Announcement

Office of Developmental Programs
Year 8 Cost Report Instructions and Excel Template for Waiver Residential Service Provider Staff

ODP Communication Number: Announcement 078-15

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Waiver Residential Service Provider staff who have a role in completing the Year 8 cost report for Residential eligible services [historical reporting period of Fiscal Year (FY) 2014/2015], Administrative Entity (AE) staff who will have a role in desk reviews of cost reports, and ODP Fiscal staff that will have a role in overseeing the desk review process

PURPOSE: This announcement is to inform you that the following Cost Report materials have been posted to the ODP Consulting website.

- Year 8 Cost Report Instructions
- Year 8 Cost Report Excel Template

ODP encourages providers to review these materials closely to ensure understanding of the cost report requirements and changes for Year 8. Note that Appendix G of the instructions contains a high level summary of the key changes that have been made to the materials since Year 7.

ODP recommends that all providers attend the upcoming cost report training session. A web-based training session will be held on September 21st and will provide a brief overview of the Cost Report template and submission process. Please refer to announcement #070-15 to register for this session. In addition to having the opportunity to ask questions during the training session, providers will also have access to the E-help desk in mid-September. Please note that the help desk will only be available for website related questions regarding uploading
the cost report to the submission website. Questions related to completing your cost report should be directed to your ODP Regional Fiscal Officer.

The posted materials described above can be accessed as follows: [www.odpconsulting.net](http://www.odpconsulting.net) > ODP Information Centers > Provider Information Center > Waiver Provider Cost Report Information > Year 8 Cost Report Instructions and Forms

Providers are encouraged to continue monitoring this website for additional announcements and postings.