

SLOT TRACKING USER GUIDE FOR THE LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY AUTHORITY



TEXAS
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Introduction

This Slot Tracking user guide provides instructions for the local intellectual and developmental disability authorities (LIDDAs) on how to request and gain access to the Slot Tracking application, view the public provider contract capacity information for the LIDDA, and view the waiver slot count information for the LIDDA.

Requesting Access to Slot Tracking

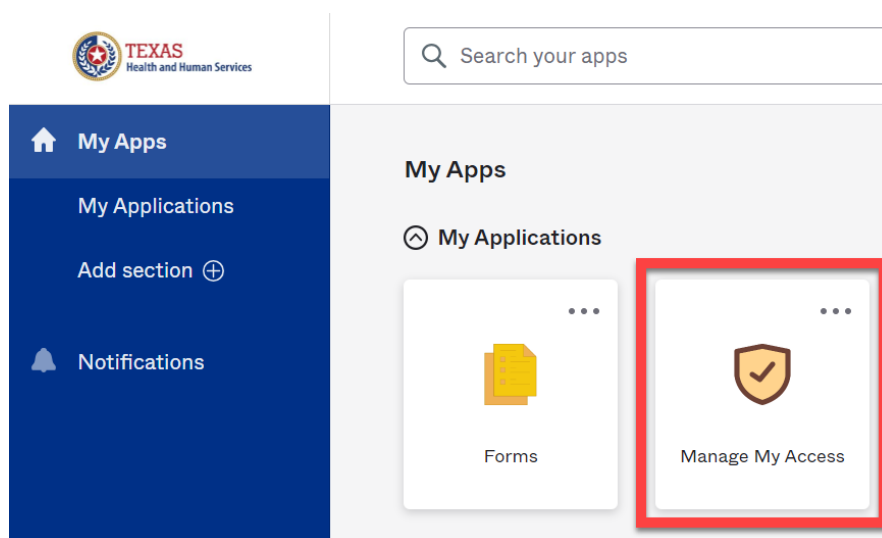
The Slot Tracking application can only be accessed through the [IAMOnline portal](#).

To register for an IAMOnline account, follow the process described in the "[How to Request a User Account to an Existing Partner Organization External User](#)" training video provided by Health and Human Services (HHS). Click the hyperlink to access the video.

Tip: For assistance with IAMOnline registration, contact the HHS Help Desk at 512-438-4720 or 1-855-435-7181 (toll-free), 7:00 A.M. to 7:00 P.M., CT, Monday to Friday.

To request access to the Slot Tracking application, sign in on the [IAMOnline portal](#) and follow the instructions below.

Step 1. From the My Apps Dashboard, click the **Manage My Access** tile.



Step 2. From the Add Access tab, type "Slot" into the search box to locate the **Slot_Tracking_Public_Provider_Contract_Cap_Info** access for the Slot Tracking application. Select the **check mark** next to the access name and click **Next**.

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access Add Remove Access Remove

1 Slot [Search] Filters

Add 1 Showing 1-1 of 1

2 ☒ SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO Details

SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO
Type: Role Owner: HHS_WG_SlotTracking_Application_Owners

3 Next

Step 3. On the Review and Submit tab, click on the **comment icon**.

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access 1 items selected

x SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO Details

SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO
Type: Role Owner: HHS_WG_SlotTracking_Application_Owners

Previous Cancel Submit

Step 4. In the Business Justification and Assignment Note popup box, provide your business justification for requesting the Slot Tracking application and click **Save**.

Business Justification and Assignment Note

Business Justification Assignment Note

Please provide your business justification...

Cancel Save

Step 5. The comment icon will reflect green once the justification is saved. Click **Submit** to complete the Slot Tracking access request.

The screenshot shows a web interface with two main steps: '1 Manage My Access' and '2 Review and Submit'. Step 2 is the active step, indicated by a dark blue header bar. Below the header, there's a section titled 'Add Access 1 items selected'. Inside this section, there's a list item for 'SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO'. To the right of this item is a green speech bubble icon and a 'Details' button. Below the list item, there's a summary line: 'SLOT_TRACKING_PUBLIC_PROVIDER_CONTRACT_CAP_INFO' followed by 'Type: Role' and 'Owner: HHS_WG_SlotTracking_Application_Owners'. At the bottom of the interface, there are three buttons: 'Previous', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red rectangular border.

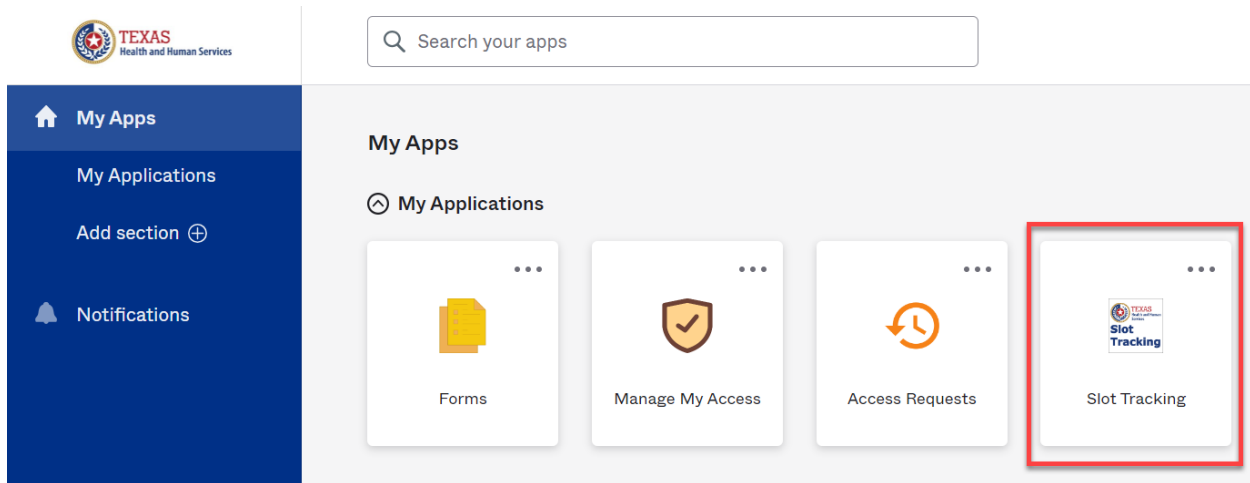
After submitting the request, you will receive a no-reply confirmation email from HHS with the details of your request.

The access request is routed to the LIDDA's security administrator for the first level of approval. The Health and Human Services Commission (HHSC) has authorized a security administrator for each LIDDA who is responsible for ensuring proper application access is assigned to their staff.

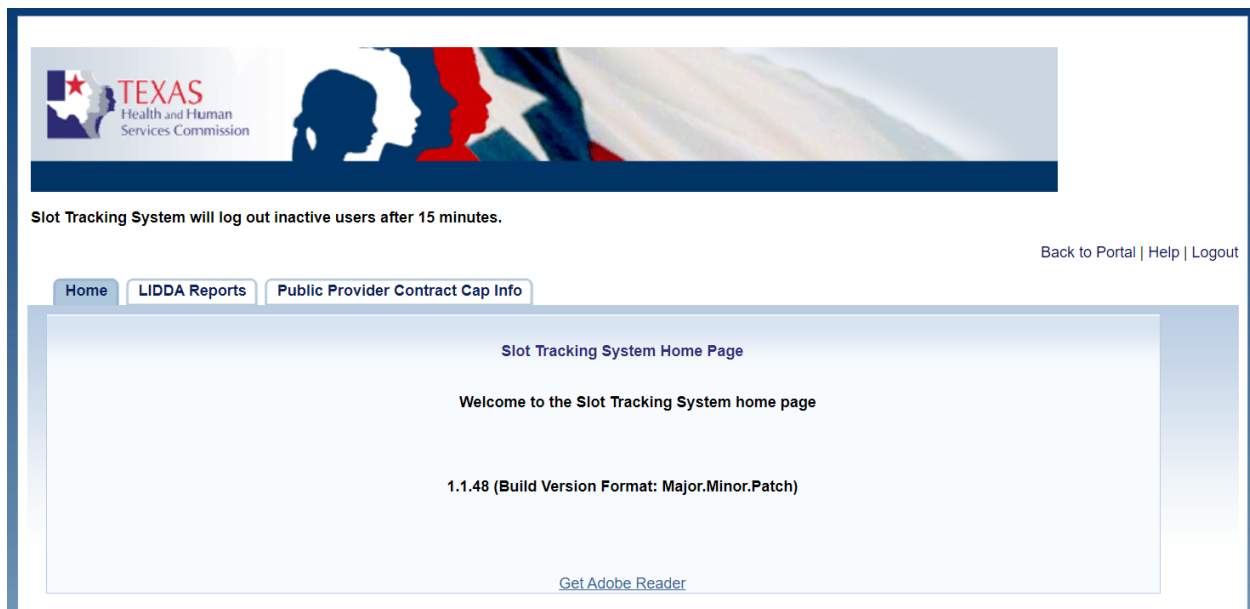
After the LIDDA security administrator approves the request, it is routed to HHSC for a second level of approval. When your request has been fully processed, you will receive a notification by email from HHS.

Slot Tracking

To open the **Slot Tracking** application, sign into the [IAMOnline Portal](#) and select the **Slot Tracking** tile in the My Applications section.



Below is the LIDDA's view of the Slot Tracking homepage. From here, LIDDAs have the capability to view the **LIDDA Reports** tab and the **Public Provider Contract Cap Info** tab.

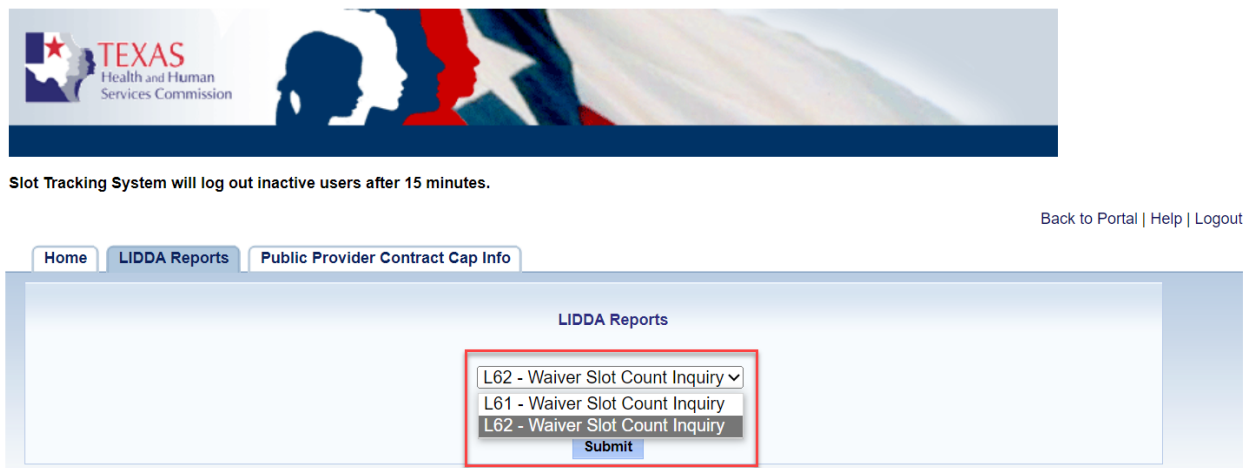


LIDDA Reports

To view the LIDDA Reports available through Slot Tracking, click the **LIDDA Reports** tab.

Use the dropdown to select which report you would like to view and click **Submit**. Below are the current options for the LIDDA user:

- L61 – Waiver Slot Count Summary
- L62 – Waiver Slot Count Detail



Slot Tracking System will log out inactive users after 15 minutes.

[Back to Portal](#) | [Help](#) | [Logout](#)

[Home](#) [LIDDA Reports](#) [Public Provider Contract Cap Info](#)

LIDDA Reports

L62 - Waiver Slot Count Inquiry ▼
L61 - Waiver Slot Count Inquiry
L62 - Waiver Slot Count Inquiry

[Submit](#)

* Report names are in the process of being corrected in the Slot Tracking system.

L61 – Waiver Slot Count Summary

The L61 report allows the user to search by Slot Type ID to view the number of Slots Allocated, Pre-Enrolled, In Use, Available New, and Recycle Pool for their LIDDA.

Note: The LIDDA Code will default to the current LIDDA user's component code.

Home LIDDA Reports Public Provider Contract Cap Info

L61 : Waiver Slot Count Inquiry

Slot Type ID: * Keep blank for ALL slot types

LIDDA Code: * Keep blank for ALL LIDDAs

Summary Level:

Retrieve PDF Report

Slot Type	Slots Allocated	Pre-Enrolled	In Use	Available New	Recycle Pool
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* Report names are in the process of being corrected in the Slot Tracking system.

Search criteria:

- **Slot Type ID:** Enter the desired slot type or keep blank for all slot types.
- **LIDDA Code:** This field defaults to the current LIDDA user's component code and is not editable.
- **Summary Level:** This field is a dropdown to select either "Slot Type" or "Slot Type / LIDDA." Selecting "Slot Type / LIDDA" will display the LIDDA's name and component code in the search results.

L62 – Waiver Slot Count Detail

The L62 report allows the user to search by Slot Type ID, Service Group, Summary Detail, Summary Status, and a date range.

Note: The LIDDA Code will default to the current LIDDA user's component code.

Home LIDDA Reports Public Provider Contract Cap Info

L62 : Waiver Slot Count

Slot Type Id:

LIDDA Code:

Summary Detail:

Date From:

Service Group:

Summary Level:

Summary Status:

Date To:

Retrieve Excel Report

* Report names are in the process of being corrected in the Slot Tracking system.

The L62 report displays the individual's name, Client Assignment and Registration (CARE) system ID, Medicaid Number, Local Case Number, Slot Tracking Number, and either the Pre-Enrolled Date, Program Eligibility and Support (PES) Complete Date, or Recycle Pool Date depending on the Summary Status selected.

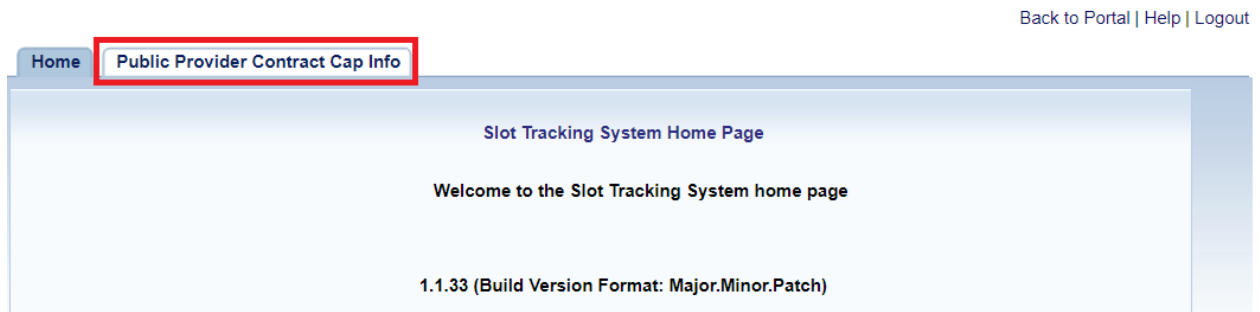
Search criteria:

- **Slot Type ID:** Enter the desired slot type or keep blank for all slot types.
- **LIDDA Code:** This field defaults to the current LIDDA user's component code and is not editable.
- **Summary Detail:** This field is a dropdown to select either "Summary" or "Summary / Detail." Selecting "Summary / Detail" allows the user to refine the search criteria by Summary Status and a date range.
- **Service Group:** This field is a dropdown to search by HCS, TxHmL, or All.
- **Summary Level:** This field is a dropdown to select either "Slot Type" or "Slot Type / LIDDA." Selecting "Slot Type / LIDDA" will display the LIDDA's name and component code in the search results.
- **Summary Status:** *(This field only displays if "Summary / Detail" is selected.)* Allows the user to search by Pre-Enrolled, In-Use, or Recycle-Pool.
- **Date From:** *(This field only displays if "Summary / Detail" is selected.)* Allows the user to search from a specific date.

- **Date To:** (This field only displays if "Summary / Detail" is selected.) Allows the user to search up to a specific date.

Public Provider Contract Cap Info

Step 1. On the home page, click the **Public Provider Contract Cap Info** tab.



Step 2. On the **Public Provider Contract Cap Info** tab, enter the contract number in the **Provider Contract ID** field and click **Search**.



Step 3. **Search Results:** The contract information is displayed. The data fields are described below.

Public Provider Contract Cap Info

Search By Contract Number

Provider Contract ID:

LIDDA:	012
Contract Name:	ABC LIDDA
Contract Begin Date:	Sept. 1, 2022
Waiver Type:	HHSC HCS
Cap:	22
Working Max:	48
Temp Inc:	26
Total Current LIDDA count:	48

Slot Tracking – Cap Definitions

- **Cap** – The official limit set by the HHSC for the specified contract.
- **Working Max** – The 'Cap' plus 'Temp Inc' for the specified contract.
- **Temp Inc** – The number of temporary cap increases HHSC has granted allowing the public provider to serve over the 'Cap' for the specified contract.
- **Total Current LIDDA Count** – The total number of people currently assigned to the specified contract.