

## PURPOSE

Use to provide information to TDSHS about

- Total number of unduplicated clients served;
- Total expenditures for the state fiscal year for a county, public hospital, or hospital district;
- Top five diagnoses of clients served; and
- Federal Poverty Guideline (FPG) percent the entity used to determine client eligibility.

## PROCEDURE

Following the end of each state fiscal year, complete and submit Form 300 to TDSHS CIHCP in Austin by the 30th of September. Submit a Form 300 even if no expenditures were made for the state fiscal year.

[Fax the Form 300 to TDSHS at 512-776-7203](tel:512-776-7203)

It is not necessary to submit the Form 300 by mail once it has been faxed and received by TDSHS CIHCP.

File the Form 300 for county records.

## DETAILED INSTRUCTIONS

I. Total Number of Unduplicated Clients Served. To determine this unduplicated number, do not count the same individual more than once.

How many of these clients are SSI appellants?

II. Total Expenditures. Enter the net total dollar amount spent in the state fiscal year (September 1 – August 31), regardless of the fiscal year in which the entity operates. Exclude the dollar amount spent on 1115 Waiver.

Break the total expenditures down into the following categories:

1. Physician services
2. Prescription drugs
3. Hospital, inpatient services
4. Hospital, outpatient services
5. Laboratory/x-ray services
6. Skilled nursing facility services
7. Family planning services
8. Rural health clinic services
9. State hospital contracts
10. Optional health care services
11. Reimbursements/Review Finding Errors

III. Total. Enter amount of dollars spent if an intergovernmental transfer (IGT) was made to provide health care services as part of the Texas Healthcare Transformation and Quality Improvement Program waiver. Four percent of the General Revenue Tax Levy (GRTL) may be allowed toward eligibility for state assistance.

IV. Diagnoses. List the top five most frequent diagnoses of the entity's clients.

V. Federal Poverty Guideline % Used to Determine Eligibility. Note the FPG % that the entity used to determine eligibility, such as 21%, 25%, 50%, 100%, 150%, etc.

## FORM RETENTION

Maintain the records at least until the end of the third complete state fiscal year.