



Announcement

ODP Introductory Cost Report Training Presentation Materials and User Account Request Form

ODP Communication Number: Announcement 120-11

AUDIENCE: Waiver Direct Service Provider staff who have a role in completing cost reports for Year 4 (historical reporting period of Fiscal Year (FY) 2010/2011), Administrative Entity (AE) staff who will have a role in desk reviews of cost reports, and Office of Developmental Programs (ODP) Regional 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 following Training Presentation Materials and User Account Form have been added to the Provider Information Center (PIC) of the ODP Consulting website:

- Year 4 Introductory Cost Report Training Audio Replay
- Year 4 Introductory Cost Report Training PowerPoint
- Year 4 Sample Completed Cost Report
- Request for Cost Report User Account

BACKGROUND:

The Year 4 Introductory Cost Report audio replay, Year 4 Introductory Cost Report Training PowerPoint presentation, and Year 4 Sample Completed Cost Report are from the September 7, 2011, web-based Year 4 Introductory Cost Report Training for Waiver Direct Service Providers. **Please be aware that the download time of the audio replay file will take several minutes due to the size of the file. We suggest using a high speed internet connection with Quick Time to access the recording.**

Please note that providers who did not submit a Cost Report in Year 3 and need to establish a user account in order to upload their Cost Report submission for Year 4, should complete the User Account Request Form. Completed forms should be sent to the E-Help Desk at odpcostreporthehelp@mercer.com with the subject line “provider username/password” as indicated in the form.

Providers with a user account from Year 3 can use that information to access the website in Year 4 and therefore, do not need to request a new user account in Year 4.

The posted materials described above can be accessed as follows: [ODP Consulting website](#)> PIC > Waiver Provider Cost Report Information > Year 4 Cost Report Information.

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