

September 2014

**Commonwealth of Pennsylvania
Office of Developmental Programs
Year 7 Cost Report for the Consolidated
and P/FDS Waiver Programs**

Training Session on Cost Report Changes for Year 7

Dial-in: (855) 813-2524

Conference ID: 85822678



Agenda

- Objectives of Today's Session
- Prospective Payment System Overview
- Cost Report Overview
- Key Changes to Instructions and Template for Year 7
- Cost Report Submission Process
- Desk Review Process
- Submission Deadlines
- Technical Assistance Resources
- Next Steps
- Questions

Objectives of Today's Session

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- Given this will be the seventh 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 7 Cost Report (CR) changes with a brief overview of the template and submission processes
 - For today's presentation, the term "Year 7" is used to represent:
 - The historical reporting period – expense data from FY 2013/2014
 - The prospective rating period – the year in which the rates will be effective, FY 2015/2016
- 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 rates are established for an annual effective period
 - There is no cost settlement process
 - For residential cost-based rates:
 - 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
 - All 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
 - A list of Waiver 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 2015) 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 fees and outcomes-based services

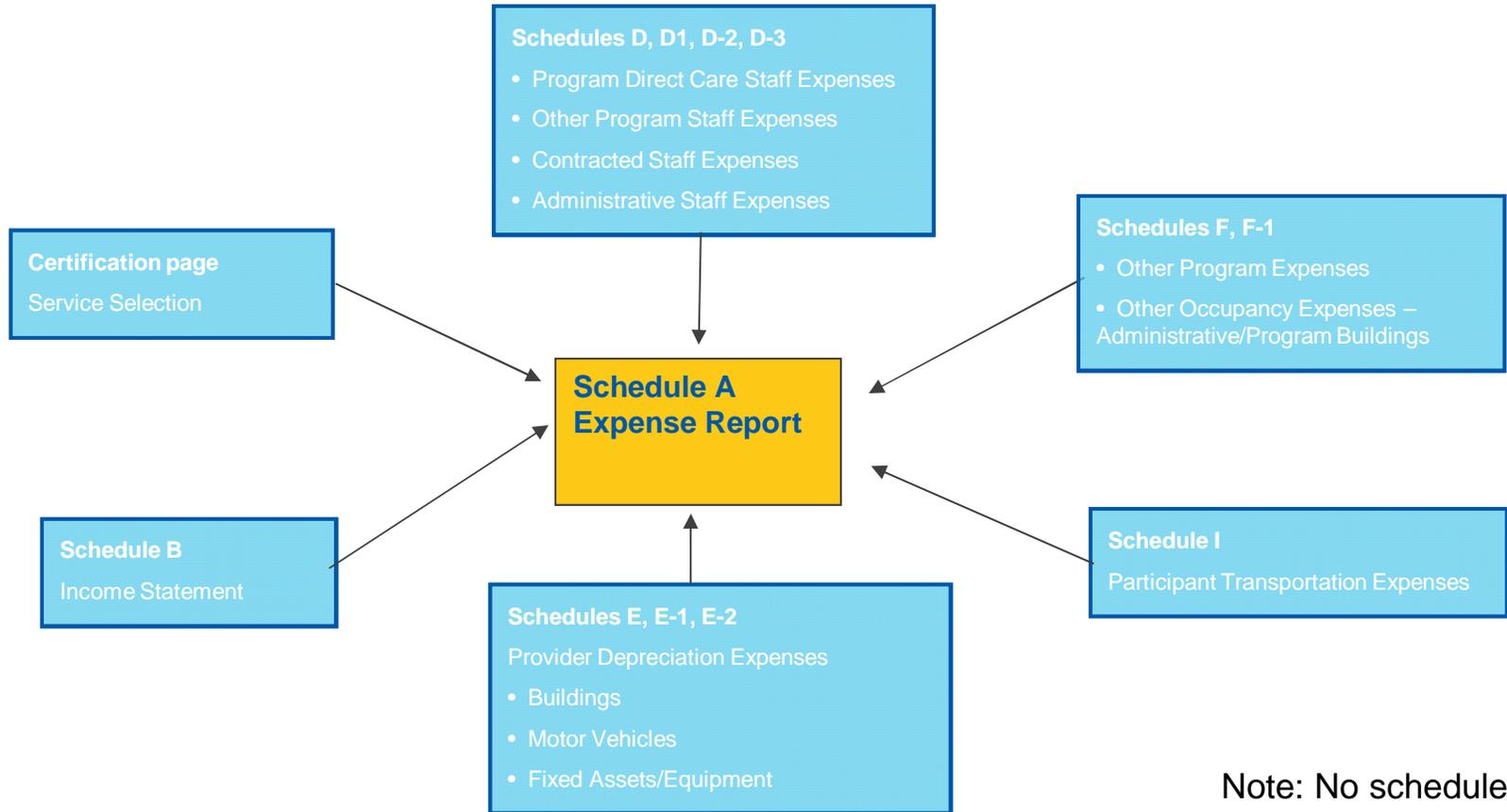


Prospective Payment System Overview

- 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) 2013/2014 are required to provide a completed CR
 - New providers who have no cost experience in FY 2013/2014 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 6

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 5-14 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 7 (refer to Appendix D of the CRIs)



Cost Report Overview

- Audit Requirements
 - In general, the audit requirements for the FY 2013/2014 reporting period are the same as they were for the FY 2012/2013 reporting period
 - 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 11-12 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 7

Key Changes to Instructions and Template for Year 7

Schedule D: Position Related to Family Living Home (FLH) Services

- In cases where an agency delivers FLH services, a specific position should be included on Schedule D
 - The job title “Relief for Host Family” has been added to the template.
 - Agencies should report all wages, salary, ERE and hours for any agency-paid direct care staff who provide relief for the host family
 - This expense must then be distributed to the Family Living Home columns (W7037, W7039, W7291, W7293, W7295, W7297) reported on Schedule A
- ODP understands that in previous years, agencies may have reported these expenses with all other Direct Care Worker expenses or in some other manner

SCHEDULE D – PROGRAM DIRECT CARE STAFF EXPENSES (WAIVER-RELATED)
(Report expenses specific to the Residential service locations indicated on the Certification Page - Provider Service Locations Schedule)

| PROGRAM DIRECT CARE STAFF | | | | | | PROGRAM DIRECT CARE STAFF (Cont.) | | | | |
|---------------------------|----------------------------------|-------------------------|--|-----------|--------------|-----------------------------------|----------|----------------------------------|-------------------------|--------------|
| Position | Credentials, Licensure or Degree | Waiver Salary and Wages | Waiver Employee-Related Expenses (ERE) | | Waiver Hours | Estimated Hourly Compensation | Position | Credentials, Licensure or Degree | Waiver Salary and Wages | Waiver Hours |
| | | | Health Care | All Other | | | | | | |
| 1 Residential Counselor | Bachelor's | | | | | | | | | |
| 2 Registered Nurse | Other | | | | | | | | | |
| 3 Direct Care Worker | | | | | | | | | | |
| 4 Relief for Host Family* | | | | | | | | | | |
| 5 Other (Specify) | | | | | | | | | | |
| 6 Other (Specify) | | | | | | | | | | |
| 7 Other (Specify) | | | | | | | | | | |
| 8 Other (Specify) | | | | | | | | | | |
| 9 Other (Specify) | | | | | | | | | | |
| 10 Other (Specify) | | | | | | | | | | |
| 11 Other (Specify) | | | | | | | | | | |
| 12 Other (Specify) | | | | | | | | | | |
| 31 Other (Specify) | | | | | | | | | | |
| 32 Other (Specify) | | | | | | | | | | |
| 33 Other (Specify) | | | | | | | | | | |
| 34 Other (Specify) | | | | | | | | | | |
| 35 Other (Specify) | | | | | | | | | | |
| 36 Other (Specify) | | | | | | | | | | |
| 37 Other (Specify) | | | | | | | | | | |
| 38 Other (Specify) | | | | | | | | | | |
| 39 Other (Specify) | | | | | | | | | | |
| 40 Other (Specify) | | | | | | | | | | |
| 41 Other (Specify) | | | | | | | | | | |
| 42 Other (Specify) | | | | | | | | | | |

A - Exp Rpt B - Income Stmt C - Intentionally Blank **D - Direct Care Staff** D1 - Other Staff D2 - Contract Staff

Key Changes to Instructions and Template for Year 7

Schedule D-2: Expenses Incurred by the Host Family

- Column F has been added to collect information regarding costs that host families incur to obtain “relief” from their life sharing duties
 - For each FLH arrangement, this column should be used to report any payment made directly by the host family for relief, and the Comments Tab should be used to provide any additional information about how the payments are made
- Since these payments are made by the host family and are not an agency-incurred expense, the amounts reported in this column will not flow into any other schedules of the cost report, will not be included in the reconciliation to the AFS and will not impact the development of the agency’s FLH rates
- To the extent agency providers do not know about amounts being paid by the host family, these cells can be left blank and the cost report will still be accepted. Comments Tab should be used to indicate that the information is unknown.

| SCHEDULE D-2 – CONTRACTED STAFF EXPENSES (WAIVER-RELATED) | | | | | | | FAMILY LIVING HOME STIPENDS | |
|---|------------------------------|----------------------------------|------------------------|--------------|-------------------------------|-----------------|---------------------------------------|-----------------------------|
| (Report expenses specific to the Residential service locations indicated on the Certification Page - Provider Service Locations Schedule) | | | | | | | | |
| CONTRACTED STAFF | | | | | | | | |
| | A | B | C | D | E | F | | |
| | Position | Credentials, Licensure or Degree | Waiver Contractor Fees | Waiver Hours | Estimated Hourly Compensation | FLH Arrangement | Non-Room and Board Portion of Stipend | Relief Paid by Host Family* |
| 1 | Contracted Direct Care Staff | Other | | | | | | |
| 2 | Contracted Admin Staff | MBA | | | | | | |
| 3 | Contracted Staff | Other | | | | | | |
| 4 | Contracted Staff | Other | | | | | | |
| 5 | Contracted Staff | | | | | | | |
| 6 | Contracted Staff | | | | | | | |
| 7 | Contracted Staff | | | | | | | |

Navigation: A - Exp Rpt | B - Income Stmt | C - Intentionally Blank | D - Direct Care Staff | D1 - Other Staff | **D2 - Contract Staff** | D3 - Admin S

Key Changes to Instructions and Template for Year 7 IT Specifications

- As mentioned last year, this year's submission website will only accept cost reports completed in Excel 2007 or 2010
 - Note that the Excel template is not compatible with prior versions of Excel
- 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
 - Instructions for downloading Firefox are outlined in the CRI

Key Changes to Instructions and Template for Year 7 Audit Requirements

- Regarding the two required AFS supplemental schedules (Waiver LOB and reconciliation):
 - Year 7 CRI clarifies that these two supplemental schedules need to reflect the same level of detail as Lines 1-18 of Schedule A (including line 17 for contributions/revenue); supplemental schedules do not need to include the full detail on all revenue lines from Schedule B of the Cost Report
 - CRI now includes examples of a format that could be used to report these schedules
 - AICPA reference (AICPA Statement on Auditing Standards No. 122, AU-C §725, Supplementary Information in Relation to the Financial Statements as a Whole (AU-C §725)) was updated

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 7 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 in early October notifying providers when the website is available to begin accepting Year 7 CR submissions

Cost Report Submission Process

Accessing Year 7 Cost Report Materials

- Year 7 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), ODP Training and Event Registration Portal, HCQU (with a dropdown arrow), and ODP Futures Planning. A search bar is located to the right of the navigation bar. 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 navigation bar with links: Home (highlighted in yellow), About Us (with a dropdown arrow), Communications (with a dropdown arrow), Featured Stories, Topic Info (with a dropdown arrow), Resources (with a dropdown arrow), Webcast Help FAQ, and Help. The main content area has a large heading: "Welcome to the Office of Developmental Programs Consulting System (OCS) Website". Below the 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 area is a section titled "Lifesharing: Video" with a video thumbnail showing two men. Below the video is a link: "Meet Three Lifesharing Families". Below that is a section titled "Breaking News" with a link: "ID Monitoring Course 2014 SC".

Cost Report Submission Process

Accessing Year 7 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
Are you interested in providing support
of your region's community? Find o

ODP Consolidated and P/FDS Waiver Provider Cost Report Information

[Waiver Provider Cost Report Information](#)

websites Account Manager

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

OCS Help Desk Information

Breaking News

ISP Monitoring Course 2014 SC Required Training and PD for AE and Provider Staff Announcement #064-14

Published 09/08/2014

Year 7 Cost Report Materials Posted

← It is not necessary to log in to the website

Cost Report Submission Process

Accessing Year 7 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 7 CR Template Version 10.0. Providers need to use this template as the starting point for Year 7 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
 - Cannot 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 7 Cost Report website to the [Cost Report Help Desk](#) (Help Desk available beginning 9/15/2014).

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

Cost Report Instructions and Forms

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

Year 7 Cost Report Instructions and Forms

[Year 7 Cost Report Instructions](#)

[Year 7 Cost Report Excel Template](#)

[Audit Requirements for Fiscal Year 2013-2014 Reporting Period](#)

[Waiver Provider Audit Requirements for FY 2013-2014 Announcement #046-14](#)

Cost Report Submission Process

Accessing Year 7 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 7 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 (ODP Consulting website may be unavailable at some point later this year)

Waiver Provider Cost Report Information

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[Year 7 Cost Report Excel Template](#)

[Audit Requirements for Fiscal Year 2013-2014 Reporting Period](#)

[Waiver Provider Audit Requirements for FY 2013-2014 Announcement #046-14](#)



Cost Report Submission Process

Logging on to the Cost Report Website

- Providers who had a username and password in Year 6 will continue to use that same login information for Year 7
- Usernames and passwords for accounts that existed in Year 6 will not be re-sent to providers for Year 7
 - Providers who did not retain their Year 6 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

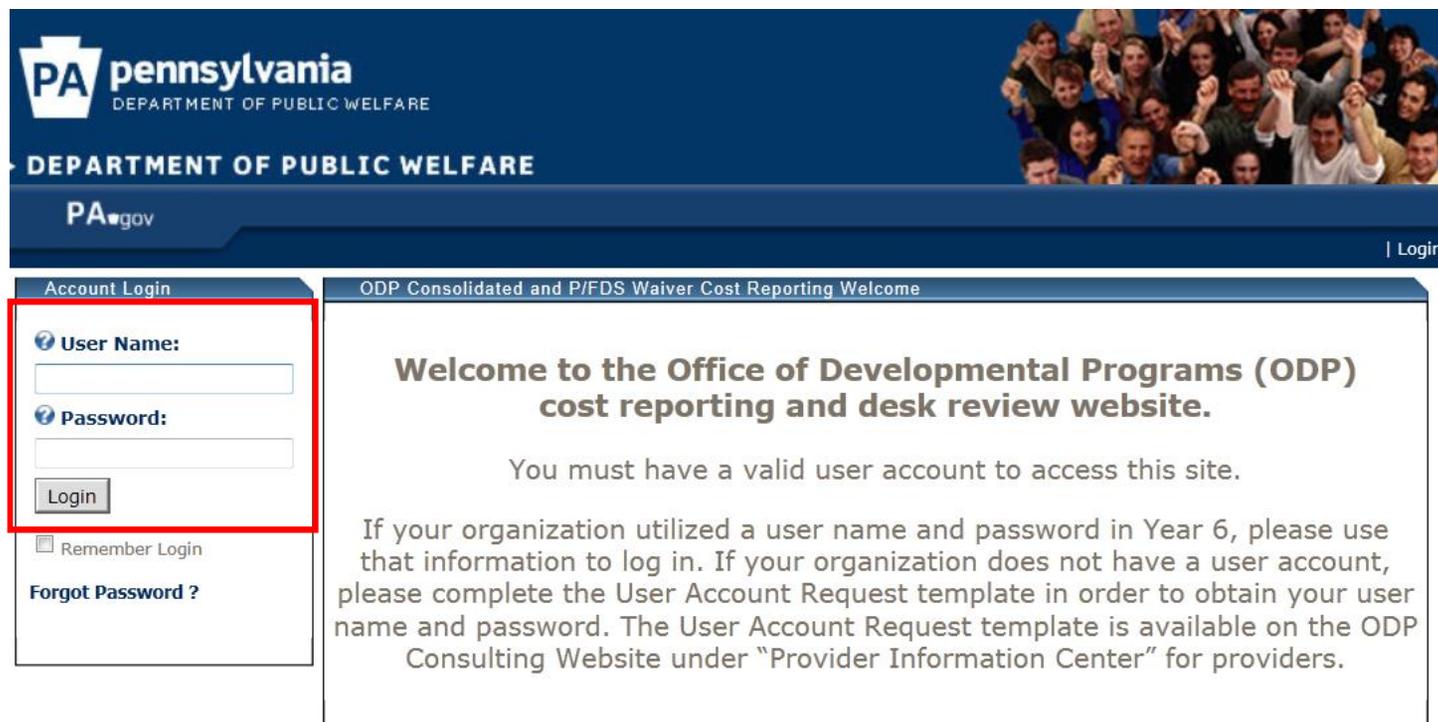
Logging on to the Cost Report Website, cont'd.

- Providers who did not submit a CR in Year 6 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



PA pennsylvania
DEPARTMENT OF PUBLIC WELFARE

DEPARTMENT OF PUBLIC WELFARE

PA.gov | Login

Account Login

User Name:

Password:

Login

Remember Login

[Forgot Password ?](#)

ODP Consolidated and P/FDS Waiver Cost Reporting Welcome

**Welcome to the Office of Developmental Programs (ODP)
cost reporting and desk review website.**

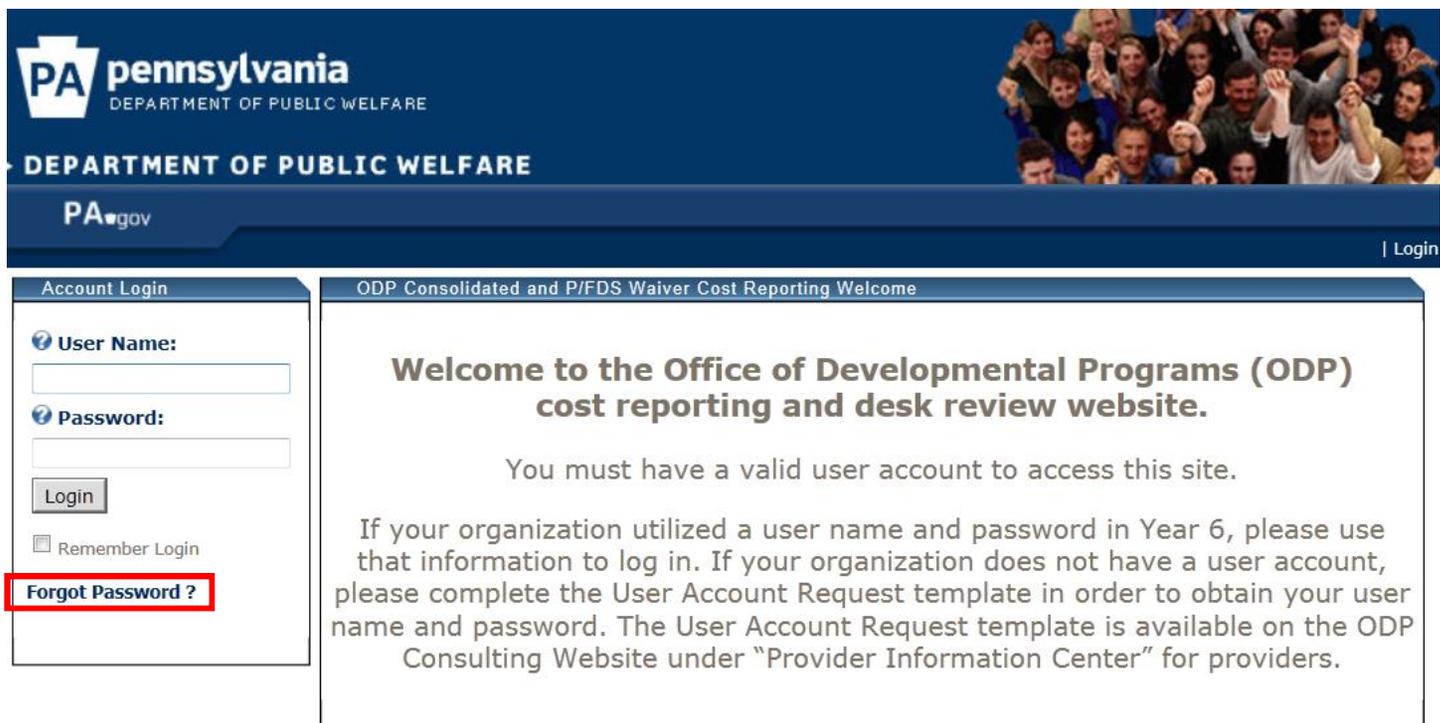
You must have a valid user account to access this site.

If your organization utilized a user name and password in Year 6, 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.

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



Account Login

User Name:

Password:

Login

Remember Login

[Forgot Password ?](#)

ODP Consolidated and P/FDS Waiver Cost Reporting Welcome

**Welcome to the Office of Developmental Programs (ODP)
cost reporting and desk review website.**

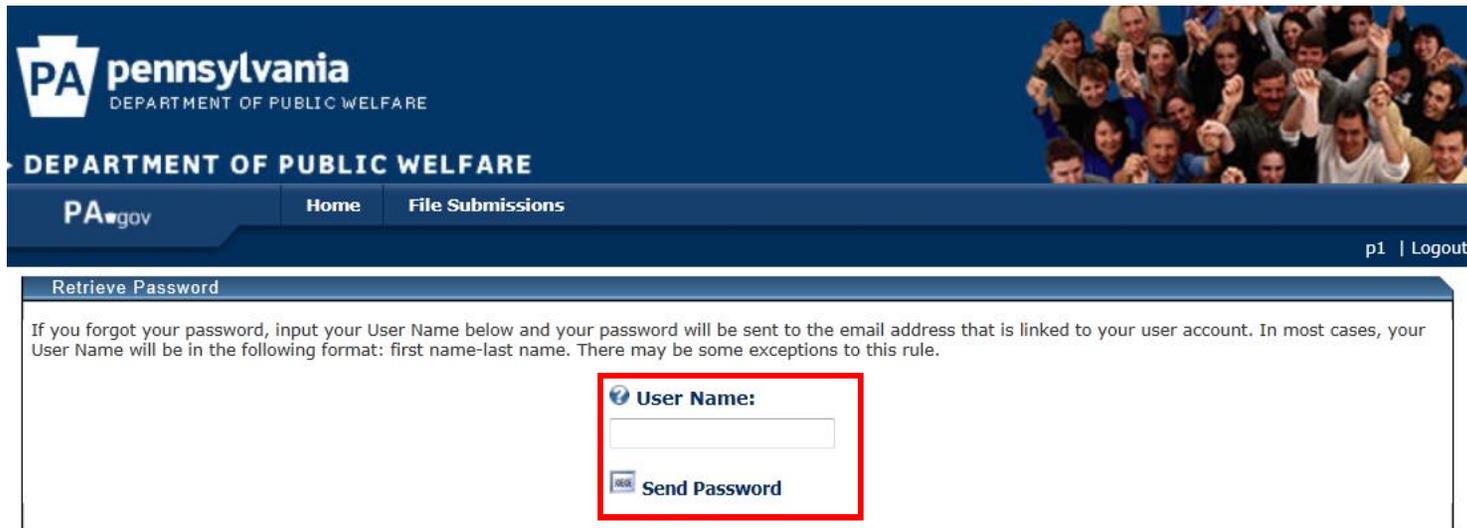
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Cost Report Submission Process

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 top navigation bar of the Pennsylvania Department of Public Welfare website. The header includes the PA logo, the text 'pennsylvania DEPARTMENT OF PUBLIC WELFARE', and a navigation menu with 'Home' and 'File Submissions'. A 'PA.gov' logo is also present. In the top right corner, there is a 'Logout' link. Below the navigation bar is a 'Retrieve Password' form. The form 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.' The form includes a text input field labeled 'User Name:' and a 'Send Password' button. A red rectangular box highlights the 'User Name:' label and the input field.

PA pennsylvania
DEPARTMENT OF PUBLIC WELFARE

PA.gov Home File Submissions

Logout

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.

User Name:

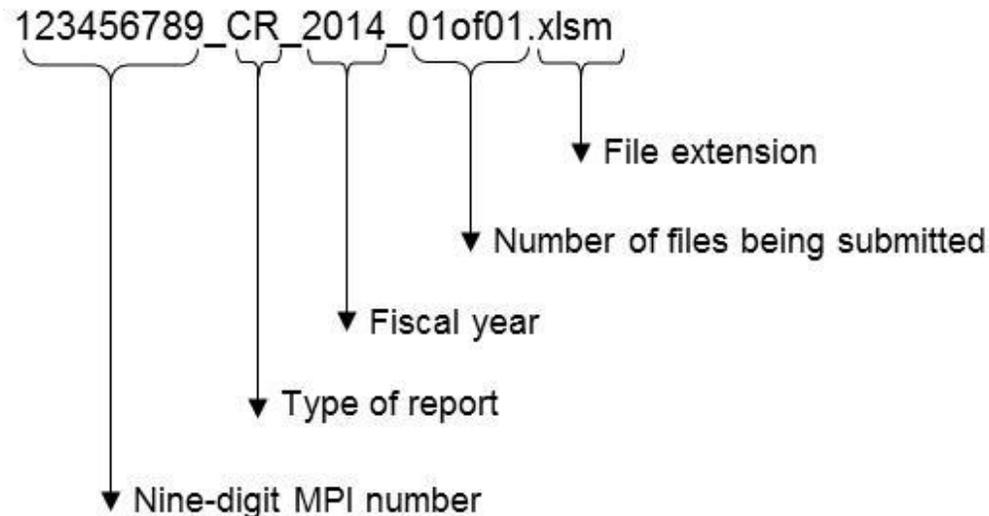
Send Password

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 118-119 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 7:

File name example: 123456789_CR_2014_01of01.xlsm



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:

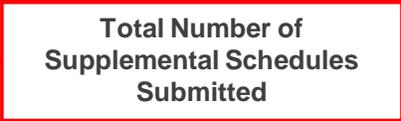
- Supplemental Schedules

- 123456789_SS_2014_01of03.xlsm
 - 123456789_SS_2014_02of03.xlsm
 - 123456789_SS_2014_03of03.xlsm

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_2014_01of03.xlsm

- Supplemental Schedules

- 123456789_SS_2014_02of03.xlsm

- 123456789_SS_2014_03of03.xlsm

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

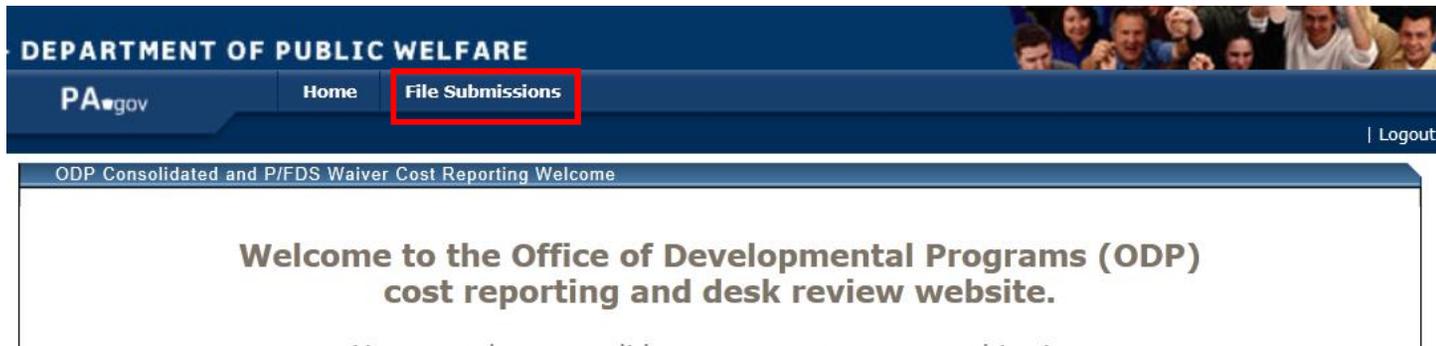
First Supplemental Schedule Submitted should be 01of02

Second Supplemental Schedule Submitted Should be 02of02

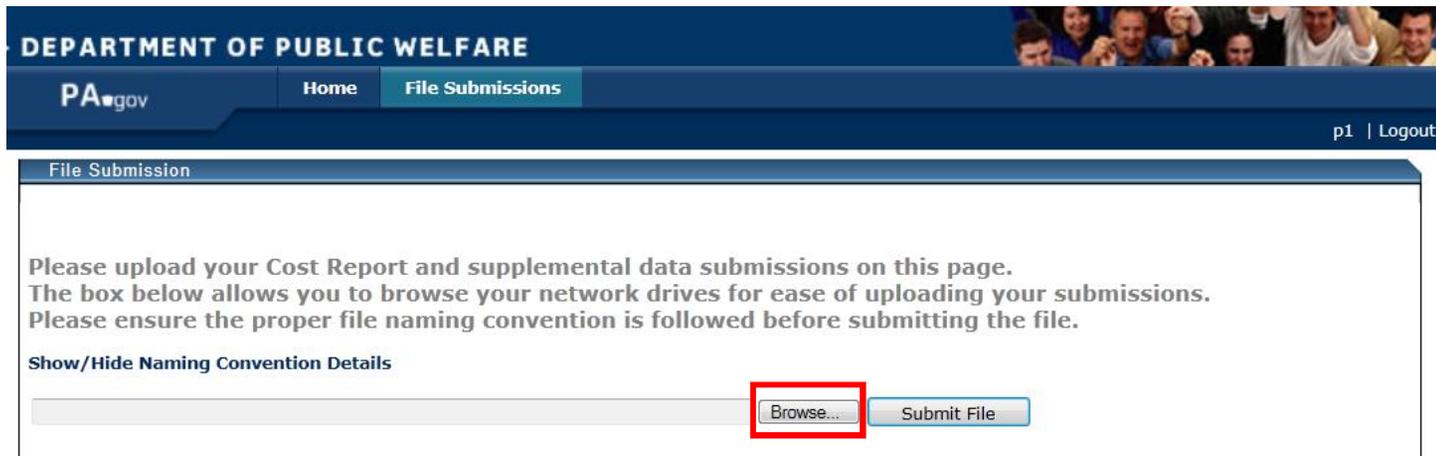
Cost Report Submission Process

Uploading Files, cont'd.

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



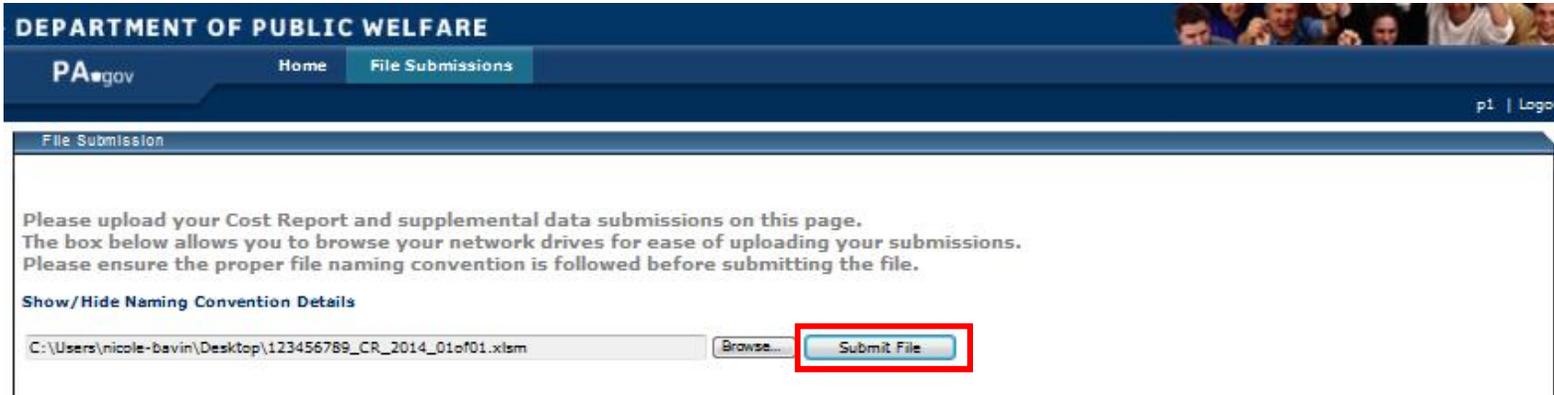
2. Click the Browse button to locate the file to upload from your computer's directory



Cost Report Submission Process

Uploading Files, cont'd.

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



DEPARTMENT OF PUBLIC WELFARE

PA.gov Home File Submissions p1 | Logout

File Submission

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

C:\Users\nicole-bavin\Desktop\123456789_CR_2014_01of01.xlsm Browse... **Submit File**

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



DEPARTMENT OF PUBLIC WELFARE

PA.gov Home File Submissions p1 | Logout

File Submission

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

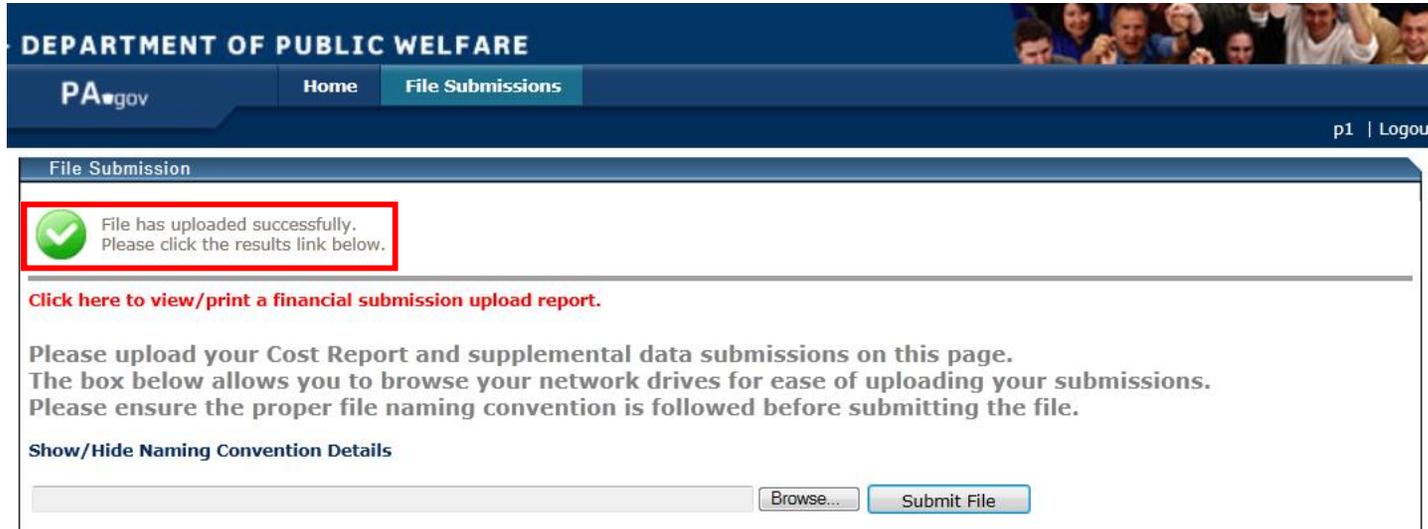
C:\Users\nicole-bavin\Desktop\123456789_CR_2014_01of01.xlsm Browse... Submit File

Please wait.

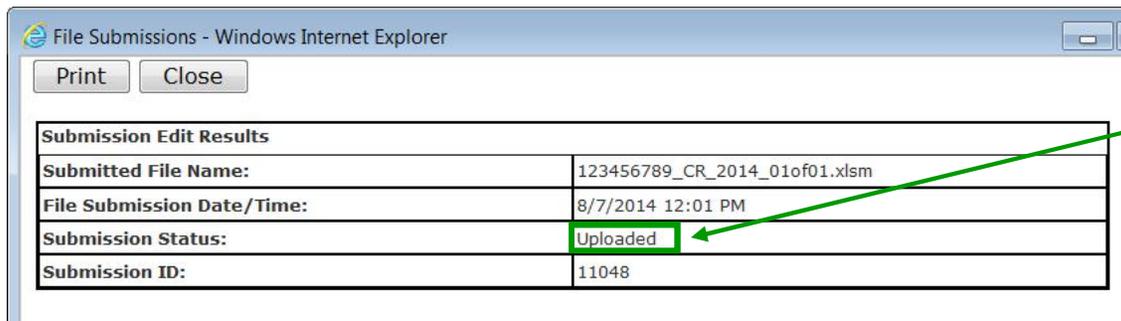
Cost Report Submission Process

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

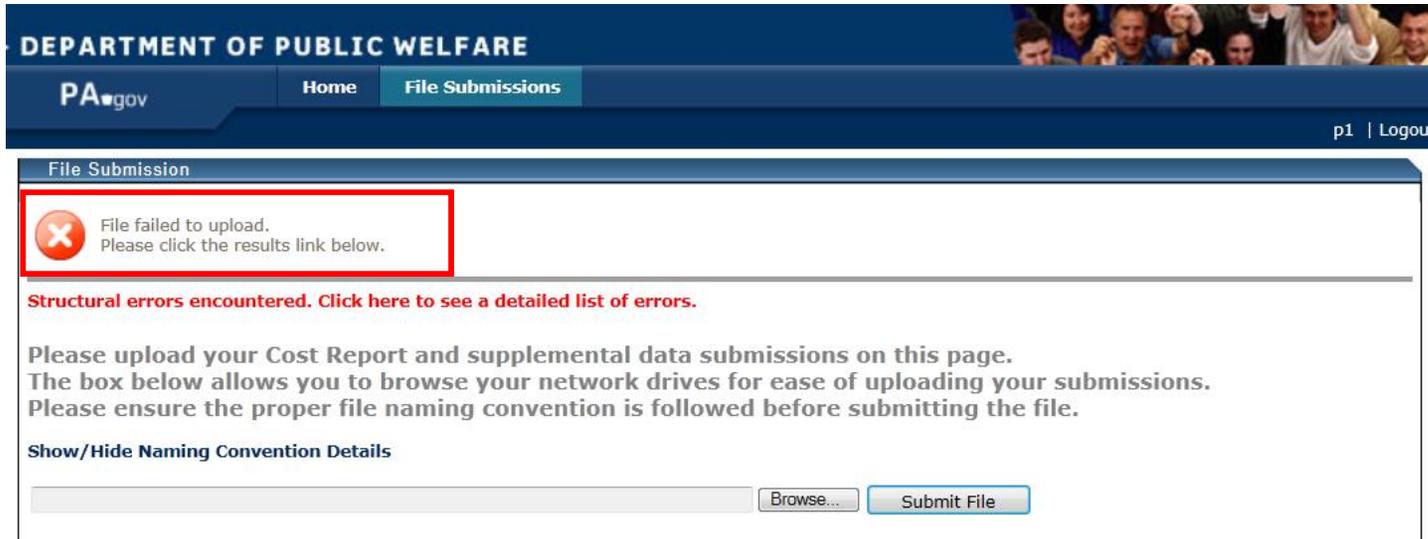


Submission Status: Uploaded

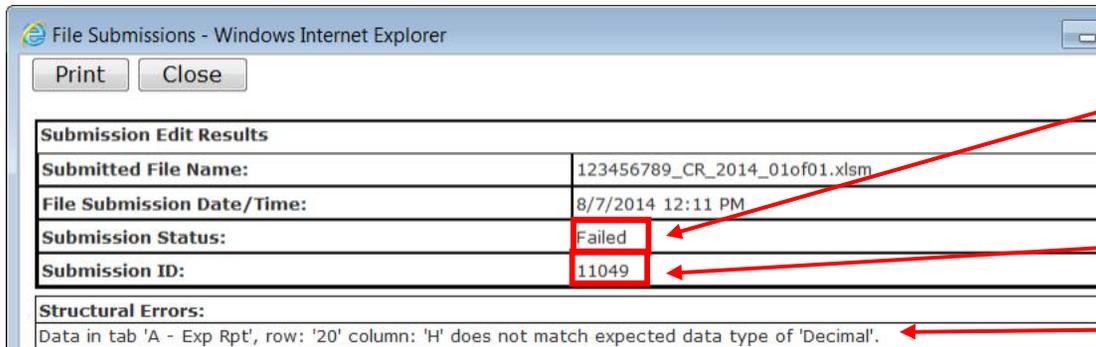
Cost Report Submission Process

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



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., Units Available on Schedule A, Line 19 must be greater than or equal to Units Provided on Line 21)
- 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 File Submissions dashboard. At the top, there is a navigation bar with 'PA.gov', 'Home', and 'File Submissions' (highlighted). Below this is a 'File Submission' section with instructions: '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.' There is a 'Show/Hide Naming Convention Details' link and a file upload area with 'Browse...' and 'Submit File' buttons.

Below the upload area is a 'Dash Board' section, highlighted with a red border. It contains the text: 'The following table summarizes the data submissions that you have uploaded and the current disposition of each file.' Below this text is a table with a search bar and navigation controls. The table has the following data:

| File Type | File Name | Disposition | Submission Date |
|-------------|-------------------------------|--|-------------------|
| Cost Report | 123456789_CR_2014_01of01.xlsm | Passed hard edits, pending desk review | 8/7/2014 12:01 PM |

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 7 file types (i.e., CR and AFS) will initially indicate a disposition of “Desk Review (DR) Pending”
- When each Year 7 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 2015

Submission Deadlines



Submission Deadlines

- Thursday, October 23, 2014
 - Providers must make at least one submission attempt by this date. See page 18 of the CRIs for description of “submission attempt”
- Thursday, October 30, 2014 at 5:00 pm Eastern
 - E-Help Desk closes and will not be available on Thursday evening
- Thursday, October 30, 2014 at 11:59 pm Eastern
 - Final deadline for submitting CRs and Supporting Schedules for Year 7
 - 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-chart@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 30, 2014 at 5:00 pm Eastern
- Providers are encouraged to submit their CRs prior to October 30, 2014 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 30, 2014, providers who have questions must contact their Regional Fiscal staff or the AE assigned to perform the desk review on their CR
 - Year 7 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

Enabling Macros

- It is important that providers have the Excel security options set to enable macros so that functionality within the CR works correctly
 - Refer to Page 116-118 of the CRIs for a step-by-step guide on how to enable macros



Technical Assistance Resources

IT Specifications, cont'd.

- Providers are encouraged to review Section 22 of the CRIs regarding submission of the CR and supplemental materials
 - For Year 7, provider submissions will be accepted using Excel 2007 and 2010 with file extensions of .xlsx or .xlsm. Submissions will no longer be accepted in Excel 2003.

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 “Firefox Free Download” button in the upper right hand corner 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 6 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 2013/2014



Next Steps

- Providers can begin uploading completed submissions when CR website opens in early October
 - An announcement will be issued to providers when the website has been opened
 - CR upload attempt required for all providers by Thursday, October 23, 2014
 - All Year 7 CRs and supplemental schedules must be uploaded to ODP website by 11:59 PM on Thursday, October 30, 2014
 - Note that provider E-help desk closes at 5:00 PM on October 30, 2014
- Desk reviews performed by AEs during November and December

Questions?