payment

Hospital Name	TPI	Amounts	American Hospital Association Survey/year	Medicare Cost Report/year	Other Net Patient Revenue Source(s) - Be sure to include date(s)
Baptist St Anthony's Hospital	322879301	1. mandatory amount 2. amount received 3. penalty paid	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Northwest Texas Hospital	137245009	1. mandatory amount 2. amount received 3. penalty paid	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Physicians Surgical Hospital-quail Creek Campus	165305701	1. mandatory amount 2. amount received 3. penalty paid	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Vibra Hospital Of Amarillo	334801301	1. mandatory amount 2. amount received 3. penalty paid	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Vibra Rehabilitation Hospital Of Amarillo	334224803	1. mandatory amount 2. amount received 3. penalty paid	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>

**Add Hospital**

The system will alert HHSC if you added a new hospital. We will verify the information and then permanently add it to the list of hospitals paying into your LPPF so that it will display for future reporting quarters.

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## 6. Expenditures Page

Back to Program Page

### LPPF Expenditures

On this page, HHSC is collecting information about:

- Administrative contract and non-contract related expenses and the periods of time of expenses
- LPPF issued refunds, and Refunds the LPPF received from HHSC
- Balance of the LPPF on the last day of the federal fiscal quarter

HHSC assigned LPPF number (for HHSC use only)

2000009

TexNet Number (for HHSC use only)

TN0000009

1. Did LPPF issue refunds to hospitals this quarter?

☐ Yes

☒ No

Please complete the table below about administrative expenses spent during the federal fiscal quarter for which you are reporting.  
If no administrative expenses were spent, please put '0' in the expense amount.

2. Administrative Expenses

Administrative Category	Expense Amount	Period of time (Quarterly, Annually, Semi-Annually, etc.)
Contract external entity for administration or operation of the LPPF program	\$50,000.00	Annually
Contract external entity with person for assessment and collection of mandatory payment	\$600.00	Quarterly

At the top of page identifies the information you will need to complete the page.

1. Did the LPPF issue any refunds to hospitals during the quarter?

If you answer Yes, then two additional fields will drop down for you to identify the total **Refund Amount** to all hospitals and in **Refund Description** to identify with an itemized list the amount refunded to each hospital.

1. Did LPPF issue refunds to hospitals this quarter?

☒ Yes

☐ No

Refund Amount

Total quarter amount

Refund Description

Itemized amounts

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2. For the federal fiscal quarter, identify administrative contract and non-contract related expenses and the period of time they were expended:
  - Contract for administration or operation of LPPF
  - Contract with person for assessment and collection of payment
  - Non-contract administrative related expenses
3. Other expenditures not identified above - Click **Add Other Expenditures**

The screenshot shows the 'Expenditure' page of the LPPF portal. At the top are buttons for 'Return to Dashboard', 'Save work and Submit later', and 'Submit'. Below these is a question: '1. Did LPPF issue refunds to hospitals this quarter?' with radio buttons for 'Yes' and 'No'. A note states: 'Please complete the table below about administrative expenses spent during the federal fiscal quarter for which you are reporting. If no administrative expenses were spent, please put "0" in the expense amount.' Below this is a table titled '2. Administrative Expenses'.

Administrative Category	Expense Amount	Period of time (Quarterly, Annually, Semi-Annually, etc.)
Contract (federal entity) for administration or operation of the LPPF program	\$50,000.00	Annually
Contract (federal entity) with person for assessment and collection of mandatory payment	\$600.00	Quarterly
Non-contract related expenses (e.g. CFO salary)	\$90,000.00	Annually

Below the table is a section '3. Other Expenditure not identified above' with an 'Add Other Expenditures' button. Below this is a question '4. What is the amount of refunds that HHSC issued the LPPF during the federal fiscal quarter?' with a text input field containing '\$0.00'. Below that is a question '5. Identify the balance of the LPPF on the last day of the federal fiscal quarter.' with a text input field containing '\$85,000.00'.

A new box will appear asking you to enter a description for the other expenditure and its amount.

The screenshot shows a modal box titled 'Add Expenditure' with a close button (X) in the top right corner. Inside the modal are two text input fields: 'Other Expenditure Description' and 'Other Expenditure Amount'. Below these fields is a blue 'Add' button. In the bottom right corner of the modal is a 'Close' button.

The remaining questions on the Expenditure page ask users to:

4. Identify the amount of refunds, if any, HHSC issued to the LPPF during the quarter
5. Identify the balance of the LPPF on the last day of the federal fiscal quarter

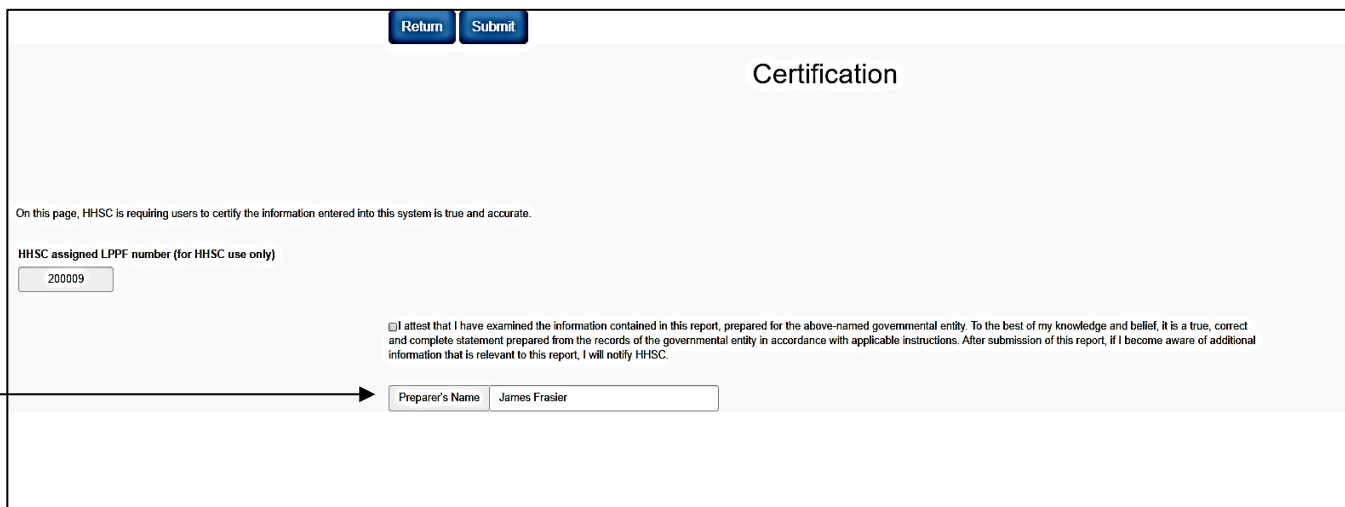
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## 7. Certification Page

The certification page will automatically populate the Preparer's name. If different than the Preparer, the Data Entry Personnel may request the Preparer to review the information prior to certifying.

The certification requires the Preparer to attest that the information is true and accurate to the best of his/her knowledge and that if additional information relevant to the report becomes available that the Preparer will notify HHSC.

**REMINDER:** The Preparer's name from the Contacts page will automatically be added on this page.

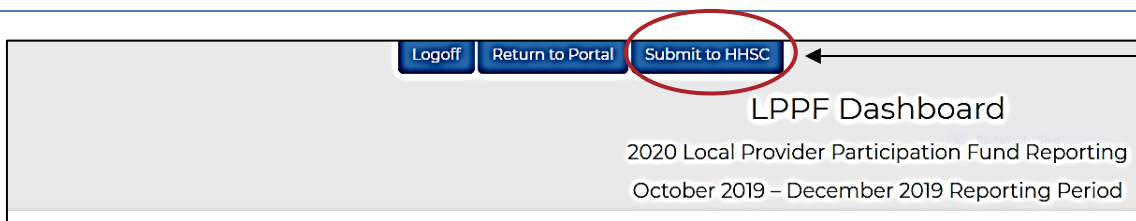


The screenshot shows the 'Certification' page. At the top, there are 'Return' and 'Submit' buttons. Below them, the title 'Certification' is centered. A note states: 'On this page, HHSC is requiring users to certify the information entered into this system is true and accurate.' Below this, a field for 'HHSC assigned LPPF number (for HHSC use only)' contains the value '200009'. A checkbox is followed by the text: 'I attest that I have examined the information contained in this report, prepared for the above-named governmental entity. To the best of my knowledge and belief, it is a true, correct and complete statement prepared from the records of the governmental entity in accordance with applicable instructions. After submission of this report, if I become aware of additional information that is relevant to this report, I will notify HHSC.' Below this, a field for 'Preparer's Name' contains the value 'James Frasier'.

## 8. Final Submission

There is one more step before you have completed your quarterly report. After you submit your certification, you will be taken to the Dashboard page and up at the top you will see 3 buttons-- **Log Off**, **Return to Portal**, and **Submit to HHSC**. If you are satisfied with the data you entered and do not want to make any more changes, click on **Submit to HHSC**. After you do this, you will have completed your quarterly report and submitted it to us.

**REMINDER:** After you click **Submit to HHSC**, at the bottom of the Dashboard page you will see a time and date identifying when you submitted your information into the Reporting Portal. You can print this page for your records. You may need to scroll down the page to see this information.



The screenshot shows the 'LPPF Dashboard' page. At the top, there are three buttons: 'Logoff', 'Return to Portal', and 'Submit to HHSC'. The 'Submit to HHSC' button is circled in red. Below the buttons, the text reads: 'LPPF Dashboard', '2020 Local Provider Participation Fund Reporting', and 'October 2019 – December 2019 Reporting Period'.