Announcement

Office of Developmental Programs (ODP)
Year 8 Cost Report Training Registration for Waiver Residential Service Provider Staff

ODP Communication Number: Announcement 070-15

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 who will have a role in overseeing the desk review process.

PURPOSE: This communication is intended to announce that registration is now available for the ODP Year 8 cost report training session. The Year 8 cost report data that is approved through the desk review process will be considered during the development of Residential eligible cost-based rates effective for fiscal year (FY) 2016/2017 for the Consolidated and Person/Family Directed Support (P/FDS) Waiver programs.

TOPICAL AREAS COVERED DURING YEAR 8 COST REPORT TRAINING

Year 8 Cost Report Training Session
September 21, 2015 from 1:00 PM – 3:00 PM EST

ODP will be facilitating a web-based training session focusing on changes to the Cost Reporting process for Year 8. This training will also provide a brief overview of the Cost Report template and submission process. All providers and AE staff should attend this session for guidance on Year 8 cost reporting requirements.

Topics that will be covered include:
• Key changes to the cost report template and instructions for Year 8
• Structure of the cost report template
• Overview of the automated cost report submission process, including how to use the cost report website, user accounts, file naming conventions, and real-time edit messages

REGISTRATION INFORMATION FOR THE YEAR 8 COST REPORT TRAINING

As was detailed above, ODP will be conducting a cost report training session in September 2015. Registration is required in order to attend the training session. The training will be recorded and posted for those unable to attend the live session.

ODP asks that attendees from the same organization gather together to attend the web-based meeting to minimize the number of ports they request for this training. If you plan to participate in the conference call as a group (i.e. speaker phone), only one person will need to register. If attendees from a single organization need to access the training from multiple locations, they will need to register separately for each site so that ODP can ensure the appropriate number of ports are available for all participants.

The next page contains a table that lists the title, date, time, registration close date and the registration hyperlink for the cost report training session. Please use the link found in the “Registration Hyperlink” column to register. Once the user has reached the registration webpage, click the “Register” link on the left side of the screen. Next, enter the requested registration information into the spaces provided and click the “Submit” button. Registration issues and/or inquiries should be directed your Regional Fiscal Officer.

Instructions for attending the meeting will be sent to the e-mail address provided during registration. A copy of the training materials will be sent to all pre-registrants one to two days in advance of the live session.

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<th>YEAR 8 COST REPORT TRAINING SESSION</th>
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<tbody>
<tr>
<td><strong>Title of Training Session</strong></td>
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<td>ODP Year 8 Cost Report Training</td>
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Providers are encouraged to continue monitoring [www.odpconsulting.net](http://www.odpconsulting.net) > ODP Information Centers > Provider Information Center > Waiver Provider Cost Report Information website for additional cost report related announcements and postings.