

**September 2009**

**Commonwealth of Pennsylvania  
Office of Developmental Programs**

**Provider Cost Report Follow-up  
Training**



## Agenda

- Overview of Cost Report Submission Process
  - Logging on to the Cost Report Website
  - Uploading Files
  - Real-time Edits
  - Desk Review Process
- Cost Report Q&As
  - Posted Q&A Document
  - Clarification Items
- Attachment 1 Supplemental Data Request
  - Purpose
  - Submission Requirements
  - Desk Review Process
- Questions



# Overview of Cost Report Submission Process

## Overview of Cost Report Submission Process

- Year 2 Cost Report (CR) template is located on the ODP Consulting website under the “PIC” (Provider Information Center) menu and under the link “Provider Cost Report Information.”
- Providers must report data in this template file to ensure their CR submissions are not rejected.
  - Cannot add, delete or rename tabs
  - Cannot add or delete cells
- In mid-September, providers will be able to access the CR submission website via [www.odpconsulting.net](http://www.odpconsulting.net). This website allows providers to upload CR submissions and supplemental data files including:
  - Completed CRs (file type = CR)
  - CR Supporting Schedules (file type = SS)
  - Audited Financial Statement (file type = AF)
  - Attachment 1 (file type = A1)
  - Restated Schedule B (file type = RB)

## Overview of 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 questions
- Please refer to the list of edits distributed at the July training sessions and posted on the ODP Consulting website (“ODP Validation Checks for Year 2 CR”) to understand the conditions that must be met for your CR submission to successfully upload.
- The other types of files (SS, AF, A1, RB) 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.

## Overview of Cost Report Submission Process

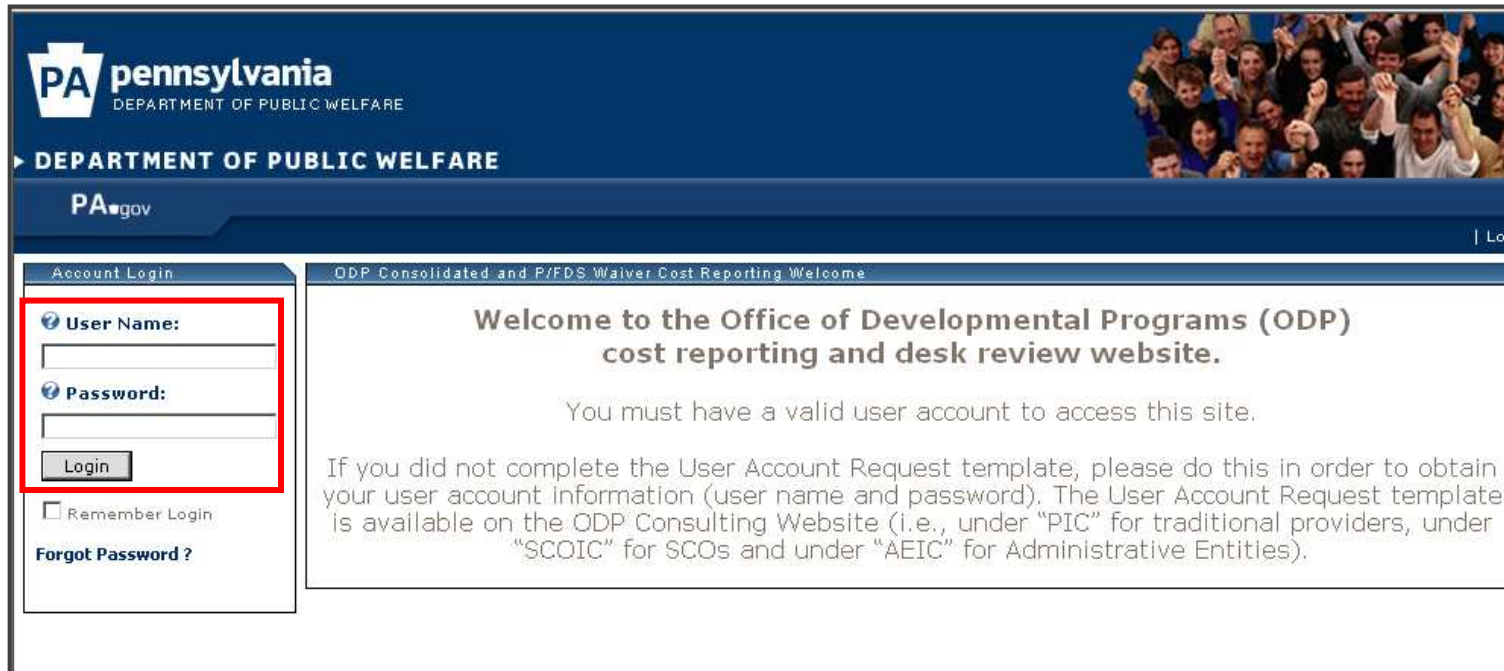
### Logging on to the Cost Report Website

- Providers were asked to complete a user account request in early August. For those who completed the request, you will receive your login information via email in the coming weeks.
- If you have not yet signed up for a user account, please access the user account request form on the ODP Consulting website and send your completed form to the ODP E-help Desk. Please note, only one user account is allowed per primary MPI.

## Overview of Cost Report Submission Process

### Logging on to the Cost Report Website

- Enter your user name and password in the left side of the login screen (shown below). Click the Login button.



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 you did not complete the User Account Request template, please do this in order to obtain your user account information (user name and password). The User Account Request template is available on the ODP Consulting Website (i.e., under "PIC" for traditional providers, under "SCOIC" for SCOs and under "AEIC" for Administrative Entities).

## Overview of Cost Report Submission Process

### Logging on to the Cost Report Website

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



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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 you did not complete the User Account Request template, please do this in order to obtain your user account information (user name and password). The User Account Request template is available on the ODP Consulting Website (i.e., under "PIC" for traditional providers, under "SCOIC" for SCOs and under "AEIC" for Administrative Entities).

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



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Retrieve Password

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

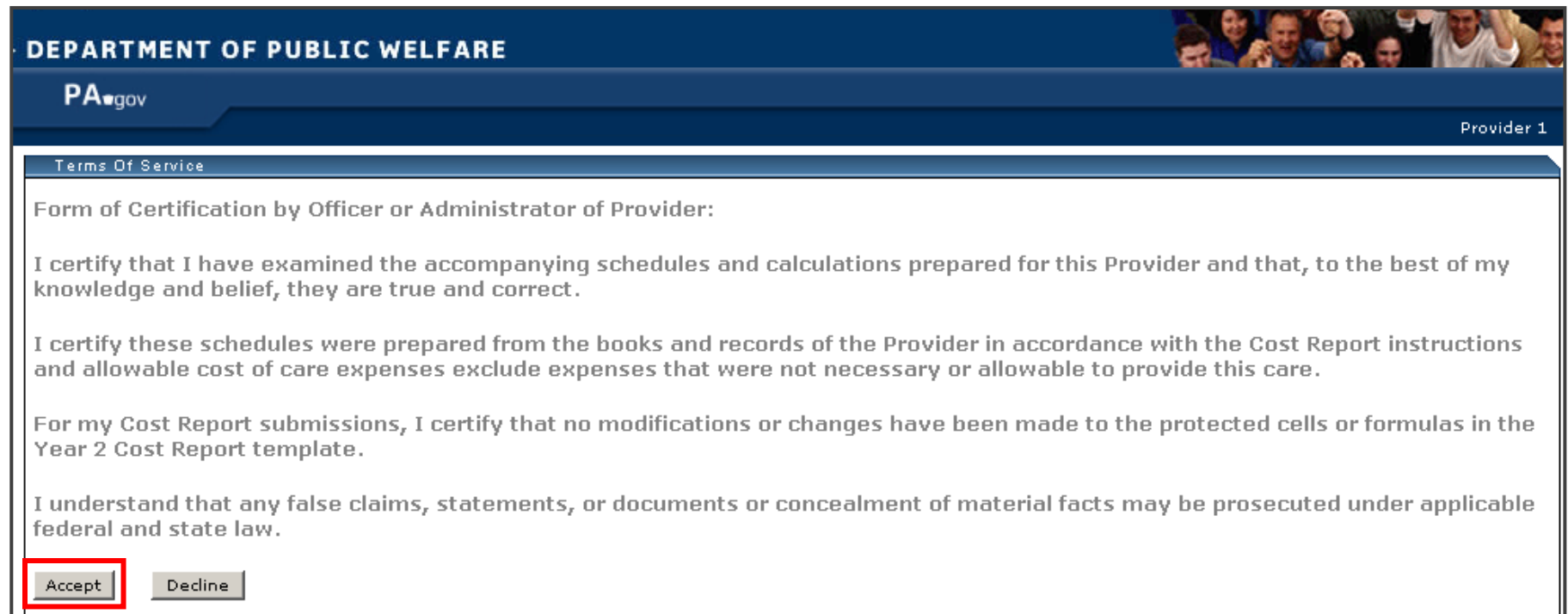
User Name:  
Send Password



## Overview of Cost Report Submission Process

### Logging on to the Cost Report Website

- After logging in, you will be asked to read and accept the “Terms of Service” of the website.
- You must “Accept” the Terms of Service in order to proceed to the website.



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Provider 1

Terms Of Service

Form of Certification by Officer or Administrator of Provider:

I certify that I have examined the accompanying schedules and calculations prepared for this Provider and that, to the best of my knowledge and belief, they are true and correct.

I certify these schedules were prepared from the books and records of the Provider in accordance with the Cost Report instructions and allowable cost of care expenses exclude expenses that were not necessary or allowable to provide this care.

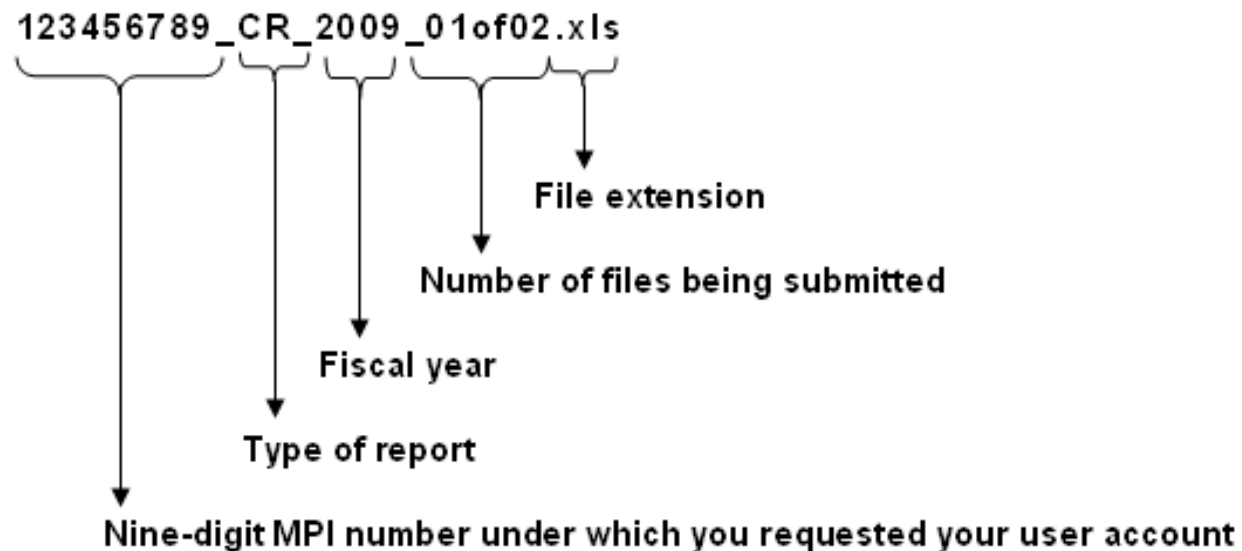
For my Cost Report submissions, I certify that no modifications or changes have been made to the protected cells or formulas in the Year 2 Cost Report template.

I understand that any false claims, statements, or documents or concealment of material facts may be prosecuted under applicable federal and state law.

## Overview of 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 90 of the CR Instructions.
- 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:



## Overview of Cost Report Submission Process

### Uploading Files

#### *Considerations for Users with Excel 2007*

- Excel Version Errors
  - There have been interaction issues between Excel 2003 and Excel 2007. ODP recommends working in Excel 2003 the entire time, if possible.
  - If the provider only has access to Excel 2007, ODP recommends the provider work in Excel 2007 the entire time and not switch back and forth between Excel 2003 and 2007.
- 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 88-89 of the CR instructions for a step-by-step guide on how to enable macros.

## Overview of Cost Report Submission Process

### Uploading Files

#### *Considerations for Users with Excel 2007*

- File Extension Requirements
  - The ODP website will not accept Excel files with a file extension of “.xlsm” or “.xlsx”. Therefore, providers need to convert Excel 2007 files to “.xls” format.
  - The following steps must be performed in order to save the file in the correct Excel format (i.e., “.xls”).
    - 1) After downloading the CR template from the ODP Consulting website, open the CR file
    - 2) Click on the ‘Office’ button located in the top left of the screen
    - 3) Click on 'Save As'
    - 4) Click on 'Excel 97-2003 Workbook'
    - 5) Type in the name you would like the file saved as (e.g., XXXXXXXXXX\_CR\_2009\_01of01 where 'XXXXXXXXXX' is your MPI number)
    - 6) Click on ‘Save’

## Overview of Cost Report Submission Process

### Uploading Files

#### *Considerations for Users with Excel 2007*

- File Transfers
  - The size of the Excel CR file expands greatly for users that have Excel 2007.
  - The amount of time that is required to download the CR template and upload completed CRs can vary greatly depending on the mode of internet access that you have.
  - Please be patient when you download the template and when you upload completed CRs.
  - If you are submitting several CRs, are experiencing excessive upload times and would like to discuss an alternate method for delivering your CRs, please submit an e-mail to the ODP E-help Desk at [odpcostreporhelp@mercer.com](mailto:odpcostreporhelp@mercer.com).

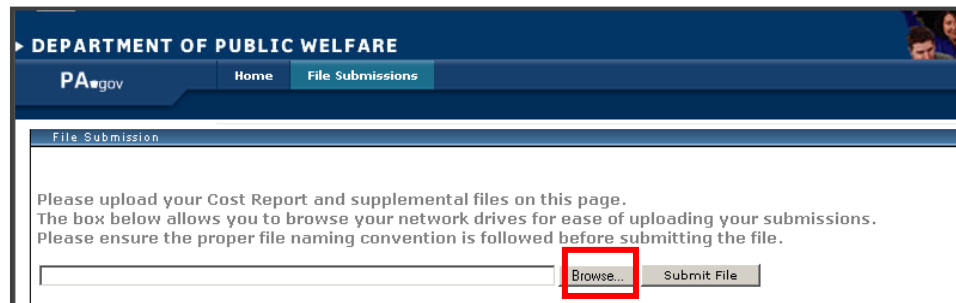
# Overview of Cost Report Submission Process

## Uploading Files

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



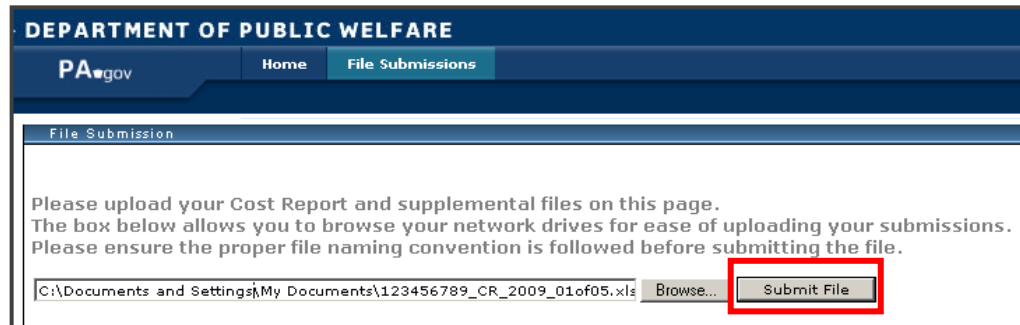
2. Click the Browse button to locate the file to upload from your computer's directory.



# Overview of Cost Report Submission Process

## Uploading Files

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



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



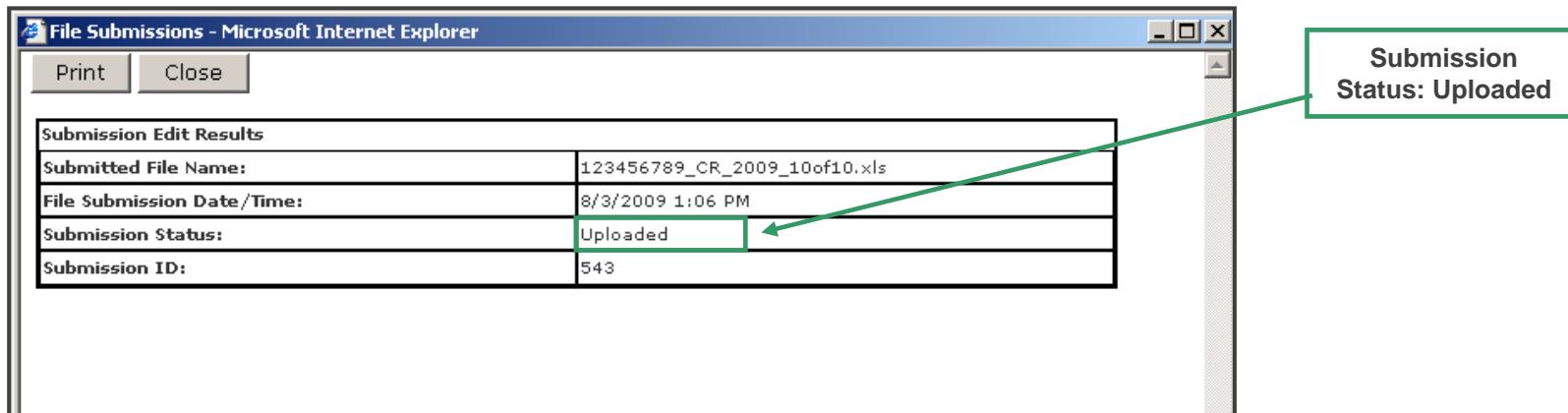
# Overview of Cost Report Submission Process

## 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.

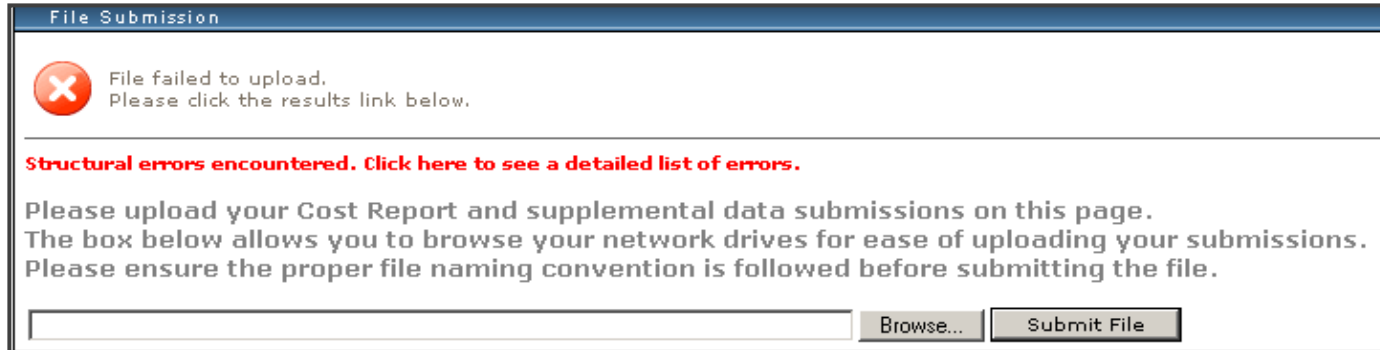




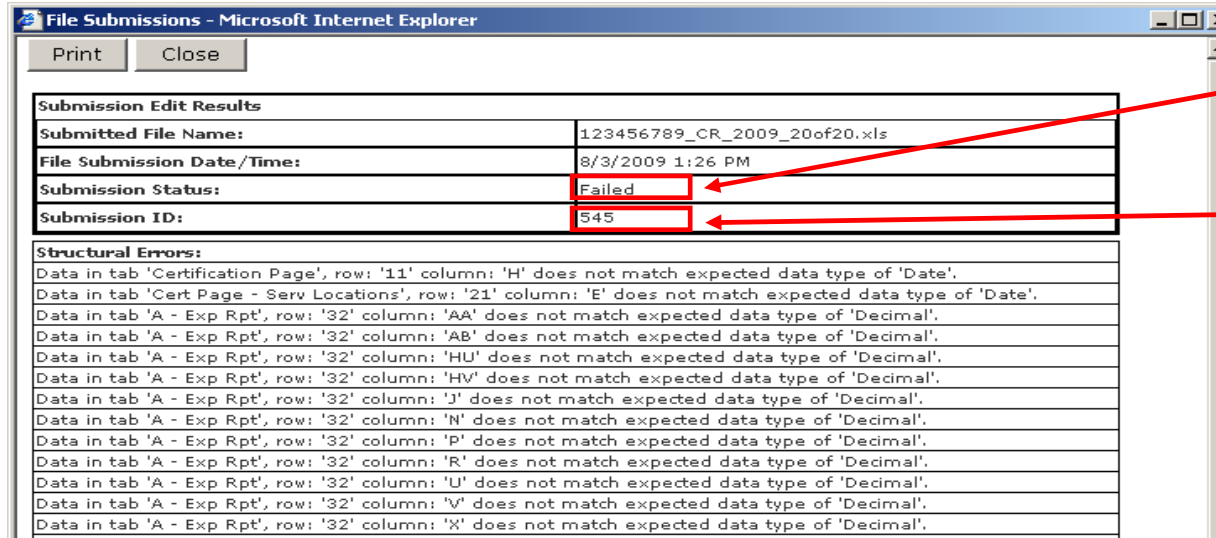
# Overview of Cost Report Submission Process

## 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 an edit report:



Submission Status: Failed

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

## Overview of Cost Report Submission Process

### Real-time Edits

#### *Background*

- There are two kinds of edits that may be present in a failed submission:
  - Structural: File name, tabs and/or data do not meet formatting requirements
  - Critical: Cell value does not follow CR guidelines
- First, the website reviews files for Structural edits. Once these have passed, the website moves on to Critical edits.

# Overview of Cost Report Submission Process

## Real-time Edits

### Background

- Structural edit messages provide Excel Spreadsheet (e.g., E15) coordinates
- Critical edit messages provide both Excel Spreadsheet (e.g., E15) and CR Schedule (e.g., A1) coordinates.

	B	C	D	E	F	G	H	I
7				<b>SCHEDULE A - EXPENSE REPORT</b>				
8								
9								
10			Column Reference:	A	B	C	D	E
11								
12								
13								
14								
15	1	Program Direct Care Staff Salary/Wages (Schedule D)		Total Provider Expenses	Excluded Service Locations and Other LOB Expenses	Base Expenses	Fee Schedule and Outcome-based Service Expenses	Excluded Non-Allowable Waiver Expenses
16	2	Program Direct Care Staff ERE (Schedule D)						

## Overview of Cost Report Submission Process

### Real-time Edits

#### *Structural Edits*

- MPI Number in the file name must match the MPI number under which your user account was established or the Cost Report will be rejected:

**Structural Errors:**

Based on your login information, you are not authorized to submit files for MPI='111111111' as indicated in the file name.

- If a file does not follow the file naming conventions, it will be rejected immediately. The error message will indicate the improper name used:

**Structural Errors:**

Filename '123456789\_CR\_2009' does not conform to file naming conventions. Please refer to the Cost Report instructions.

- Tab names cannot be changed, and tabs cannot be added or deleted, as these items will cause the CR to be rejected:

**Structural Errors:**

Tab name 'dfa' in the submitted Cost Report was not found in the list of valid tab names. The tab names in the Cost Report V5.0 template cannot be changed.

## Overview of Cost Report Submission Process

### Real-time Edits

#### *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 where the error is present.

# Overview of Cost Report Submission Process

## Real-time Edits

### Structural Edits Example

Data in tab: 'A - Exp Rpt', row: '16' column: 'F' does not match expected data type of 'Decimal'.



	B	C	D	E	F	G
7				SCHEDULE A – EXPENSE REPORT		
8						
9						
10	Column Reference:			A	B	C
11				For these column service location		
12						
13						
14	<b>EXPENSES BY CATEGORY</b>			<b>Total Provider Expenses</b>	<b>Excluded Service Locations and Other LOB Expenses</b>	<b>Base Expenses</b>
15	1	Program Direct Care Staff Salary/Wages (Schedule D)		\$ 35,000	\$ 1,700	\$ 1,450
16	2	Program Direct Care Staff ERE (Schedule D)		\$ 30,000	N/A	\$ 1,050
17	3	Other Program Staff Salary/Wages (Schedule D-1)		\$ 6,000	\$ 1,400	\$ 1,200
18	4	Other Program Staff ERE (Schedule D-1)		\$ 4,500	\$ 650	\$ 500
19	5	Contracted Staff (Schedule D-2)		\$ 5,500	\$ 800	\$ 900
20	6	Administrative Staff Salary/Wages (Schedule D-3)		\$ 2,000	\$ 500	\$ 600

## Overview of Cost Report Submission Process

### Real-time Edits

#### *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 Dollars on Schedule A, Column A, Line 25)
  - 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 message has two parts:
  - The first provides the Excel coordinates of the cell and the value in the spreadsheet that is in error
  - The second gives a description of the column and line number on the CR schedule, as described in the CR Instructions

# Overview of Cost Report Submission Process

## Real-time Edits

### Critical Edits Example

Tab Name

Excel Coordinates

Error Value

Tab (Cert Page - Serv Locations), Cell(B17) has an incorrect value(blank) <===  
 MPI Number must be populated: Line 2

Error Description

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

	A	B	C	D	E	
	MPI Number	Service Location Code	County of Service Location Code	Begin Date of Service	End Date of Service	Resident Program
1	123456789	0001	Bucks	07/01/2008	06/30/2009	
2		0002	Bucks	07/01/2008	06/30/2009	
3						
4						
5						
6						



## Overview of Cost Report Submission Process

### Real-time Edits

#### *Hidden Cells*

- Schedule A – Expense Report uses hidden cells to determine whether the schedule balances correctly.
- There are two Excel Spreadsheet columns with hidden cells:
  - Column HU – determines whether Column F (Eligible and Ineligible Expenses for Waiver Participants) is equal to the sum of the service Waiver Expenses in Columns G+
  - Column HV – determines whether Column A (Total Provider Expenses) is equal to the sum of Columns B through F

## Overview of Cost Report Submission Process

### Real-time Edits

#### *Hidden Cells*

- There is a tolerance of \$25 to allow for rounding issues.
- In the Critical Edit message, the Excel spreadsheet coordinates will indicate the error is in a hidden cell.
- In order to correct these errors, the second part of the edit message explains which CR schedule columns and line numbers are not balancing.
- The provider must adjust these cell values to make the sheet balance.

# Overview of Cost Report Submission Process

## Real-time Edits

### Hidden Cells Example

Tab Name

Absolute Value of Difference

Tab(A - Exp Rpt), Cell(HV15) has an incorrect value(410,000) <===

Column A must equal sum Columns B through F: Line 1

Columns Not Balancing

Error Line

	B	C	D	E	F	G	H	I	J
9									
10	Column Reference:			A	B	C	D	E	F
11				For these columns, expenses must be specific to the service location codes included on this Cost Report.					
12									
13				Total Provider Expenses	Excluded Service Locations and Other LOB Expenses	Base Expenses	Fee Schedule and Outcome-based Service Expenses	Excluded Non-Allowable Waiver Expenses	Eligible and Ineligible Expenses for Waiver Participants
14	<b>EXPENSES BY CATEGORY</b>								
15	1	Program Direct Care Staff Salary/Wages (Schedule D)		\$ 500,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
16	2	Program Direct Care Staff ERE (Schedule D)		\$ 40,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
17	3	Other Program Staff Salary/Wages (Schedule D-1)		\$ 120,000	\$ 15,000	\$ 10,000	\$ 50,000	\$ 15,000	\$ 30,000
18	4	Other Program Staff ERE (Schedule D-1)		\$ 50,000	\$ 10,000	\$ 12,000	\$ 8,000	\$ 8,000	\$ 12,000
19	5	Contracted Staff (Schedule D-2)		\$ 65,000	\$ 5,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 20,000
20	6	Administrative Staff Salary/Wages (Schedule D-3)		\$ 50,000	\$ 5,000	\$ 7,000	\$ 8,000	\$ 15,000	\$ 15,000
21	7	Administrative Staff ERE (Schedule D-3)		\$ 50,000	\$ 6,000	\$ 8,000	\$ 4,000	\$ 18,000	\$ 14,000

- This message indicates that on Schedule A - Exp Rpt, Column A does not equal the sum of Columns B through F in Line 1. The absolute value of the difference is \$410,000 but should be \$0. The provider must determine which cell values need to be adjusted.

# Overview of Cost Report Submission Process

## Real-time Edits

- **Example Error Message:**

<b>Critical Errors:</b> Tab(Certification Page), Cell(T12) has an incorrect value(blank) <=== Primary Contact Email Address must be populated - Line 3b
--

- **Message Interpretation:** Certification Page, Primary Contact Email Address is blank. This line item is a required field and must be populated in order to pass the real-time edits.

- **CR:**

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
4																				
5	FINANCIAL AND STATISTICAL COST REPORT FOR PROVIDERS OF CONSOLIDATED & P/FDS WAIVER SERVICES																			
6	CERTIFICATION PAGE																			
7																				
8	Provider Name:		ABC Provider																	
9	Address:		123 West First Street																	
10	City:		Philadelphia				State:		PA				ZIP:		12345					
11	Period of Report:		From: 07/01/2008				To:		06/30/2009											
12	Officer or Administrator Name:		Mary Officer																	
13	Primary Contact Person Regarding Questions about Cost Report:		Bob Primary																	
14	Secondary Contact Person Regarding Questions about Cost Report:		Erin Secondary																	
15																				
16																				
17																				
18	Accounting Basis:		Modified Cash																	
19																				
20	Years in Business:		10.00																	
◀ ▶ ⏪ ⏩ Certification Page / Cert Page - Serv Locations / Cert Page - Service Selection / A - Exp Rpt / B - Income Stmt / C - Intentionally Blai																				

# Overview of Cost Report Submission Process

## Real-time Edits

- **Example Error Message:**

**Critical Errors:**  
 Tab(Certification Page), Cell(J29) has an incorrect value(10) or Tab(Certification Page), Cell(P29) has an incorrect value (20) <=== Total number of Service Locations (Line 11c1) must be greater than or equal to number reported on this Cost Report (Line 11d1)

- **Message Interpretation:** Certification Page, the value of Line 11c1 or Line 11d1 must change such that total number of unique service location codes for the provider’s Waiver program in total on Line 11c1 is greater than or equal to number of unique service location codes for this particular CR on Line 11d1.

- **CR:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
18		7	Accounting Basis:		Modified Cash														
20		8	Years in Business:		10.00														
22		9	Does Provider have an independent audit?		No For year ending: _____														
24		10	Has an electronic copy of the latest independent audit been submitted to the ODP Website?		No														
26		11	11a: Does this Cost Report contain expenses for multiple MPIs?		No														
28			11b: List each MPI number for which data is reported in a Cost Report.		11c: For each MPI in 11b, list the total number of unique service location codes.		11d: For each MPI in 11b, list the number of unique service location codes reported on this Cost Report.												
29			b1:	123456789	c1:	10	d1:	20											
30			b2:	_____	c2:	_____	d2:	_____											
31			b3:	_____	c3:	_____	d3:	_____											

# Overview of Cost Report Submission Process

## Real-time Edits

- Example Error Message:**

<b>Critical Errors:</b>
Tab(A - Exp Rpt), Cell(K30) has an incorrect value(0) <=== Line 16 must be greater than 0 for Eligible Procedure Codes: Column G
Tab(A - Exp Rpt), Cell(K40) has an incorrect value(0) <=== Unit Cost (Line 18 / Line 21) must be greater than zero: Column G

- Message Interpretation:** A — Exp Rpt, Lines 16 and 18 must be greater than 0 for the Eligible procedure code selected in Column G. If the provider does not have expenses for this procedure code associated with any service location codes for the particular CR, unselect the procedure code on the Service Selection tab and push the macro button. Otherwise, enter applicable dollars.

- CR:**

B	C	D	K
10		<b>Column Reference:</b>	<b>G</b>
11			Unlicensed Home and Community Habilitation
12			<b>W7057</b>
13			Basic Staff Support
14			15 minutes
14	<b>EXPENSES BY CATEGORY</b>		
15	1	Program Direct Care Staff Salary/Wages (Schedule D)	\$
16	2	Program Direct Care Staff ERE (Schedule D)	\$
17	3	Other Program Staff Salary/Wages (Schedule D-1)	\$
18	4	Other Program Staff ERE (Schedule D-1)	\$
19	5	Contracted Staff (Schedule D-2)	\$
20	6	Administrative Staff Salary/Wages (Schedule D-3)	\$
21	7	Administrative Staff ERE (Schedule D-3)	\$
22	8	Program Supplies (Schedule F)	\$
23	9	Other Vehicle Expense (Schedule E-1)	\$
24	10	Other Program Expense (Schedule F)	\$
25	11	Transportation - Participant Motor Vehicle (Schedule E-1)	\$
26	12	Transportation - Participant (Schedule I)	\$
27	13	Other Occupancy Expense (Schedule F-1)	\$
28	14	Depreciation - Buildings (Schedule E)	\$
29	15	Depreciation - Fixed Assets/Equipment (Schedule E-2)	\$
30	16	<b>TOTAL EXPENSES (EXCLUDING RESIDENTIAL OCCUPANCY)</b>	\$ - \$
31	17	<b>CONTRIBUTIONS/REVENUE (EXPENSE OFFSET) (s.d)</b>	\$ - \$
32	18	<b>EXPENSES, NET OF CONTRIBUTIONS/REVENUE</b>	\$ - \$
36	<b>CAPACITY / UNITS OF SERVICE</b>		
37	19	Number of Units of Service (Licensed or Staffed) Available	135,000
38	20	Type of Unit (15 Min., Daily, etc.)	15 minutes
39	21	Total Number of Units of Service Provided	125,000
40	22	Cost Per Unit of Service Provided (Line 18 / Line 21)	\$ - \$

# Overview of Cost Report Submission Process

## Real-time Edits

- Example Error Message:

Critical Errors:	
Tab(A - Exp Rpt), Cell(HU15) has an incorrect value(25000) <=== Waiver expenses in Column F must be equal to the sum of the expenses in Columns G+: Line 1	
Tab(A - Exp Rpt), Cell(HU30) has an incorrect value(25000) <=== Waiver expenses in Column F must be equal to the sum of the expenses in Columns G+: Line 16	

- Message Interpretation:** Tab A — Exp Rpt, Column F, Line 1 does not equal the sum of Columns G+. This error also appears for automatically populated Line 16, which is based on Line 1. The provider must decide which cell(s) on Line 1 need to be adjusted for the sheet to balance.

- CR:

	B	C	D	J	K	L	M
6				<b>SCHEDULE A – EXPENSE REPORT</b>			
7							
8							
9							
10			Column Reference:	F	G	H	I
11				Specific to the Cost Report.	Unlicensed Home and Community Habilitation  W7057	Unlicensed Home and Community Habilitation  W7058	Unlicensed Home and Community Habilitation  W7059
12					Basic Staff Support 15 minutes	Staff Support Level 1 15 minutes	Staff Support Level 2 15 minutes
13			<b>EXPENSES BY CATEGORY</b>	<b>Eligible and Ineligible Expenses for Waiver Participants</b>			
14							
15	1	Program Direct Care Staff Salary/Wages (Schedule D)		\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
16	2	Program Direct Care Staff ERE (Schedule D)		\$ 20,000	\$ 6,250	\$ 6,875	\$ 6,875
17	3	Other Program Staff Salary/Wages (Schedule D-1)		\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000
18	4	Other Program Staff ERE (Schedule D-1)		\$ 12,000	\$ 4,000	\$ 4,000	\$ 4,000
19	5	Contracted Staff (Schedule D-2)		\$ 20,000	\$ 4,000	\$ 8,000	\$ 8,000
20	6	Administrative Staff Salary/Wages (Schedule D-3)		\$ 12,000	\$ 3,500	\$ 4,250	\$ 4,250
21	7	Administrative Staff ERE (Schedule D-3)		\$ 20,000	\$ 4,000	\$ 8,000	\$ 8,000
22	8	Program Supplies (Schedule F)		\$ 30,000	\$ 7,000	\$ 11,500	\$ 11,500
23	9	Other Vehicle Expense (Schedule E-1)		\$ 1,500	\$ 500	\$ 500	\$ 500
24	10	Other Program Expense (Schedule F)		\$ 12,000	\$ 3,750	\$ 4,125	\$ 4,125
25	11	Transportation - Participant Motor Vehicle (Schedule E-1)		\$ 2,000	\$ 500	\$ 750	\$ 750
26	12	Transportation - Participant (Schedule I)		\$ 12,000	\$ 3,250	\$ 4,375	\$ 4,375
27	13	Other Occupancy Expense (Schedule F-1)		\$ 20,000	\$ 6,000	\$ 7,000	\$ 7,000
28	14	Depreciation - Buildings (Schedule E)		\$ 7,000	\$ 1,250	\$ 2,875	\$ 2,875
29	15	Depreciation - Fixed Assets/Equipment (Schedule E-2)		\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000
30	16	<b>TOTAL EXPENSES (EXCLUDING RESIDENTIAL OCCUPANCY)</b>		<b>\$ 254,500</b>	<b>\$ 81,000</b>	<b>\$ 93,250</b>	<b>\$ 99,250</b>





# Overview of Cost Report Submission Process

## Real-time Edits

- **Example Error Message:**

**Critical Errors:**  
 Tab(G - Related Party), Cell(J20) has an incorrect value(0) <=== If Line 1a is Yes, Table 1b must be completed

- **Message Interpretation:** G — Related Party, if the answer to Line 1a is “Yes”, then Table 1b must be completed with a dollar amount greater than zero.

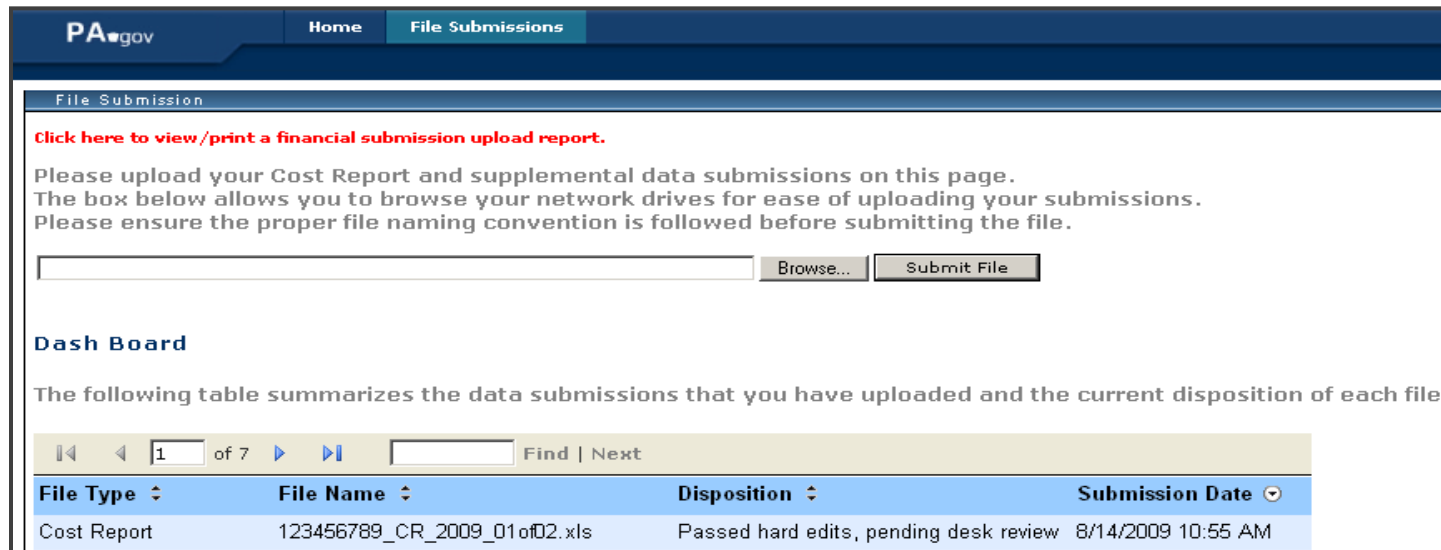
- **CR:**

	A	B	C	D	E	F	G	H	I	J	K
8	<b>SCHEDULE G – RELATED PARTY TRANSACTIONS</b>										
9											
10											
11	1a. Is any property being leased from a party "related to provider" using the definitions in the Cost Report instructions?							<input type="text" value="Yes"/>			
12	1b. If answer to 1a. is yes, provide lessor's costs in the table below.										
13											
14	<b>SCHEDULE OF LESSOR'S EXPENSES:</b>										
15	Depreciation on property:										-
16	Property taxes:										-
17	Mortgage interest on property:										-
18	Insurance:										-
19	Other (please provide detail on the Comments Page):										-
20	<b>TOTAL</b>										<b>\$ -</b>

## Overview of Cost Report Submission Process

### Real-time Edits - Dashboard

- After successfully uploading your 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 page. At the top, there are navigation tabs for Home and File Submissions. Below the navigation, there is a section for file submission with a text box and buttons for 'Browse...' and 'Submit File'. Below this is a 'Dash Board' section with a table summarizing uploaded files.

**File Submission**

[Click here to view/print a financial submission upload report.](#)

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.

**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_2009_01of02.xls	Passed hard edits, pending desk review	8/14/2009 10:55 AM

## Overview of Cost Report Submission Process

### Desk Review Process

- The “Disposition” column on the Dashboard shows the status of the file.
- With the exception of Supporting Schedules, all other file types (i.e., CR, Attachment 1, Audited Financial Statements and Restated Schedule Bs) will initially indicate a disposition of “Desk Review (DR) Pending”.
- When each DR has been completed, the AE will update each file disposition as “Passed” or “Failed”.
- For CR submissions that fail the DR, Administrative Entities (AEs) will contact the provider and request a resubmission to fix errors.
- Providers will receive final CR Approval or Rejection letters from ODP.
- Please note, all CRs submitted by a provider must pass the DR process in order for any of them to be used in rate setting.

## Overview of Cost Report Submission Process

### Submission Deadlines

- October 9, 2009
  - Providers need to make at least one submission attempt by this date.
  - ODP will run a status report to check which providers have not made an initial submission.
- October 16, 2009
  - Final deadline for submitting CRs and Supporting Schedules for Year 2.
  - All CRs successfully uploaded by this date will be moved to the DR phase.
- November 20, 2009
  - Upon receiving DR feedback, providers must resubmit all CRs that failed the DR by November 20, 2009.

## Overview of Cost Report Submission Process

### E-help Desk

- The ODP E-help Desk resource will be available for provider questions until October 16, 2009.
- Questions can be sent via email to: [odpcostreporthehelp@mercer.com](mailto:odpcostreporthehelp@mercer.com).
- 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, the provider should also include the Submission ID number of the failed submission.
- After October 16, 2009, providers who have questions must contact the AE assigned to perform the DR on their CR.
  - AE DR assignments will be communicated to the providers in the coming weeks.



# Cost Report Q&As



## Cost Report Q&As

### Posted Q&A Document

- ODP has published the CR Q&A document on the ODP Consulting website under the PIC menu.
  - Contains CR questions submitted at the July training sessions
  - Contains various CR questions that have been submitted to the ODP E-help Desk since the CR training sessions
  - Any non-CR questions (e.g., rate setting, billing) submitted at the July training sessions or submitted to the Help Desk are being answered separately via the ODP ra-ratesetting mailbox

## Cost Report Q&As

### Clarification Items

- The CR Instructions are the guidelines to be followed when completing the CR. Please refer to the Bulletin regarding the rescission of parts B, N and P of the 6000s (Volume 39, #26 at <http://www.pabulletin.com/secure/data/vol39/index.html>)
- Accrued PTO
  - Refer to Questions 47 and 87 in Q&A document
- Waiver Fund Balance
  - Refer to Question 63 and 64 in Q&A document
- CEO Compensation Grid
  - Applies to the CEO or CEO equivalent
  - Refer to Questions 76, 77 and 128 in Q&A document
  - Refer to CR Addendum dated August 31, 2009





## Cost Report Q&As

### Clarification Items

- Donated Vehicles
  - Refer to Question 90 in Q&A document
  - Unrestricted donated vehicles may be fully expensed in the year they were donated but no use allowance or depreciation can be recognized for these vehicles going forward
  - The donated vehicle should be reported as a contribution on Schedule B, Line 10 and an expense for the value of the donated vehicle should be reported on Schedule F, Line 13
  - This will have the effect of no impact on the rates



## Cost Report Q&As

### Clarification Items

- Audits
  - Refer to Questions 131-137 in Q&A document
  - Providers whose fiscal year is on a calendar year (CY) basis have until October 31, 2009 to submit their CY 2008 audit
    - When uploading, providers should use “2009” in the naming convention of the CY 2008 audit file
  - If an audit requires a CR restatement, the restated CRs are due 30 days after the audit submission



## Cost Report Q&As

### Clarification Items

- Family Living Homes
  - Refer to Questions 145 and 148 in Q&A document
  - ODP plans to issue a request for additional information related to the use of staffing to supplement the support provided by the host family
  - Include staffing expenses beyond the stipend for the host family in the Family Living Homes procedure code

### Unbundling of Residential Service Expenses

- Refer to Questions 32 and 34 in Q&A document
- Expenses for services that will be billed separately should be removed from the Residential Service expenses and allocated to the appropriate column (e.g., Column D on Schedule A for fee schedule services such as therapy)



## Cost Report Q&As

### Clarification Items

- Reporting of Waiver Ineligible Expenses
  - Refer to Questions 44, 45, 70 and 117-125 in Q&A document
  - Expenses should not be offset for participant contributions toward room and board
  - Schedule J should include ALL residential occupancy expenses, even those that were considered “eligible” in the old rate-setting spreadsheets
  
- Prevocational Programs
  - Refer to Questions 56 and 74 in Q&A document
  - Participant wages for Prevocational Programs should be reported in Schedule A, Column B



## Cost Report Q&As

### Clarification Items

- Transportation
  - Refer to Questions 53, 61, 65, 96 and 154-162 in Q&A document
  - Expenses for Transportation services that will be billed separately should be reported in Schedule A, Column D (a separate Cost Report will be collected for these expenses)
  - Expenses for Transportation services that are part of another service (e.g., residential) should be reported on Schedule E-1 (depreciation) or Schedule I (non-depreciation) and allocated to the appropriate procedure code on Schedule A
  
- Respite Camp
  - Will be a Vendor service in Year 2 and will not require completion of a separate CR
  - Respite camp expenses should be reported in Schedule A, Column D and revenue should be reported in Schedule B, Line 1c



**Attachment 1 Supplemental  
Data Request**

## Attachment 1 Supplemental Data Request

### Purpose

- The Attachment 1 Supplemental Data Request is used to collect data necessary to make adjustments for:
  - Changes to the service definitions to clarify staff responsibilities for 1:1 levels of care (i.e., residential providers are not responsible for staff time at day program)
  - Changes to the service definitions to clarify provider responsibilities for participant transportation
  - Approved mid-year changes in staff to accommodate a Waiver participant's change in need
- In Year 1, the request was collected from all providers. In Year 2, only those providers impacted by the above changes will need to submit the Attachment 1 Excel file.



## Attachment 1 Supplemental Data Request

### Submission Requirements

- Overview of the Attachment 1 template
  - The file contains six tabs
    - Certification Page
    - Residential Staff in Day Programs: Residential Providers
    - Residential Staff in Day Programs: Day Program Providers
    - Residential Transportation to and from Day Program
    - Mid-year Changes in Staff to Meet Change in Need for Fiscal year (FY) 2008/2009
    - Mid-year Changes in Staff to Meet Change in Need for FY 2009/2010





## Attachment 1 Supplemental Data Request

### Submission Requirements

- Template Changes for Year 2
  - Residential Staff in Day Programs worksheet was divided into separate worksheets for residential providers and day program providers.
  - Mid-year Changes in Staff worksheet was divided into separate worksheets to differentiate FY 2008/2009 and FY 2009/2010.
  - Provider comments moved to a column on each tab.
  - Added MPI field to each worksheet to allow providers who submitted multiple MPIs under one Cost Report submission the opportunity to submit just one Attachment 1.
  - Separated Procedure Code/Modifier into three different fields on each worksheet: Procedure Code, Modifier 1, Modifier 2 for data consistency across provider Attachment 1 submissions.

## Attachment 1 Supplemental Data Request

### Submission Requirements

- Detailed instructions and the Attachment 1 template are posted on [www.odpconsulting.net](http://www.odpconsulting.net) under ODP PIC.
- Providers who do not have an approved CR do not need to submit an Attachment 1.
- Providers who need to submit the form must do so by December 31, 2009.
- Providers should submit a single form regardless of the number of CRs submitted.
- Providers should submit the file using the following naming convention: xxxxxxxx\_A1\_2009\_01of01.xls (refer to page 90 of CR instructions).
- Prior to October 16, questions related to the Attachment 1 instructions or template may be submitted to [odpcostreporhelp@mercer.com](mailto:odpcostreporhelp@mercer.com). After October 16, questions should be directed to the AE who performed the DR on your CR submission.

## Attachment 1 Supplemental Data Request

### DR Process

- Each submitted Attachment 1 will undergo a DR
- Since there will be no real-time edits on Attachment 1, the DR will be performed in two stages:
  - Stage 1 — Confirmation of approved CR and data entries
    - If a provider does not have an approved CR or submits a form with no adjustments, the form will be rejected.
    - If a provider has an approved CR and submitted adjustments in the form, it will be accepted and will move to the second stage of the review.
  - Stage 2 — Confirmation of complete and valid data
    - If a provider submits an incomplete form or invalid data, the AE will instruct the provider to re-submit a new form with necessary corrections.
    - If the form has complete and valid data, it will be approved and used to adjust the CR data.

**Questions?**