



MEMORANDUM

Date: September 5, 2023

To: Chief Executive Officer  
Chief Financial Officer

From: Kim S. Morris, Director of Reimbursement *Kim S. Morris*  
Division of Financial Management

Subject: FY 2024 Disproportionate Share Hospital (DSH) Data Survey

As required by federal guidelines, the Department of Community Health will use updated source data to determine a hospital's eligibility to receive funds from the Disproportionate Share Hospital (DSH) and Upper Payment Limit (UPL) programs for State Fiscal Year 2024. While some required data elements may be available from the Department's records or from hospital cost reports, other data elements can only be obtained by survey. The "ICTF/DSH Survey" form will be used in collecting data regarding hospital fiscal years ending (FYE) in 2022.

**SURVEY INSTRUCTIONS:**

Myers and Stauffer will be sending the survey to each hospital via the web portal. Please note the survey is broken down into two parts and both parts must be completed. To assist in the completion of the survey, hospital-specific surveys containing HCRIS data will be uploaded to each hospital's web portal. These surveys can be used if the hospital completes the survey using the Medicare version of its cost report. Instructions about how to submit the completed form can be found on a tab in the survey file. FYE 2022 Hospital Statistical & Reimbursement (HS&R) reports are available on the hospital's web portal or at [www.dch.georgia.gov](http://www.dch.georgia.gov) by selecting links for "Providers," "Provider Types," "Hospital Providers," and "HS&R Reports." Medicare/Medicaid crossover data will be available and uploaded to the web portal also. This report must be used to reconcile to the hospital internal crossover data if the hospital chooses to use its internal data. Hospitals have the option of requesting CMO HS&Rs from the CMOs directly or they may use self-reported CMO HS&R data. The FY 2024 survey contains historical information linked to your hospital's facility name such as ownership status and Medicare and Medicaid provider number. **Please verify this information is correct when completing the survey.** If this information is incorrect or has changed during the year, please make a note on the survey.



**Last date to submit the survey is October 17, 2023. No extensions will be granted this year.**

Please note that a hospital **must** submit a completed ICTF/DSH Survey **to be eligible** for consideration to receive available DSH funds.

If you have any questions during the completion of the surveys, please contact Myers & Stauffer at (800) 374-6858 and indicate that you have a Georgia DSH question. If you prefer e-mailing your questions, you can contact Myers and Stauffer by e-mail at [gadsh@mslc.com](mailto:gadsh@mslc.com).

If you have any questions about this notice, please contact Annetta Smith, Senior Manager Office of Reimbursement, at [asmith@dch.ga.gov](mailto:asmith@dch.ga.gov).