

September 21, 2015

**Commonwealth of Pennsylvania
Office of Developmental Programs
Year 8 Cost Report for the Consolidated
Waiver Program**

Training Session on Cost Report Changes for Year 8

Dial-in: (855) 680-1822

Conference ID: 15821375

Agenda

- Objectives of Today's Session
- Prospective Payment System Overview
- Cost Report Overview
- Key Changes to Instructions and Template for Year 8
- Cost Report Submission Process
- Desk Review Process
- Submission Deadlines
- Technical Assistance Resources
- Next Steps
- Questions

Objectives of Today's Session

Objectives of Today's Session

- Given this will be the eighth year of the cost reporting process, most providers are very familiar with the Cost Report Instructions (CRIs) and template
- Today's session will highlight Year 8 Cost Report (CR) changes with a brief overview of the template and submission processes
 - For today's presentation, the term "Year 8" is used to represent:
 - The historical reporting period – expense data from FY 2014/2015
 - The prospective rating period – the year in which the rates will be effective, FY 2016/2017
- Providers who are new to the process and need more detailed information regarding the CR schedules and process are encouraged to access the CRIs and the detailed training materials from previous years
 - Providers should contact the E-help desk for website related questions and contact their ODP Regional Fiscal Officer (RFO) for questions related to completing the CR

Prospective Payment System Overview

Prospective Payment System Overview

- Under the Prospective Payment System (PPS):
 - Prospective residential cost-based rates are established for an annual effective period
 - There is no cost settlement process
 - Providers submit a uniform CR annually
 - CR data submitted by providers reflect actual historical experience, not projections of future experience
 - CR data represents allowable costs incurred in providing covered services to Medicaid-eligible individuals as defined in the CRIs
 - CRs must be approved in the desk review process to be considered as part of the rate development process
 - Providers subject to audit requirements must submit an audited financial statement (AFS)
 - CR data is adjusted for audit differences (as applicable) and is considered during the rate development process

Prospective Payment System Overview

- Under the PPS:
 - Unit costs for different procedure codes are calculated in the CR
 - Historical unit costs will be considered during the rate development process, but they may not represent the payment rates that will be paid to providers during the contract period
 - Contract period payment rates depend on the Waiver appropriation and provider audit results, as applicable
 - Providers are paid based on the authorized units of service they bill for and the prospective rates that are established for those units of service

Prospective Payment System Overview

- Today's training focuses on the Waiver Direct Service Provider CR for Residential services
 - A list of services with cost-based rates is included in Appendix B of the CRIs (only residential eligible services)
 - If a provider wants to have their historical experience considered during the rate development process (for any of these residential eligible services), then the provider needs to complete a CR; if a CR is not submitted, payment rates will be assigned by ODP
 - Providers with historical expenses for these services that do not complete a CR are assigned payment rates, which have historically been the lowest rates across all providers (refer to Chapter 51 for rate assignment process)
- Providers who deliver Transportation trip services that are billed separately (i.e., W7274, W7275, W7276) do not need to complete the Waiver Direct Service Provider CR
 - Transportation trip services billed separately have their own CR (will be issued at a later date in early 2016) and are not included in today's presentation

Prospective Payment System Overview

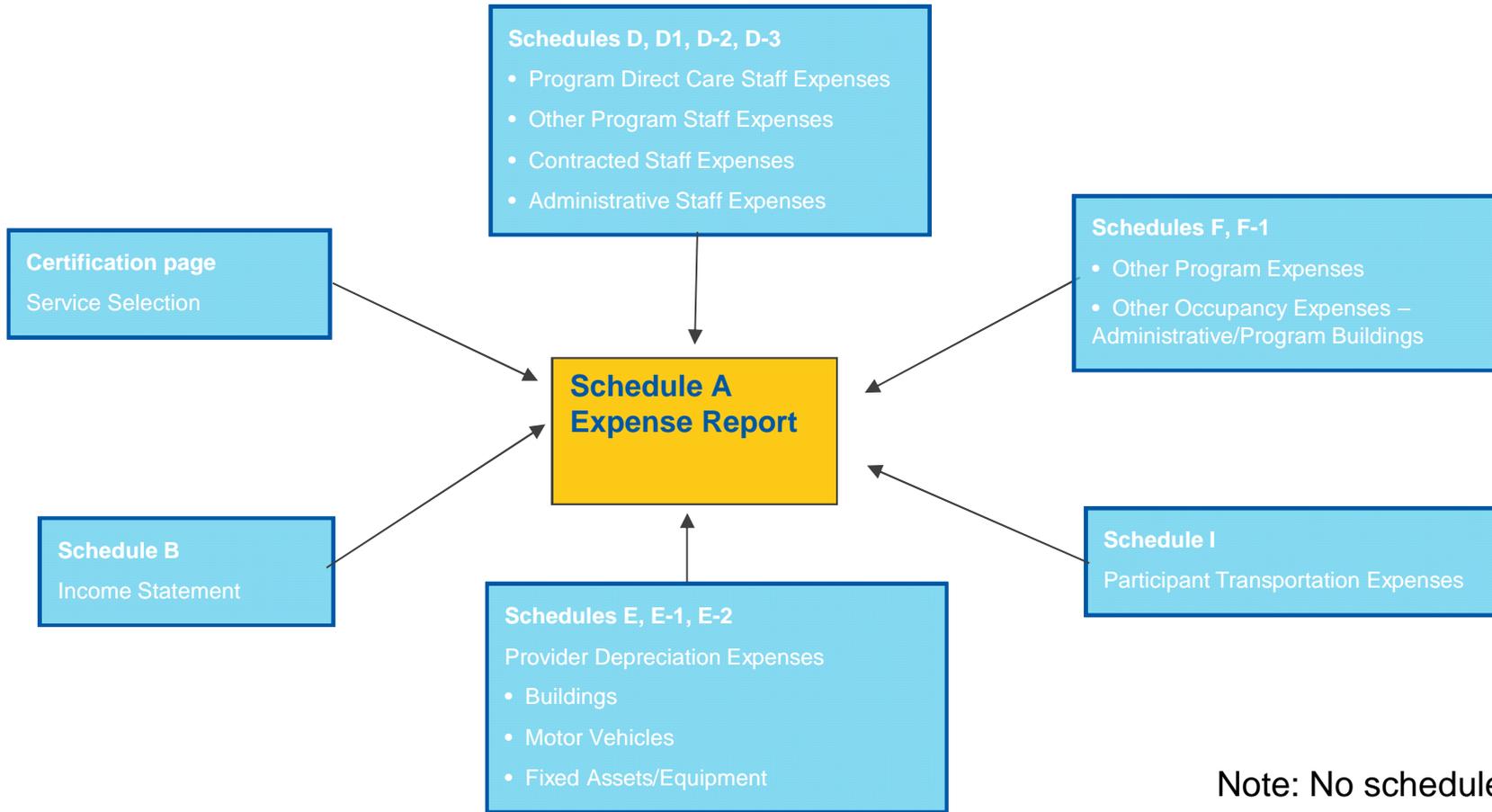
- Providers who deliver **only** fee schedule, Department-established fee or outcomes-based services do not need to complete a CR
 - Includes Agency with Choice Financial Management Service organizations
 - Includes vendors who provide generic goods and/or services to the general (self-paying) public and do not target their services to individuals with intellectual disabilities
 - See Appendix B in the CRIs for a list of fee schedule, Department-established fee and outcomes-based services

Prospective Payment System Overview

- New providers, new services, new service locations
 - A provider must have historical data to complete the CR
 - Providers with partial cost experience for Fiscal Year (FY) 2014/2015 are required to provide a completed CR
 - New providers who have no cost experience in FY 2014/2015 do not complete a CR – rates will be assigned per process outlined in 55 PA CODE Chapter 51
 - Existing providers offering new services or service locations will also be assigned rates for new services or service locations; providers cannot include estimates for these service costs in the CR

Cost Report Overview

Cost Report Overview



Note: No schedules have been added or deleted from Year 7

Supporting Schedules:

Schedule G
Related Party Transactions

Schedule H
Program Expense Allocation Procedures

Certification Page

Certification Page
Provider Service Locations

Comments Page

Cost Report Overview

- In addition to the CR schedules, providers may also need to submit:
 - Supplemental schedules – Any schedule that a provider submits to document data entered into the CR (e.g., depreciation schedules)
 - Supplemental schedules must not contain any protected health information (PHI)
 - Providers should include a note on the Comments Page to alert reviewers that a supplemental schedule has been uploaded
 - AFS, if applicable, including a reconciliation between the AFS and the CR and a Waiver-specific line of business schedule
 - Audit requirements are outlined on pages 5-15 of the CRIs
 - New providers should carefully review this section to ensure compliance with the audit requirements

Cost Report Overview

- Since many of the cells on Schedule A are automatically populated from supporting schedules, it is recommended that the supporting schedules be completed prior to completing Schedule A
 - Complete all Certification Pages
 - Complete Schedule B through Schedule I
 - Complete Schedule A
 - Complete Columns A-E; Column F will automatically populate
 - Distribute costs and revenue offsets in Column F to appropriate procedure codes in Columns G+
- Many “real-time” edits are built into the CR template and the online submission system
 - Refer to Appendix H in CRI for a description of all edits that will be performed on the CR during the upload process

Cost Report Overview

- CR Completion and Submission
 - Per 55 PA CODE Chapter 51, all providers shall submit one CR per Master Provider Index (MPI) number
 - The single CR must contain historical expense data for all of the provider's service locations and providers cannot submit multiple CRs specific to their MPI
 - Providers with multiple MPI numbers can choose to submit one CR for each MPI number or one CR containing data for all of their MPI numbers
 - Any CR files other than a "1 of 1" submission will be rejected upon upload by the real-time edits

Cost Report Overview

- CR Completion and Submission (continued)
 - Providers should send CR related questions to their RFOs
 - These types of questions include issues related to how to complete each schedule, depreciation policies, allowable costs, audit requirements, etc.
 - The E-Help desk will be available to providers only for CR website-related questions
 - These types of questions include issues such as website usernames, passwords, upload errors, real-time edit messages, file naming conventions, website difficulties, etc.
 - Questions sent to the E-Help desk that are related to CR topics other than the website will be forwarded to the RFOs and they will respond to providers. Direct correspondence with RFOs for CR content questions will save time since the E-Help Desk often takes a few days to respond.
 - CR submission timelines have been updated for Year 8 (refer to Appendix D of the CRIs)

Cost Report Overview

- Audit Requirements
 - Consistent with last year, providers subject to audit who submit a CR must include a Waiver Line of Business (LOB) schedule and a reconciliation schedule with their AFS submission. Please see pages 12-13 of the CRI for example schedules
 - If the audit is on a reporting year other than a June 30th fiscal year end, the auditor does not need to issue an opinion on the reconciliation schedule
 - Providers subject to audit are reminded of the audit requirement that includes an evaluation of the system of internal controls over consumer funds and that a representative sample of individual consumer accounts are to be tested as part of this evaluation. In addition, the Room and Board payments made by consumers should be tested against actual costs associated with residential occupancy

Key Changes to Instructions and Template for Year 8

Key Changes to Instructions and Template for Year 8 Audit Requirements

- All providers who are submitting a single audit in accordance with OMB Circular A-133 and/or Title 45 CFR 74.26 are required to include in their single audit reporting package a supplemental schedule, which is to be subjected to an Agreed-Upon Procedures engagement
 - The schedule is a reconciliation of the expenditures listed on the Schedule of Expenditures of Federal Awards (SEFA) to the Federal award income received from the Pennsylvania DHS, as noted in the revenue audit confirmation received from the Commonwealth of Pennsylvania.
 - Please see page 6 of the CRI and the example below for further information

Example #3: Reconciliation between SEFA and Revenue Confirmation Reply

ABC Provider Agency
Year Ended June 30, 2015

OFFICE OF DEVELOPMENTAL PROGRAMS SUPPLEMENTAL SCHEDULE

RECONCILIATION
Federal Awards Passed through the Pennsylvania Department of Human Services
Expenditures per the SEFA to Revenue Received per the Pennsylvania Audit Confirmation Reply

CFDA Name	CFDA Number	Federal Expenditures per the SEFA	Federal Awards Received per the Audit Confirmation Reply from Pennsylvania	Difference	Detailed Explanation of the Differences
Medical Assistance Program	93.778	\$ 9,864,727	\$ 8,539,468	\$ 1,325,259	\$452,049 represents a timing difference; \$873,210 represents vendor-type services erroneously included in the SEFA
Special Education - Grants for Infants and Families	84.181	\$ 113,162	-	\$ 113,162	Vendor-type payments erroneously included on the SEFA

Key Changes to Instructions and Template for Year 8

Audit Requirements, cont'd.

- Effective for fiscal years beginning on or after December 26, 2014
 - Audit thresholds, references, requirements, etc. will be changing based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”)
- Audit requirements for the FY 2014/2015 reporting period are generally consistent with last year’s requirements
 - The upcoming changes noted above will not affect most ODP providers until next year’s cost reporting process (i.e., based on the FY 2015/2016 historical reporting period)

Key Changes to Instructions and Template for Year 8 Certification Page - Service Selection

- The macro that was used in previous years to populate Schedule A has been removed from the cost report template
- Steps below should be used for Year 8:
 - Select all residential services provided during the historical reporting period of FY 2014/2015 on the Cert Page – Service Selection schedule
 - Schedule A will automatically populate the service names and procedure codes in Columns G+
 - If no data is populated in Columns G+, the provider can push “F9” on their keyboard to update the file

Key Changes to Instructions and Template for Year 8 Certification Page - Service Selection, cont'd.

CERTIFICATION PAGE - SERVICE SELECTION

Note: Boxes should only be checked for services rendered at service locations indicated on the Certification Page - Provider Service Locations Schedule

Service	Code	Description	Bill Unit	Check if service is provided
Unlicensed Residential Habilitation in Community Homes	W7078	One-Individual Home, Eligible	Day	<input checked="" type="checkbox"/>
Unlicensed Residential Habilitation in Community Homes	W7080	Two-Individual Home, Eligible	Day	<input checked="" type="checkbox"/>
Unlicensed Residential Habilitation in Community Homes	W7082	Three-Individual Home, Eligible	Day	<input checked="" type="checkbox"/>
Unlicensed Residential Habilitation in Family Living				

Navigation tabs: Certification Page, Cert Page - Serv Locations, **Cert Page - Service Selection**, A - Exp Rpt, B1

SCHEDULE A - EXPENSE REPORT

Column Reference: G H I

	G	H	I
	Unlicensed Residential Habilitation in Community Homes	Unlicensed Residential Habilitation in Community Homes	Unlicensed Residential Habilitation in Community Homes
	W7078	W7080	W7082
	One-Individual Home, Eligible	Two-Individual Home, Eligible	Three-Individual Home, Eligible
	Day	Day	Day
EXPENSES BY CATEGORY			
1 Program Direct Care Staff Salary/Wages (Schedule D)	\$ 2,838	\$ 324,569	\$ 362,842
2 Program Direct Care Staff FEE (Schedule D)	\$ 1,178	\$ 81,122	\$ 92,344

Navigation tabs: A - Exp Rpt, B - Income Stmt, C - Intentionally Blank, D - Direct Care Staff, D1 - Other Staff

Select services rendered in FY 14/15 on the Cert Page-Service Selection schedule

Procedure Codes will automatically populate on Schedule A without the use of a macro button

Key Changes to Instructions and Template for Year 8 Schedule A - Expense Report

- Lines 19 through 22 of Schedule A have been changed for Year 8. Please review the row descriptions on pages 60-63 of the CRI carefully to ensure data is being reported correctly. All providers should complete these lines.
 - **(Line 19) HCSIS Units Authorized**
 - Report the total number of Residential units authorized in HCSIS (must be a whole number) for Waiver-enrolled participants during the FY 2014/2015 reporting period
 - Please use the comments page to provide further explanation if the authorized units reported do not match the authorized units in HCSIS
 - **(Line 20) Cost per HCSIS Unit Authorized (Line 18 / Line 19)**
 - Automatically calculated for each Residential eligible procedure code by dividing the expense amount on Line 18 by the corresponding unit amount on Line 19
 - **(Line 21) Number of Units of Service (Licensed or Staffed) Available**
 - Report the total number of units of each service that you were licensed or staffed to provide to Waiver-enrolled participants during the FY 2014/2015 reporting period
 - **(Line 22) Cost per Unit of Service Available (Line 18 / Line 21)**
 - Automatically calculated for each eligible Residential procedure code by dividing the expense amount on Line 18 by the corresponding unit amount on Line 21

Key Changes to Instructions and Template for Year 8

Schedule A - Expense Report, cont'd.

	B	C	D	K	L	M
7				SCHEDULE A – EXPENSE REPORT		
10	Column Reference:			G	H	I
11				Licensed Adult Family Living Homes	Licensed Residential Habilitation Community Homes	Licensed Residential Habilitation Community Homes
12				W7291	W6094	W6096
13				One-Individual Home, Eligible	Three-Individual Home, Eligible	Four-Individual Home, Eligible
14	EXPENSES BY CATEGORY			Day	Day	Day
15	1	Program Direct Care Staff Salary/Wages (Schedule D)		\$ 2,838	\$ 324,569	\$ 362,842
16	2	Program Direct Care Staff ERE (Schedule D)		\$ 1,178	\$ 81,122	\$ 92,344
17	3	Other Program Staff Salary/Wages (Schedule D-1)		\$ 1,236	\$ 61,047	\$ 83,795
18	4	Other Program Staff ERE (Schedule D-1)		\$ 456	\$ 16,461	\$ 24,430
19	5	Contracted Staff (Schedule D-2)		\$ 12,038	\$ 89,125	\$ 100,631
20	6	Administrative Staff Salary/Wages (Schedule D-3)		\$ 2,031	\$ 55,000	\$ 66,741
21	7	Administrative Staff ERE (Schedule D-3)		\$ 765	\$ 14,389	\$ 17,956
22	8	Program Supplies (Schedule F)		\$ 120	\$ 100	\$ 212
23	9	Other Vehicle Expense (Schedule E-1)		\$ -	\$ 54	\$ 88
24	10	Other Program Expense (Schedule F)		\$ 1,221	\$ 44,959	\$ 55,315
25	11	Transportation - Participant Motor Vehicle (Schedule E-1)		\$ -	\$ 1,000	\$ 4,900
26	12	Transportation - Participant (Schedule I)		\$ -	\$ 22,156	\$ 24,961
27	13	Other Occupancy Expense (Schedule F-1)		\$ 152	\$ 4,901	\$ 9,534
28	14	Depreciation - Buildings (Schedule E)		\$ 55	\$ 1,766	\$ 3,436
29	15	Depreciation - Fixed Assets/Equipment (Schedule E-2)		\$ 45	\$ 240	\$ 261
30	16	TOTAL EXPENSES (EXCLUDING RESIDENTIAL OCCUPANCY)		\$ 22,135	\$ 716,889	\$ 847,446
32	17	CONTRIBUTIONS/REVENUE (EXPENSE OFFSET) (Schedule F)		\$ 121	\$ 3,903	\$ 4,649
34	18	EXPENSES, NET OF CONTRIBUTIONS/REVENUE		\$ 22,014	\$ 712,987	\$ 842,797
36	CAPACITY / UNITS OF SERVICE					
37	19	HCSIS Units Authorized		365	2,920	3,625
38	20	Cost per HCSIS Unit Authorized (Line 18 / Line 19)		\$ 60.31	\$ 244.17	\$ 232.50
39	21	Number of Units of Service (Licensed or Staffed) Available		365	2,920	3,656
40	22	Cost Per Unit of Service Available (Line 18 / Line 21)		\$ 60.31	\$ 244.17	\$ 230.52
41	23	This Line Was Intentionally Left Blank				
43	RESIDENTIAL OCCUPANCY					
44	24	Residential Occupancy (moved to Dept-established fee on 7/1/12)				
45	25	This Line Was Intentionally Left Blank				

Lines 19 – 22 of Schedule A have been changed for Year 8. Please review the row descriptions carefully to make sure data is reported correctly.

Key Changes to Instructions and Template for Year 8

Schedule E - Depr. Buildings

- To facilitate the desk review process, additional information is being requested on Schedule E - Depr. Buildings
 - Providers must list the address of the administrative building, in addition to the name of the building, on the following lines
 - Lines 1 through 3, 5 through 7, 9 through 11 and 13 and 14

SCHEDULE E – PROVIDER DEPRECIATION AND AMORTIZATION EXPENSES									
BUILDINGS									
	A	B	C	D	E	F	G		
	Month & Year Acquired (MM/YYYY)	Original Cost	Depreciation/Loan Payments Recorded Prior Years	Depreciation Method	Annual Rate or Loan Term	Total Provider Use Allowance, Depreciation Expense, and/or Loan Payment	Waiver* Use Allowance, Depreciation Expense, and/or Loan Payment		
BUILDINGS - ADMINISTRATIVE									
Administrative Buildings (include both the building name and address)									
1	Building #1 - 123 Main Street	01/1986	\$ 788,260	\$ 561,635	SL	2.50%	\$ 19,707	\$ 5,132	
2									
3									
4	SUBTOTAL		\$ 788,260	\$ 561,635			\$ 19,707	\$ 5,132	
Additions - Including Capital Improvements and Building Renovations (include both the building name and address)									
5	Building #1 - 123 Main Street	07/2007	\$ 15,950	\$ 3,718	SL	3.33%	\$ 532	\$ 126	
6									
7									
8	SUBTOTAL		\$ 15,950	\$ 3,718			\$ 532	\$ 126	
Leasehold Improvements (include both the building name and address)									
9									
10									
11									
12	SUBTOTAL		\$ -	\$ -			\$ -	\$ -	
Other (include both the building name and address)									
13									
14									
15	SUBTOTAL		\$ -	\$ -			\$ -	\$ -	
16	Total Administrative Buildings		\$ 804,210	\$ 565,353			\$ 20,239	\$ 5,258	

* Waiver expenses reported in Column G should be specific to the Residential service locations reported on the Certification Page - Provider Service Locations Schedule.

Cost Report Submission Process

Cost Report Submission Process

- This section provides detail on how to access and use the CR submission website
 - The upload process is very similar to prior years
- Providers will access the Year 8 CR submission website via www.odpconsulting.net. This website allows providers to upload CR submissions and supplemental data files including:
 - Completed CRs (file type = CR)
 - CR Supplemental Schedules (file type = SS)
 - Audited Financial Statement (file type = AF)
- An announcement will be distributed notifying providers when the website is available to begin accepting Year 8 CR submissions

Cost Report Submission Process

Accessing Year 8 Cost Report Materials

- Year 8 CR template is located on the ODP Consulting website (www.odpconsulting.net)
- From the top of the ODP Consulting home page, click on the drop-down for ODP Information Centers and then click Provider Information Center (PIC)



The screenshot shows the top navigation bar of the ODP Consulting website. The main navigation menu includes: ODP Information Centers (with a dropdown arrow), HCQU (with a dropdown arrow), ODP Futures Planning, and a search bar with the text 'AAAA'. The dropdown menu for 'ODP Information Centers' is open, showing four options: Administrative Entity Information Center, Provider Information Center (highlighted in yellow), Supports Coordination Organization Information Center, and Supports Coordinator Curriculum Center. Below the navigation bar is a dark blue header with the text 'OF DEVELOPMENTAL PROGRAMS'. The main content area features a large heading: 'Welcome to the Office of Developmental Programs Consulting System (OCS) Website'. Below this heading is a paragraph: 'This website is designed to help self-advocates, family members, friends, providers of service, and the general public locate valuable information about the world of intellectual disability in Pennsylvania.' To the right of the main content is a video player titled 'Lifesharing: Video' with a thumbnail image of a man. Below the video player is a link: 'Meet Three Lifesharing Breakir'.

Cost Report Submission Process

Accessing Year 8 Cost Report Materials, cont'd.

- In the PIC, scroll to ODP Consolidated and P/FDS Waiver Cost Report Information to the following link:
 - **Waiver Provider Cost Report Information:** Link to download CR instructions, template and other supporting documents

Welcome to Pennsylvania Office of Developmental Programs' Provider Information Center (PIC)

The information included on this site is for Service Providers which support the Pennsylvania Office of Developmental Programs. ODP will use this site to post announcements and resources to assist Providers in keeping current with ODP priorities, business practices and communications. This site includes public information that is available to all interested parties and also information that requires a password before users can gain access. New information and resources will be added regularly, so make sure to check back often for updates.

Benjamin Settlement - People Moving to the Community
Are you interested in providing support to a new member of your region's community? Find out more [here](#).

For assistance with this site, email the [OCS Help Desk](#).

If you are not yet a registered user of this site, [click here](#) to request a username and password.

ODP Consolidated and P/FDS Waiver Provider Cost Report Information

[Waiver Provider Cost Report Information](#)

Webistes Account Manager

- [Manage my Account](#)
- [Create Account](#)
- [Forgot Password](#)

OCS Help Desk Information

Breaking News

Save the Date: ODP Year 8 Cost Report Training for Waiver Residential Service Provider Staff Announcement #067-15

Published 08/14/2015

PADES Save the Date Final

It is not necessary to log in to the website

Cost Report Submission Process

Accessing Year 8 Cost Report Materials, cont'd.

- From the “Waiver Provider Cost Report Information” link, providers can submit an ODP Cost Report question using the “Cost Report Help Desk” link
- Providers should also download the ODP Year 8 CR Template Version 11.0. Providers need to use this template as the starting point for Year 8 or their CR submissions will be rejected
 - Cannot add, delete or rename tabs in the CR template
 - Cannot add or delete cells
 - Cannot use a previous year’s version of the template
 - Can not password protect the CR template workbook

Waiver Provider Cost Report Information

Please contact your regional Fiscal Officer or Administrative Entity directly for any questions related to completion of the Cost Report or the Cost Report Desk Reviews.

Submit questions about the Year 8 Cost Report website to the [Cost Report Help Desk](#) (Help Desk available beginning 9/14/2015).

[Submit ODP Cost Report and other Financial Files Here](#)

Year 8 Cost Report Instructions and Forms

[Save the Date: ODP Year 8 Cost Report Training for Waiver Residential Service Provider Staff Announcement #067-15](#)

[Audit Requirements for Fiscal Year 2014-2015 Reporting Period](#)

[Year 8 Cost Report Instructions](#)

[Year 8 Cost Report Excel Template](#)

Previous Years Cost Report Instructions and Forms

[Previous Years Cost Report Instructions and Forms](#)

Cost Report Submission Process

Accessing Year 8 Cost Report Materials, cont'd.

- If you open the CR template from the ODP Consulting website directly into your web browser, please make sure to save the template to your computer before you start working on the file
- The CR Excel template is locked and protected to ensure consistency in provider reporting
- Cells highlighted in yellow contain formulas and will automatically populate based on data entered into non-highlighted cells
- If the cells in yellow do not automatically populate, please check that your Excel calculation setting is set to “automatic” (i.e., not “manual”)
 - In Excel, select the Formulas menu, on the far right click Calculation Options, then select Automatic calculation

Cost Report Submission Process

Accessing Year 8 Cost Report Materials, cont'd.

- From the “Waiver Provider Cost Report Information” link, providers can also access a link to the CR submission website
 - Click ‘Submit ODP Cost Report and other Financial Files Here’ to be re-directed to the ODP CR website
- Upon accessing the CR website, providers are encouraged to save the website address to their Favorites or bookmark the website in their internet browser

Waiver Provider Cost Report Information

Please contact your regional Fiscal Officer or Administrative Entity directly for any questions related to completion of the Cost Report or the Cost Report Desk Reviews.

Submit questions about the Year 8 Cost Report website to the [Cost Report Help Desk](#) (Help Desk available beginning 9/14/2015).

[Submit ODP Cost Report and other Financial Files Here](#)

Year 8 Cost Report Instructions and Forms

[Save the Date: ODP Year 8 Cost Report Training for Waiver Residential Service Provider Staff Announcement #067-15](#)

[Audit Requirements for Fiscal Year 2014-2015 Reporting Period](#)

[Year 8 Cost Report Instructions](#)

[Year 8 Cost Report Excel Template](#)

Previous Years Cost Report Instructions and Forms

[Previous Years Cost Report Instructions and Forms](#)

Cost Report Submission Process

Logging on to the Cost Report Website

- Providers who had a username and password in Year 7 will continue to use that same login information for Year 8
- Usernames and passwords for accounts that existed in Year 7 will not be re-sent to providers for Year 8
 - Providers who did not retain their Year 7 user account information or need to change their information should send an email to the E-Help Desk with the subject line “Provider Username/Password Help”
 - The E-Help Desk can be accessed via the ODP Consulting website using the link titled “Cost Report Help Desk”

Cost Report Submission Process

Logging on to the Cost Report Website, cont'd.

- Providers who did not submit a CR in Year 7 and need to establish a user account should complete the user account template posted on the ODP Consulting website (“Request for Cost Report User Account”) and email it to the E-Help Desk
 - Please note, only one user account is allowed per MPI and only one user account is allowed per email address
 - If a person is submitting CRs for multiple MPIs, they must have a separate email address for each MPI user account
- In cases where a separate entity (e.g., accounting firm) is completing the CR on behalf of the provider, ODP requires that user accounts be set up under the provider (i.e., name, phone number, email address) rather than under the separate entity
 - ODP’s contract is held with the provider; ODP expects the provider will receive CR communications directly and share them with entities operating on their behalf
- In early October, usernames and passwords for new accounts will be distributed to providers via email using the email address provided in the user account request form

Cost Report Submission Process

Logging on to the Cost Report Website, cont'd.

- Enter the user name and password provided to you by ODP in the left side of the login screen (shown below). Click the Login button
 - User name generally follows the format of first name-last name
 - Passwords are generally eight digits long and are case sensitive

The screenshot shows the login interface for the ODP website. At the top left is the Pennsylvania Department of Human Services logo. Below it is the 'PA.gov' logo. On the right side of the header is a 'Login' link. The main content area is titled 'ODP Consolidated and P/FDS Waiver Cost Reporting Welcome'. It features a large heading: 'Welcome to the Office of Developmental Programs (ODP) cost reporting and desk review website.' Below this is a message: 'You must have a valid user account to access this site.' A paragraph follows: 'If your organization utilized a user name and password in Year 7, please use that information to log in. If your organization does not have a user account, please complete the User Account Request template in order to obtain your user name and password. The User Account Request template is available on the ODP Consulting Website under "Provider Information Center" for providers.' On the left side, there is a 'Account Login' form. This form is highlighted with a red border and contains the following elements: a 'User Name:' label with an input field, a 'Password:' label with an input field, a 'Login' button, a 'Remember Login' checkbox, and a 'Forgot Password?' link.

Cost Report Submission Process

Logging on to the Cost Report Website, cont'd.

- If you forget your password, click on the “Forgot Password?” link on the login screen

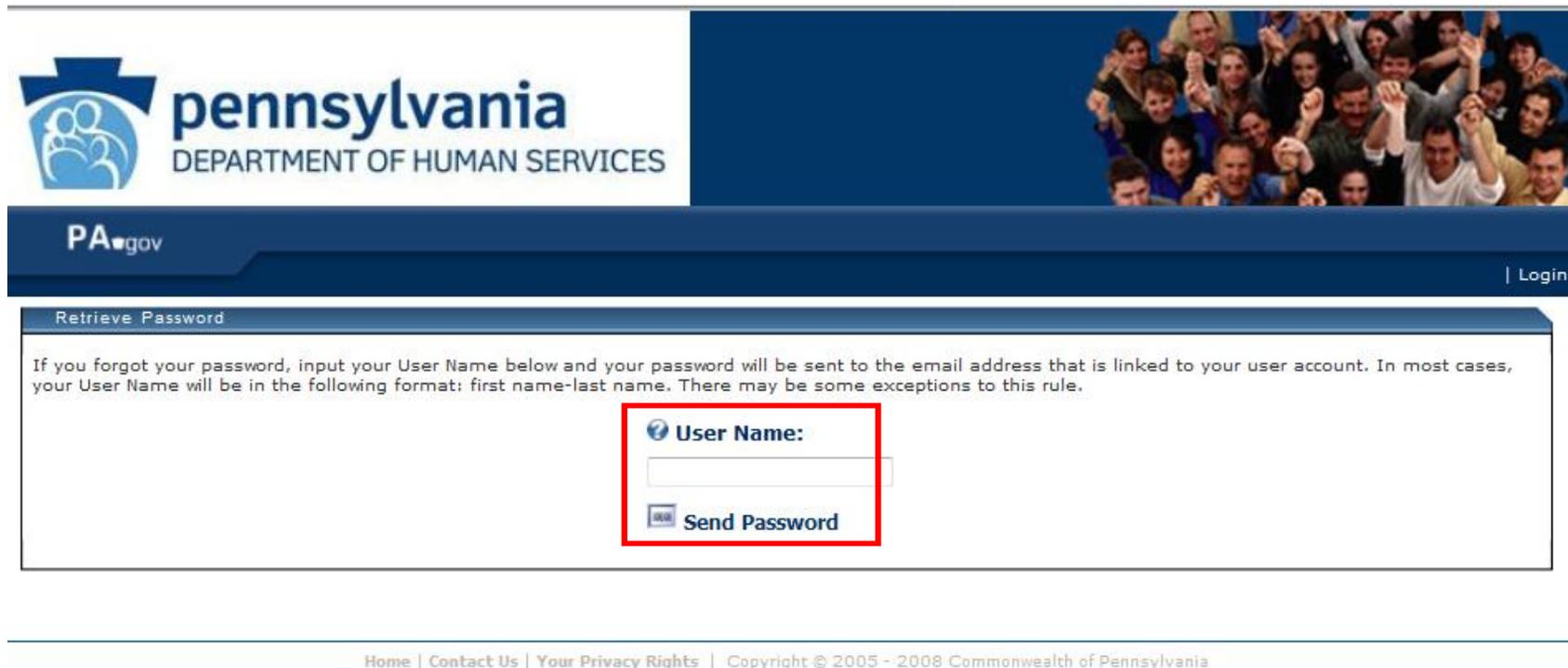


The screenshot shows the login interface for the Pennsylvania Department of Human Services. The header includes the state logo and the text "pennsylvania DEPARTMENT OF HUMAN SERVICES". Below this is a dark blue navigation bar with "PA.gov" on the left and a "Login" link on the right. The main content area is divided into two panels. The left panel, titled "Account Login", contains a "User Name:" field, a "Password:" field, a "Login" button, a "Remember Login" checkbox, and a "Forgot Password?" link highlighted with a red border. The right panel, titled "ODP Consolidated and P/FDS Waiver Cost Reporting Welcome", displays a welcome message: "Welcome to the Office of Developmental Programs (ODP) cost reporting and desk review website." followed by the instruction: "You must have a valid user account to access this site." and a paragraph of text: "If your organization utilized a user name and password in Year 7, please use that information to log in. If your organization does not have a user account, please complete the User Account Request template in order to obtain your user name and password. The User Account Request template is available on the ODP Consulting Website under 'Provider Information Center' for providers."

Cost Report Submission Process

Logging on to the Cost Report Website, cont'd.

- You will be asked to provide your user name and the system will email your password to the email address provided in the user account request form



The screenshot shows the Pennsylvania Department of Human Services website. The header includes the logo and text "pennsylvania DEPARTMENT OF HUMAN SERVICES" and "PA.gov". A "Login" link is visible in the top right. The main content area is titled "Retrieve Password" and contains the following text: "If you forgot your password, input your User Name below and your password will be sent to the email address that is linked to your user account. In most cases, your User Name will be in the following format: first name-last name. There may be some exceptions to this rule." Below this text is a form with a "User Name:" label and an input field. A red box highlights the "User Name:" label and the input field. Below the input field is a "Send Password" button.

Retrieve Password

If you forgot your password, input your User Name below and your password will be sent to the email address that is linked to your user account. In most cases, your User Name will be in the following format: first name-last name. There may be some exceptions to this rule.

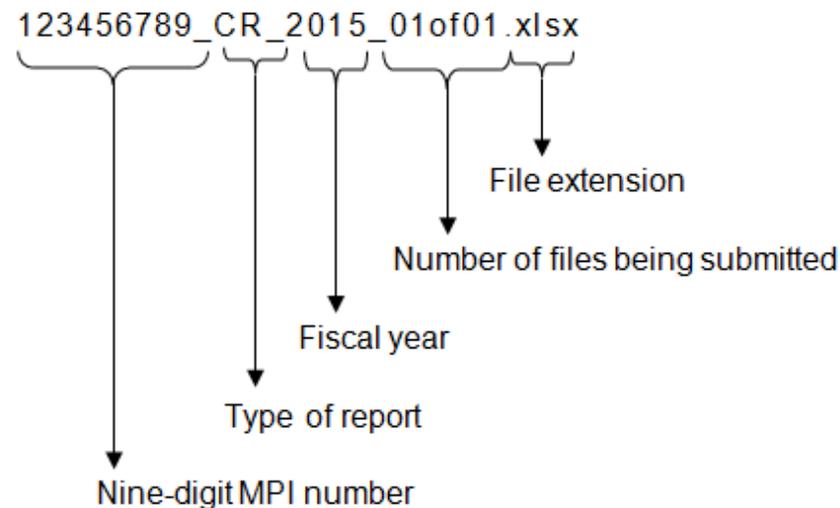
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Cost Report Submission Process

Uploading Files

- Before uploading a file, providers must ensure that each file name adheres to the naming conventions described on page 116-117 of the CRIs
- Files that do not follow the file naming convention will trigger a real-time edit and will not upload successfully
- Example of CR file naming convention for Year 8:

File name example: 123456789_CR_2015_01of01.xlsx



Cost Report Submission Process

Uploading Files, cont'd.

- Naming Convention Examples for Submitting Multiple Files (only allowed for SS and AF file types)
- Example of file naming conventions for a provider who is submitting three Supplemental Schedules:

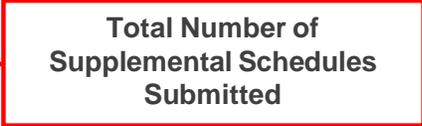
- Supplemental Schedules

- 123456789_SS_2015_01of03.xlsx
 - 123456789_SS_2015_02of03.xlsx
 - 123456789_SS_2015_03of03.xlsx

Sequential Number for
Each Supplemental
Schedule



Total Number of
Supplemental Schedules
Submitted



- If the provider needs to submit additional SS files as part of the resubmission process in November/December, all original and new SS files should be uploaded with appropriate numbering based on the total number of SS files

Cost Report Submission Process

Uploading Files, cont'd.

- The following is an example of an inappropriate CR naming convention
 - The provider submits one CR and two Supplemental Schedules and names them as follows:
 - Cost Reports
 - 123456789_CR_2015_01of03.xlsx
 - Supplemental Schedules
 - 123456789_SS_2015_02of03.xlsx
 - 123456789_SS_2015_03of03.xlsx

Only One Cost Report per MPI can be submitted so it needs to be named 01of01

First Supplemental Schedule Submitted should be 01of02

Second Supplemental Schedule Submitted Should be 02of02

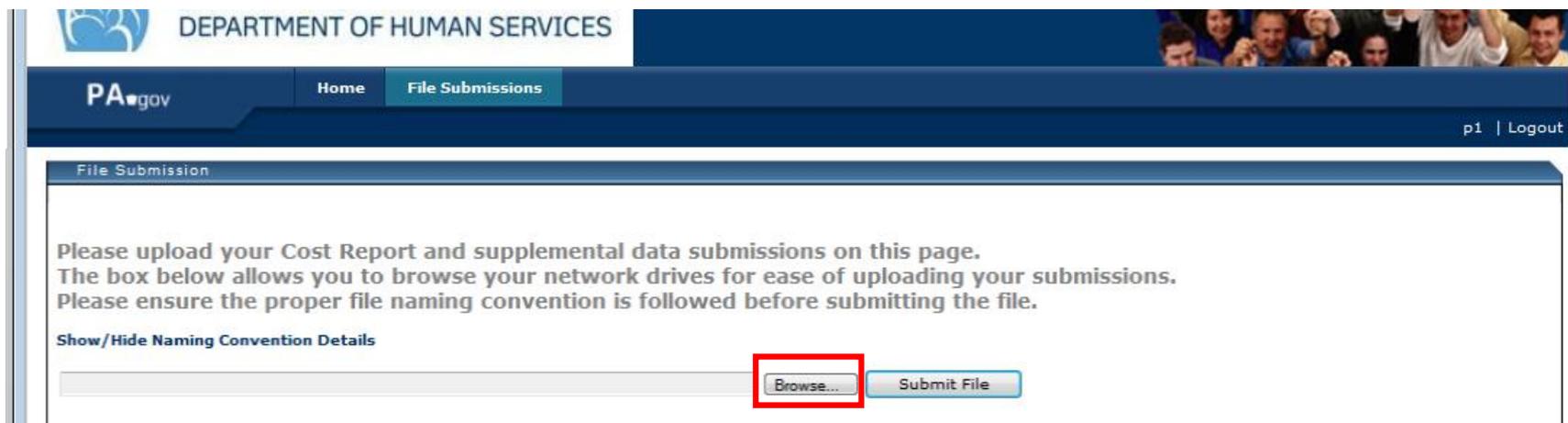
Cost Report Submission Process

Uploading Files, cont'd.

1. After logging in and accepting the terms of service, click on the “File Submissions” menu



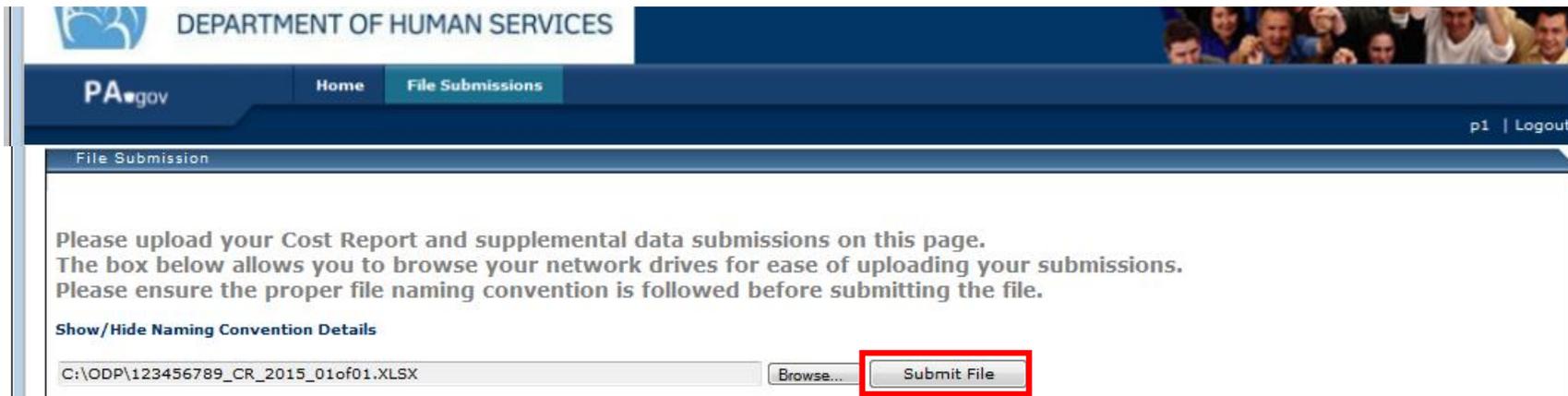
2. Click the Browse button to locate the file to upload from your computer's directory



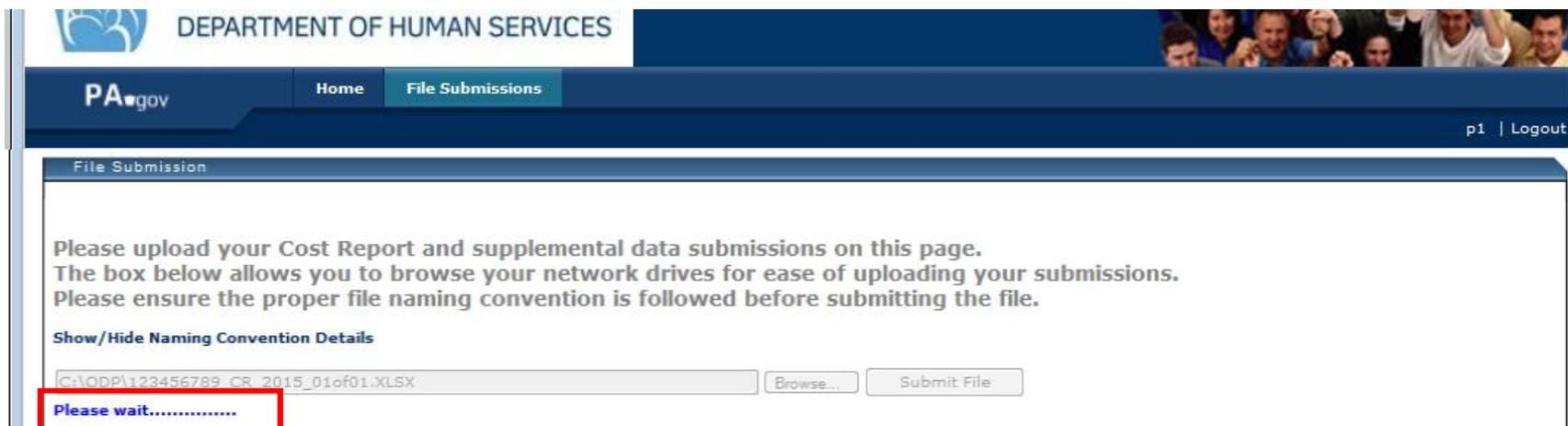
Cost Report Submission Process

Uploading Files, cont'd.

- When the correct file is selected, click “Submit File”



- You will receive a “Please Wait” message. Once the website processes the file, it will produce a message with the upload result



Cost Report Submission Process

Uploading Files – Successful File Upload

- A successful file submission will display a green check button



- You may click the red text to view and print an upload report documenting the successful upload of the file

The screenshot shows a Windows Internet Explorer window titled 'File Submissions - Windows Internet Explorer'. The window contains a table with the following data:

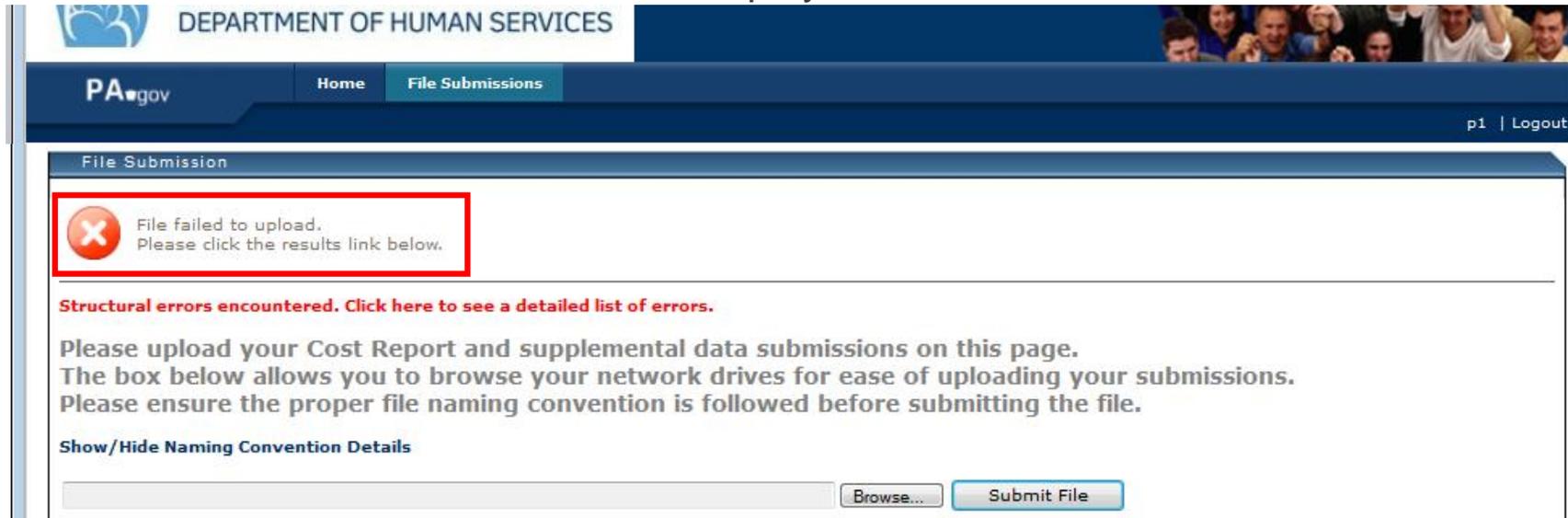
Submission Edit Results	
Submitted File Name:	123456789_CR_2015_01of01.XLSX
File Submission Date/Time:	9/2/2015 10:07 AM
Submission Status:	Uploaded
Submission ID:	24049

Submission Status: Uploaded

Cost Report Submission Process

Uploading Files – Unsuccessful File Upload

- An unsuccessful file submission will display a red “x” button



- You may click the red text to view and print a detailed list of errors

The screenshot shows a 'Submission Edit Results' window with the following data:

Submitted File Name:	123456789_CR_2015_01of01.XLSX
File Submission Date/Time:	9/2/2015 10:14 AM
Submission Status:	Failed
Submission ID:	24051

Below the table, there is a 'Critical Errors' section with the following text: 'Tab(A - Exp Rpt), Cell(CQ15) has an incorrect value(999999997161.71) <=== Waiver expenses in Column F must be equal to the sum of the expenses in Columns G+: Line 1'.

Submission Status: Failed

Submission ID number will be useful if you need to contact the ODP E-help Desk with questions

Edit Message

Cost Report Submission Process

Uploading Files – Unsuccessful File Upload, cont'd.

Unable to View Edit Report

- If you are unable to view the edit report when you click on the red text, your pop-ups may not be enabled on your internet browser. Please complete the following steps to enable pop-ups:

Internet Explorer (Version 9.0)

- Open Internet Explorer
- Click on Tools
- Click on Internet Options
- Click on the Privacy tab
- Uncheck Turn On Pop-Up Blocker
- Click on OK to turn off Internet Explorer's pop-up blocker

Firefox

- Open Firefox
- Click on Tools
- Select Options
- Select Content
- Uncheck Block pop-up windows

Cost Report Submission Process

- Completed CRs will go through a series of real-time edits
- CR real-time edits check for:
 - Accuracy of file naming convention
 - MPI number in file naming convention matches the MPI that was provided in the user account request template
 - Mathematical values tie within the CR schedules
 - Completion of required line items
- Providers should refer to the list of validation checks in Appendix H of the CRIs to understand the conditions that must be met for CR submissions to upload successfully
- The other types of files (SS, AF) will not go through all edits described above
 - For these file types, the website will only check to ensure the file naming convention has been followed

Cost Report Submission Process

Real-time Edits, cont'd.

Structural Edits

- Each cell in the CR template has been programmed to only accept specific data types: text, decimal, whole number or date
 - Note: if the data type is decimal, a decimal point is not required, but is allowed
- If data reported in any cell does not match the expected data type (e.g., entering “N/A” for Management Fees on Schedule F), the CR will be rejected
- Data type Structural Edits provide the tab, row and column of the Excel spreadsheet (i.e., not the CR schedule coordinates) where the error is present
- If the “Cut & Paste” function is used, formulas may be corrupted. The edit message received would be a Structural Edit, showing the error on the cell with the corrupted formula. Use “Copy & Paste” if necessary

Cost Report Submission Process

Real-time Edits, cont'd.

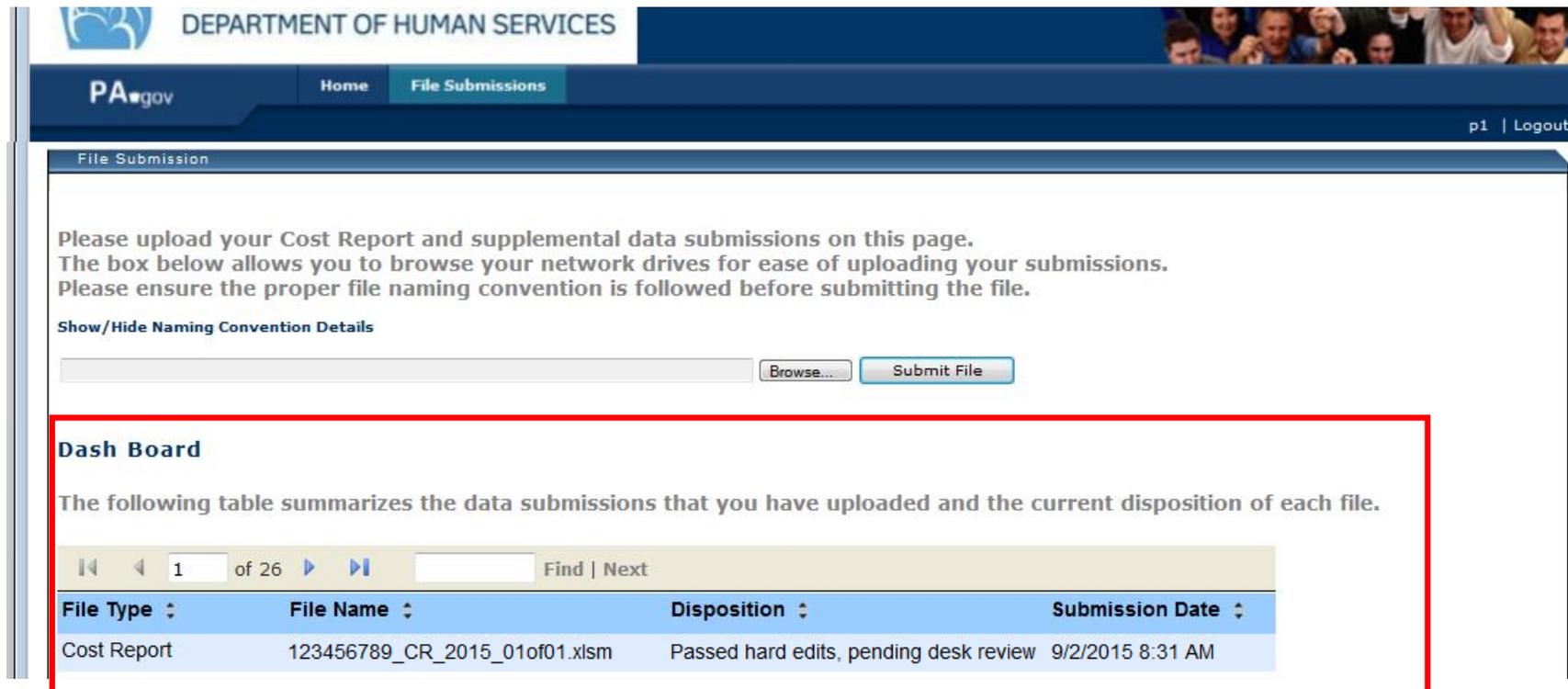
Critical Edits

- There are several kinds of Critical Edits:
 - Incomplete Cells – certain cells must be populated (e.g., MPI Number on Line 1a of Certification Page)
 - Incorrect Values – some cells must be greater than zero (e.g., Total Provider Expenses on Schedule A, Column A, Line 16)
 - Comparison Errors – the relationship between certain cells must be appropriate (e.g. On Schedule B, Total Provider Revenue in Col A, Line 12 must be greater than or equal to Total Waiver Revenue in Col B, Line 12)
- Critical Edit messages have two parts:
 - The first part provides the Excel coordinates of the cell and the value in the spreadsheet that is in error
 - The second part gives a description of the column and line number on the CR schedule, as described in the CRIs

Cost Report Submission Process

Real-time Edits – Dashboard

- After successfully uploading the first file, a Dashboard will appear at the bottom of the File Submission page
- The Dashboard provides a summary of all files that have been successfully uploaded by the provider and displays the disposition of each file
- Each time a file is uploaded successfully, the Dashboard will be updated to reflect the new submission



The screenshot shows the PA.gov website interface for file submissions. The header includes the Department of Human Services logo and navigation links for Home and File Submissions. The main content area contains instructions for uploading files and a "File Submission" section. A "Dash Board" section is highlighted with a red border, containing a table of uploaded files.

Please upload your Cost Report and supplemental data submissions on this page. The box below allows you to browse your network drives for ease of uploading your submissions. Please ensure the proper file naming convention is followed before submitting the file.

Show/Hide Naming Convention Details

Dash Board

The following table summarizes the data submissions that you have uploaded and the current disposition of each file.

File Type	File Name	Disposition	Submission Date
Cost Report	123456789_CR_2015_01of01.xlsm	Passed hard edits, pending desk review	9/2/2015 8:31 AM

Desk Review Process

Desk Review Process

- The “Disposition” column on the Dashboard shows the status of the file
- With the exception of Supporting Schedules, the other Year 8 file types (i.e., CR and AFS) will initially indicate a disposition of “Desk Review (DR) Pending”
- When each Year 8 DR has been completed, the Administrative Entity (AE) will update each file disposition as “Passed” or “Failed”
 - In certain cases, the AE may select a disposition of “Does not require pass/fail decision” for those files that do not require DR. Examples include:
 - Provider test submissions
 - Files uploaded using inappropriate naming convention (e.g., a provider uploads 1 CR and 2 SSs and names the files as CR 1 of 3 and SS 2 of 3 and 3 of 3)
 - Resubmission will be requested immediately by AE

Desk Review Process

- Desk reviews will be performed by AEs during November and December
- For CR submissions that fail the DR, AEs will contact the provider and request a resubmission to fix errors
 - Timelines for AE-requested CR resubmissions will be communicated at a later point in time
- Providers will receive the final CR Approval or Rejection notification from ODP in the early months of CY 2016

Submission Deadlines

Submission Deadlines

- Thursday, October 22, 2015
 - Providers must make at least one submission attempt by this date. See page 17 of the CRIs for description of “submission attempt”
- Thursday, October 29, 2015 at 5:00 pm Eastern
 - E-Help Desk closes and will not be available on Thursday evening
- Thursday, October 29, 2015 at 11:59 pm Eastern
 - Final deadline for submitting CRs and Supporting Schedules for Year 8
 - All CRs successfully uploaded by this date will be moved to DR phase
 - In prior years, providers with historical experience who did not successfully upload a CR by the deadline were assigned the lowest rate

Technical Assistance Resources

Technical Assistance Resources

- Providers who have questions regarding completion of their CR should contact their ODP RFO:
 - Central Region: Carol Harty at c-charty@pa.gov
 - Northeast Region: Agnes Rudolf at c-arudolf@pa.gov
 - Southeast Region: Agnes Rudolf at c-arudolf@pa.gov
 - Western Region: Reid Stewart at c-restewar@pa.gov
- Providers who have questions regarding the CR website may send a question to the ODP E-help desk:
 - Questions can be submitted in writing using the link on www.odpconsulting.net under the “Waiver Provider Cost Report Information” section of the PIC and under the link titled “Cost Report Help Desk”
 - Turnaround time for responses is generally 2 to 3 business days
 - If non-website related questions are submitted to the E-help desk, these questions will be forwarded to the RFOs for a response

Technical Assistance Resources

- The ODP E-Help Desk resource is available for provider questions until Thursday, October 29, 2015 at 5:00 pm Eastern
- Providers are encouraged to submit their CRs prior to October 29, 2015 to ensure access to the E-Help Desk in the event there are issues with the upload process
- Emails should include the provider's MPI number, contact person's name, phone number and issue/question
- For questions about files that failed real-time edits on the website, the provider should also include the Submission ID number of the failed submission
- After October 29, 2015, providers who have questions must contact their Regional Fiscal staff or the AE assigned to perform the desk review on their CR
 - Year 8 AE desk review assignments have been posted to the PIC on the ODP Consulting website under the link "Provider to AE DR Assignments"

Technical Assistance Resources

IT Specifications

- The CRI manual is also a helpful resource for all your CR-related questions
- To assist you with understanding the IT system requirements, an IT tip sheet with detailed guidance is available in Section 22 of the CRIs
- A few of the highlights from the document are summarized on the following slides
 - For Year 8, providers have the option of using Excel 2007, 2010 or 2013 to complete and submit the Cost Report
 - Providers will be able to upload completed Cost Reports to the website in “.xlsx” or “.xlsm” file formats
- To ensure that the cost report is compatible with Excel versions noted above, the macro has been removed from the template
 - Providers will continue to use the Certification Page – Service Selection tab to select services rendered during FY 2014/2015
 - Schedule A will now automatically populate the procedure codes in Columns G+ and will no longer necessitate the running of a macro

Technical Assistance Resources

IT Specifications, cont'd.

Internet Browser

- Please note that the Cost Report website is not compatible with Internet Explorer 10.0 or 11.0, or Google Chrome. If you only have access to one of these two versions, please download Firefox Version 2.3 or higher or contact the E-Help desk for assistance
- Firefox can be downloaded from the internet using the following steps:
 - Go to the following link which will bring you to the Firefox web page <http://www.mozilla.org/en-US/firefox/new/>
 - Click on the “Free Download” button in the center of the screen.
 - Follow the on-screen prompts to complete the download process

Next Steps

Next Steps

- Providers who have a user account from Year 7 should locate their username and password information and attempt a login to the website to ensure access
 - Providers who cannot locate their user account information or who need to make changes to the information should send an email with the request to the E-help desk
- New providers who did not have a user account last year will need to establish a user account by completing the user account template posted on the ODP Consulting website (“Request for CR User Account”) and emailing it to the E-Help Desk
- All providers should review the training materials presented today and review the CRI document
- Training materials from previous years, that explain the CR schedules in detail, can be found on the PIC of the ODP Consulting website under the “Waiver Provider Cost Report Information” then “Previous Years’ Cost Report Instructions and Forms” links
- Providers can begin work on completing the CR and any supplemental schedules for the historical reporting period of FY 2014/2015

Next Steps

- An announcement will be distributed notifying providers when the website is available to begin accepting Year 8 CR submissions
 - CR upload attempt required for all providers by Thursday, October 22, 2015
 - All Year 8 CRs and supplemental schedules must be uploaded to ODP website by 11:59 PM on Thursday, October 29, 2015
 - Note that provider E-help desk closes at 5:00 PM on October 29, 2015
- Desk reviews performed by AEs during November and December

Questions?