

April 23, 2020

**ILLINOIS HEALTH AND HOSPITAL ASSOCIATION  
M E M O R A N D U M**

**TO:** Chief Executive Officer, Member Hospitals and Health Systems  
Chief Operating Officers  
Chief Nursing Officers  
Chief Financial Officers  
Other Finance Staff  
Emergency Preparedness Contacts  
Government Relations Officers

**FROM:** A.J. Wilhelmi, President & CEO  
Tim Nuding, Senior Vice President, Member Services & Corporate Finance  
Keneatha Johnson, Director, Quality, Safety, and Health Policy

**SUBJECT:** Data Required to Inform Distribution of Future CARES Act Funds

**UPDATE: Deadline Extended: Hospitals must provide data to HHS by 12 p.m. Pacific Time on Saturday, April 25 as a pre-requisite to payment of certain CARES Act funds.**

In an email sent on Tuesday, April 21, the Department of Health and Human Services (HHS) announced hospitals must report certain data as a pre-requisite for payment for certain CARES Act funds. The email states that the agency will use the required data to inform decision-making regarding targeted distributions to hospitals and other facilities that have been particularly affected by the increased burden of caring for those with the coronavirus. (The email notes that submitting data does not guarantee eligibility or amount.)

**Process for Reporting:** Hospitals must locate the individualized email sent to their facility on April 21. Following is a de-identified copy of the email. (Note most links referenced in the email are individualized and thus, not included.)

04/21/2020

Dear XXXX,

The CARES Act appropriated \$100 billion to establish a Provider Relief Fund. This Fund, administered by the Secretary of Health and Human Services (HHS), is being used to distribute payments to health care entities across the country that have been affected by the coronavirus. To date, \$30 billion has been distributed generally to health care entities across the country.

HHS will soon make targeted distributions to hospitals and other facilities that have been particularly affected by the increased burden of caring for those with the coronavirus. Submitters should provide the required information using the process defined below by **12 pm Pacific Time, Saturday April 25** using the authentication portal established by an HHS vendor, TeleTracking.

Please be aware that submitting this data will inform the decision-making on targeted Relief Fund payments, but is not a guarantee of eligibility for any amount. You have been identified as an authorized representative for:

XXX

Please follow these steps to access to the COVID-19 Web Portal:

#### **Step 1 — Complete your registration**

Visit this invitation link to access the portal where you will be asked to create a username and password. Please only visit this link once as it is designed for registration only.

Click here for a step-by-step video tutorial

#### **Step 2 — Invite team members**

After registration, visit <https://teletracking.protect.hhs.gov>. You can invite colleagues who may be better suited to provide the required funding, capacity, and utilization data by clicking on the Team tab. The designated individuals will receive an email with unique login information.

Click here for a step-by-step video tutorial.

#### **Step 3 — Enter funding data [one-time]**

Your hospital is **required to submit funding data in the Provider Relief Fund tab by Saturday, April 25 at 12 pm (PT)**.

#### **Step 4 — Enter capacity and utilization data [daily]**

Unless notified in writing by their State or FEMA Regional Administrators, facilities should report daily hospital capacity and utilization data daily through an approved method **by 5:00 PM (ET) each day** until instructed otherwise.

Facilities may choose to use this portal, or other approved methods, to comply with this daily requirement as described in the April 10<sup>th</sup> letter to Hospital Administrators.

Click here for a step-by-step video tutorial.

**TeleTracking's Technical Support** team is available 24 hours a day, 7 days a week to assist. Should you have questions about the authentication or registration process, the TeleTracking®

powered COVID-19 Portal, or the information that needs to be entered each day by 5:00 PM (ET), we are here to assist. Please contact TeleTracking Technical Support at [877-570-6903](tel:877-570-6903).

*You are accessing a U.S. Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Health and Human Services (the "HHS"). Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, TeleTracking will monitor the system to identify unauthorized users. Access or use of this system by any person constitutes consent to these terms. Unauthorized use of this system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by HHS, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited.*

Please contact Keneatha Johnson at 630-276-5415 or [kjohnson@team-iha.org](mailto:kjohnson@team-iha.org) with questions or for additional information.