Announcement

ODP Year 9 Desk Review Procedures and Cost Report Submission Deadline Reminder

ODP Communication Number: Announcement 083-16

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 Cost Reports for Year 9 (historical reporting period of Fiscal Year (FY) 2015/2016), Administrative Entity (AE) staff who will have a role in desk reviews of Cost Reports, and Office of Developmental Programs (ODP) Fiscal staff that will have a role in overseeing the desk review process.

PURPOSE: The purpose of this ODP announcement is to inform the above mentioned audience that the Cost Report desk review procedures have been posted to the MyODP website.

Waiver Provider Cost Report Information
- Year 9 Desk Review Procedures Template

BACKGROUND: Providers rendering residential eligible Cost Report services to individuals enrolled in the Consolidated Waiver program need to submit a Cost Report under the Prospective Payment System if they choose to have their historical experience considered during FY 2017/2018 rate development. Submission deadlines are outlined below.

The desk review procedures have been posted to the MyODP website for residential providers to reference as they are completing their Cost Report. The document lists the procedures that AEs will be performing on each provider’s Year 9 Cost Report submission.

ISSUED DATE 10/21/16
ODP Communication Number: Ann: 083-16
DEADLINES:

**Thursday, October 20, 2016 at 11:59 pm Eastern**
- Initial Cost Report submission attempt deadline for Year 9.
- Refer to page 19 of the Cost Report Instructions for more information on requirements around the initial attempt.

**Thursday, October 27, 2016 at 11:59 pm Eastern**
- Final deadline for submitting Cost Reports and Supplemental Schedules for Year 9.
- The E-Help Desk closes at 5:00 pm Eastern on October 27th and will not be available for technical assistance during the evening.
  Providers are encouraged to submit their Cost Reports prior to the E-Help Desk closure to ensure any issues related to the uploading process can be addressed. Questions related to the website can be sent via email to: [odpcostreporthelp@mercer.com](mailto:odpcostreporthelp@mercer.com).
- All Cost Reports successfully uploaded by this October 27th date will be moved to the desk review phase.

**Waiver Residential Services Provider**
MyODP website > Resources > Intellectual Disability > Cost Reports > Login to Website with MyODP User Information > Waiver Provider Cost Report Information

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