

September 2013

**Commonwealth of Pennsylvania
Office of Developmental Programs
Year 6 Cost Report for the Consolidated
and P/FDS Waiver Programs**

Training Session on Cost Report Changes for Year 6

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Agenda

- Objectives of Today's Session
- Prospective Payment System Overview
- Cost Report Overview
- Overview of Process Used to Determine Necessary Changes
- Key Changes to Instructions and Template for Year 6
- 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 sixth 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 6 Cost Report (CR) changes with a brief overview of the template and submission processes
- 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 last year
 - Providers should contact their Regional Fiscal Officer (RFO) for technical assistance

Prospective Payment System Overview

Prospective Payment System Overview

- The Office of Developmental Programs (ODP) implemented a new payment methodology on July 1, 2009, a Prospective Payment System (PPS), to pay providers for services delivered to individuals enrolled in the Consolidated and Person/Family Directed Support (P/FDS) Waiver programs
- The PPS includes several different rate-setting approaches:
 - Fee schedule and Department-established fee
 - Outcomes based
 - Cost based, in which prospective rates for residential eligible services are developed with consideration of historical data submitted in a uniform CR
 - Transportation trip services have a separate cost report that will be released early next year
- Each of the rate-setting approaches is outlined in 55 PA CODE Chapter 51

Prospective Payment System Overview

- Under the PPS:
 - Prospective rates are established for an annual effective period
 - There is no cost settlement process
 - For cost-based rates, only data from approved CRs is considered as part of the rate development 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
 - 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 2014) and are not included in today's presentation

Prospective Payment System Overview

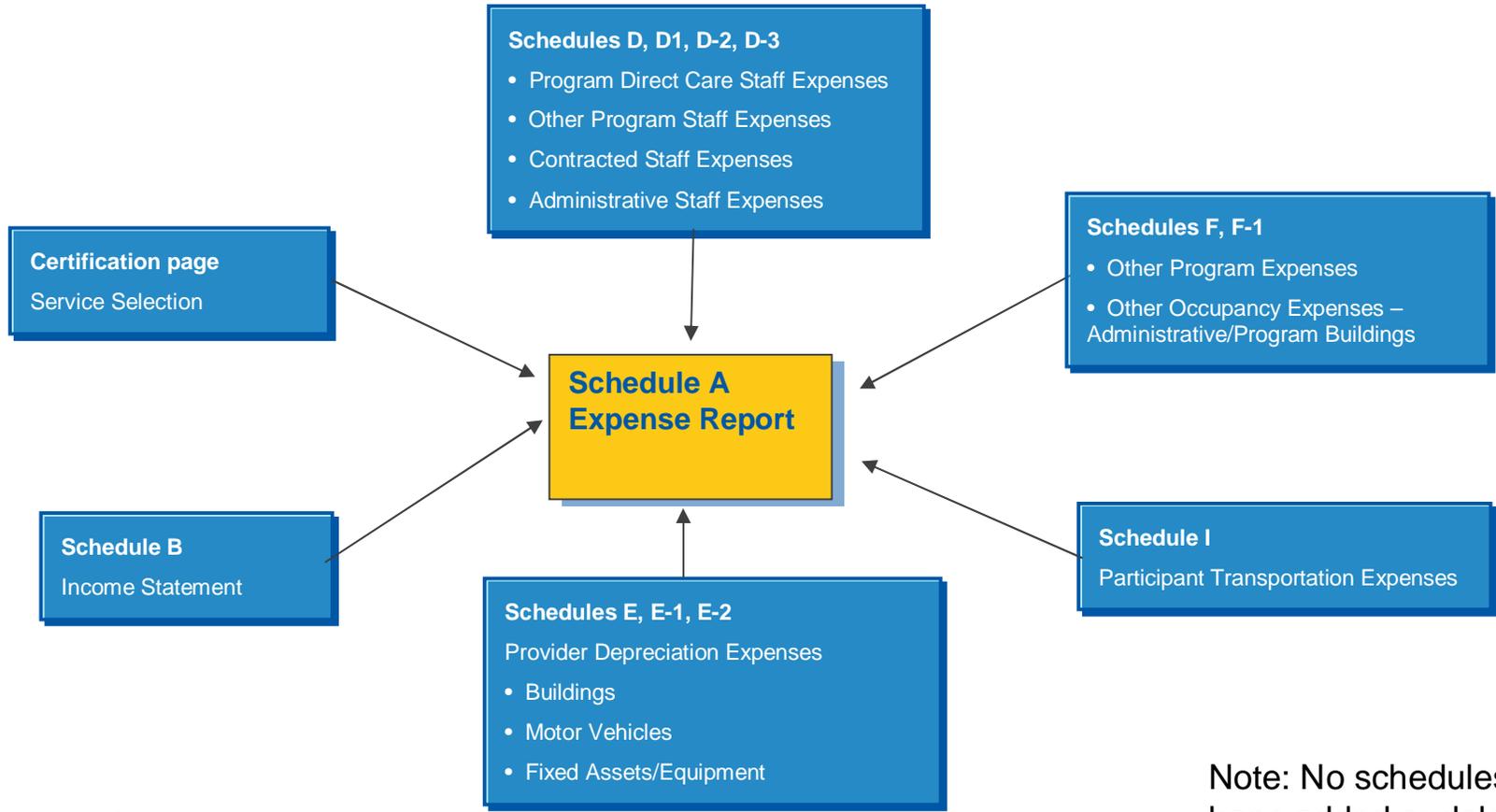
- Providers who deliver **only** fee schedule, Department-established fee or outcomes-based services do not need to complete a CR
 - Includes Agency with Choice Financial Management Service organizations
 - Includes vendors who provide generic goods and/or services to the general (self-paying) public 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) 2012/2013 are required to provide a completed CR
 - New providers who have no cost experience in FY 2012/2013 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
- For today's presentation, the term "Year 6" is used to represent:
 - The historical reporting period – expense data from FY 2012/2013
 - The prospective rating period – the year in which the rates will be effective, FY 2014/2015

Cost Report Overview

Cost Report Overview



Note: No schedules have been added or deleted from Year 5

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
 - Audited Financial Statements (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 5-11 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
 - This presentation contains a description of many of the key 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

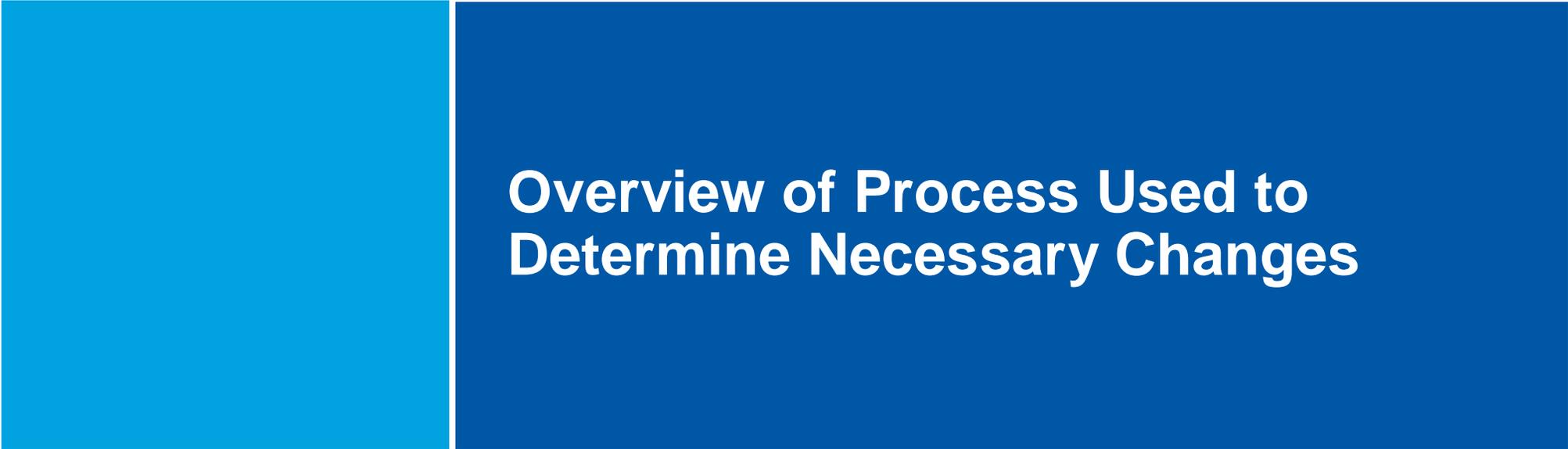
- CR Completion and Submission (continued)
 - Providers should send CR related questions to their RFOs
 - The E-Help desk will be available to providers only for CR website-related questions
 - These types of questions include issues such as website usernames, passwords, upload errors, real-time edit 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.
 - These types of questions include issues related to how to complete each schedule, depreciation policies, allowable costs, audit requirements, etc.
 - CR submission timelines have been updated for Year 6 (refer to Appendix D of the CRIs)



Cost Report Overview

- Audit Requirements

- In general, the audit requirements for the FY 2012/2013 reporting period are the same as they were for the FY 2011/2012 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
 - 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



Overview of Process Used to Determine Necessary Changes

Overview of Process Used to Determine Necessary Changes

- Each spring, ODP conducts various review processes to determine if CR changes are necessary for the upcoming year
- Key items considered include the following:
 - ODP reviews provider questions sent to the RFOs and the E-help desk to identify themes that require clarification within the instructions
 - ODP also reviews policy and rate-setting decisions that have been made since the prior year's CR to determine if they will have an impact on the CRIs or CR template
- Based on the information reviewed, ODP develops an updated CRI document and CR template that incorporate all necessary changes
- Changes are limited this year
- Key changes are highlighted in Appendix G of the CRIs, as well as throughout the CRI document next to the headings **“The following is NEW”**
- ODP recommends providers review the CRIs in detail to ensure understanding of all updated requirements



Key Changes to Instructions and Template for Year 6

Key Changes to Instructions and Template for Year 6 Certification Page

Additional questions have been added to the Certification Page for providers to report the number and type of staff employed during FY 2012/2013 (please see pg 28 of the CRI):

- **(Line 12a) Maximum number of individuals you employed during FY 2012/2013 (including full- and part-time status):**
 - Report the maximum number of Full Time (FT) and Part Time (PT) individuals that were concurrently employed at any point during FY 2012/2013 by all MPI(s) reported on Line 11b
 - This should represent total employees across all of the provider's business and should not be specific to the Waiver LOB
 - This should include all types of employees (e.g., direct care, other program staff, administrative staff, etc.). Contracted staff are not employees of the MPI and should not be included on this line
 - Waiver participants in vocational programs should not be included in this count unless your HR policy identifies these people as employees of the agency
 - If an MPI maintains records on a calendar year basis, then the maximum number of individuals employed during calendar year (CY) 2012 should be reported on this line

Key Changes to Instructions and Template for Year 6 Certification Page, cont'd.

- **(Line 12b) During FY 2012/2013, how many hours per week did an employee need to work to be considered full-time:**
 - Report the number of hours per week an employee was required to work during FY 2012/2013 to be considered a FT employee
 - Real time edits will require this number to be less than or equal to 40
 - This should be based on the MPI's employment policies and rules around FT status
 - For example, some companies require an employee to work at least 30 hours per week to be eligible for FT status and benefits
 - If your agency's definition of a FT employee differs by type of worker, please use the FT definition that applies to the majority of your employees and use the comments page to explain further

Key Changes to Instructions and Template for Year 6 Certification Page, cont'd.

- **(Line 12c) Total count of employed individuals from question 12a who met the hours requirement for full-time status from question 12b:**
 - Report the number of individuals from Line 12a who were considered FT employees during FY 2012/2013
 - The value reported on this line must be less than or equal to the value reported on Line 12a
 - To the extent an employee had FT status for some portion of the fiscal year, but not the entire fiscal year, they should be counted as a FT employee for purposes of completing this line

- ODP recommends that providers work closely with their HR staff to complete Lines 12a – 12c

Key Changes to Instructions and Template for Year 6 Certification Page, cont'd.

Questions 12a, 12b and 12c as they appear on the Certification Page of the CR template:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
31			b3:	_____					c3:	_____					d3:	_____		
32			b4:	_____					c4:	_____					d4:	_____		
33			b5:	_____					c5:	_____					d5:	_____		
34			b6:	_____					c6:	_____					d6:	_____		
35			b7:	_____					c7:	_____					d7:	_____		
36			b8:	_____					c8:	_____					d8:	_____		
37			b9:	_____					c9:	_____					d9:	_____		
38			b10:	_____					c10:	_____					d10:	_____		
39			b11:	_____					c11:	_____					d11:	_____		
40			b12:	_____					c12:	_____					d12:	_____		
41			b13:	_____					c13:	_____					d13:	_____		
42			b14:	_____					c14:	_____					d14:	_____		
43			b15:	_____					c15:	_____					d15:	_____		
44																		
45		12	12a: Maximum number of individuals you employed during FY 2012/2013 (including full- and part-time status):													_____		
46			12b: During FY 2012/2013, how many hours per week did an employee need to work to be considered full-time?													_____ hours per week		
47			12c: Total count of employed individuals from question 12a who met the hours requirement for full-time status from question 12b:													_____		
48																		
49		13	13a: Total number of Cost Reports submitted?							_____ 1	13b: This Cost Report represents Cost Report _____ 1 of _____ 1							
50																		
51		14	Please indicate the type of file being submitted:													_____		
52																		

Certification Page

Cert Page - Serv Locations

Cert Page - Service Selection

A - Exp Rpt

B - Income Stmt

C - Inte

Key Changes to Instructions and Template for Year 6 Schedule D, D-1 and D-3

- On Schedules D, D-1 and D-3, a new column has been added to report health care insurance-related Employee Related Expenses (ERE) separately from other ERE.
- Column C: Health Care ERE – Use this column to report the **employer paid** portion of health care expenses for hospital and medical insurance, as well as supplemental health and welfare benefits such as pharmaceutical, dental and vision care
- Column D: All Other ERE – Use this column to report all other non-health care related ERE that are considered allowable employee benefits and are eligible for reimbursement under the Waiver (life insurance, retirement, employer Social Security taxes, unemployment compensation taxes, workers' compensation insurance and disability insurance)
- The sum of these two columns is comparable to the single ERE column from last year's template.
- Please see pg 72 of the CRI for further information on this change

Key Changes to Instructions and Template for Year 6

Schedule D, D-1 and D-3

SCHEDULE D – PROGRAM DIRECT CARE
(Report expenses specific to the Residential service locations indicated)

PROGRAM DIRECT CARE STAFF							
	A	B	C		D	E	F
	Position	Credentials, Licensure or Degree	Waiver Salary and Wages	Waiver Employee-Related Expenses (ERE)		Waiver Hours	Estimated Hourly Compensation
				Health Care	All Other		
1	Residential Counselor	Bachelor's					
2	Registered Nurse	Other					
3	Direct Care Worker						
4	Other (Specify)						
5	Other (Specify)						
6	Other (Specify)						
7	Other (Specify)						

B - Income Stmt C - Intentionally Blank D - Direct Care Staff D1 - Other Staff



Key Changes to Instructions and Template for Year 6 IT Specifications

- Year 6 is the last year that the website will accept Cost Reports completed using Excel 2003. ODP intends to convert to a more recent version of Excel in future years
- Please note that the Cost Report website is not compatible with Internet Explorer 10.0 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

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 6 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 6 CR submissions

Cost Report Submission Process

Accessing Year 6 Cost Report Materials

- Year 6 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 bar is dark blue with white text. On the left, there are links for "ODP Information Centers", "ODP Training Registration Portal", and "HCQU". On the right, there is a search box with the text "AAAA" and a "Search" button. Below the navigation bar, a dropdown menu is open under "ODP Information Centers", listing four options: "Administrative Entity Information Center", "Provider Information Center" (highlighted in yellow), "Supports Coordination Organization Information Center", and "Supports Coordinator Curriculum Center". Below the dropdown, there is a blue navigation bar with white text for "Home", "About Us", "Communications", "Featured Stories", "Topic Info", "Resources", and "Help". The main content area features a large heading "Welcome to the Office of Developmental Programs Consulting System (OCS) Website" and a paragraph of text. To the right, there is a section titled "Dennis's Journey More Featured Stories" with a photo of a man and a "Breaking News" section with a decorative graphic of dots.

Cost Report Submission Process

Accessing Year 6 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.

ODP Consolidated and P/FDS Waiver Provider Cost Report Information

[Waiver Provider Cost Report Information](#)

Account Information

- [I don't have an account](#)
- [Update my information](#)
- [Forgot my password](#)

OCS Help Desk information

Breaking News

- [OCS Help Desk Enhancements Announcement #067-13](#)

← It is not necessary to log in to the website

Cost Report Submission Process

Accessing Year 6 Cost Report Materials, cont'd.

- From the “Waiver Provider Cost Report Information” link, provider’s can submit an ODP Cost Report question using the “Cost Report Help Desk” link
- Providers should also download the ODP Year 6 CR Template Version 9.0. Providers need to use this template as the starting point for Year 6 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

ODP Consolidated and P/FDS Waiver 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 6 Cost Report website to the [Cost Report Help Desk](#)

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

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

Year 6 Provider Cost Report Information

[ODP Year 6 Cost Report Excel Template](#)

[ODP Year 6 Cost Report Instructions](#)

[Audit Requirements for Fiscal Year 2012-2013 Reporting Period](#)

Cost Report Submission Process

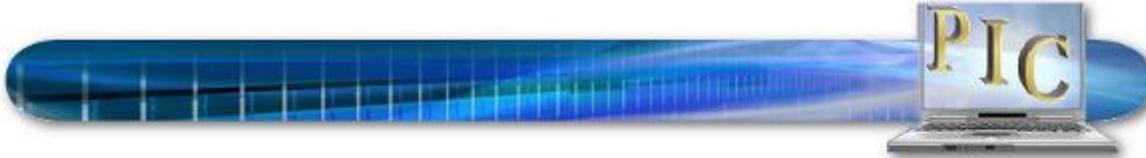
Accessing Year 6 Cost Report Materials, cont'd.

- 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”)
 - For Excel 2003, go to the Tools menu, select Options, then on the Calculation tab select Automatic calculation
 - For Excel 2007 and 2010, select the Formulas menu, on the far right click Calculation Options, then select Automatic calculation

Cost Report Submission Process

Accessing Year 6 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



ODP Consolidated and P/FDS Waiver Cost Report Information

Please contact your Regional Fiscal Officer or Administrative Entity directly for any questions related to cost report desk reviews.

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

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

Year 6 Provider Cost Report Information

[ODP Year 6 Cost Report Excel Template](#)

[ODP Year 6 Cost Report Instructions](#)

[Audit Requirements for Fiscal Year 2012-2013 Reporting Period](#)



Cost Report Submission Process

Logging on to the Cost Report Website

- Providers who had a username and password in Year 5 will continue to use that same login information for Year 6
- Usernames and passwords for accounts that existed in Year 5 will not be re-sent to providers for Year 6
 - Providers who did not retain their Year 5 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 5 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



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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 5, 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

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 5, 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.

User Name:
Password:
Login
 Remember Login
Forgot Password?

- 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

Retrieve Password

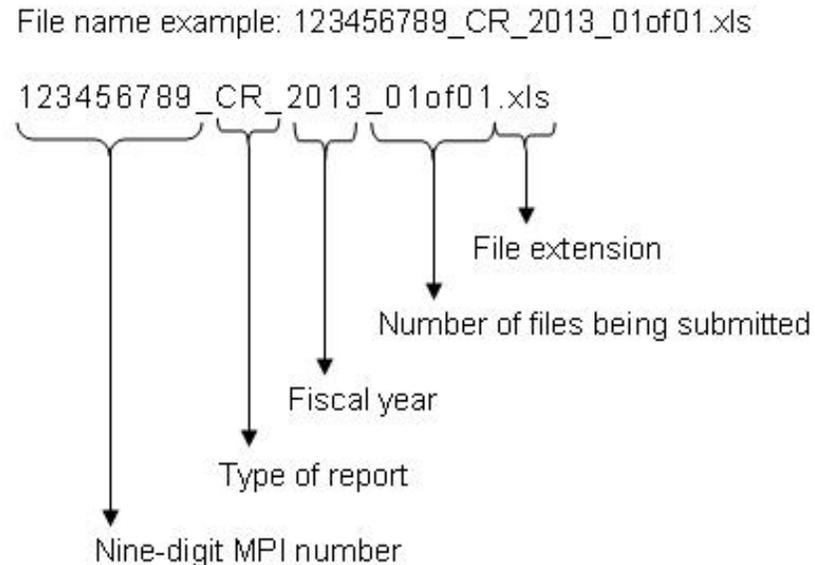
If you forgot your password, input your User Name below and your password will be sent to the email address that is linked to your user account. In most cases, your User Name will be in the following format: first name-last name. There may be some exceptions to this rule.

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 115 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 6:



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_2013_01of03.xls
- 123456789_SS_2013_02of03.xls
- 123456789_SS_2013_03of03.xls

Sequential Number for
Each Supplemental
Schedule



Total Number of
Supplemental Schedules
Submitted



Cost Report Submission Process

Uploading Files, cont'd.

- The following is an example of an inappropriate CR naming convention that will not get caught through the real-time edits, but will be rejected in the desk review process

– The provider submits one CR and two Supplemental Schedules and names them as follows:

- Cost Reports

- 123456789_CR_2013_01of03.xls

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

- Supplemental Schedules

- 123456789_SS_2013_02of03.xls

First Supplemental Schedule Submitted should be 01of02

- 123456789_SS_2013_03of03.xls

Second Supplemental Schedule Submitted Should be 02of02

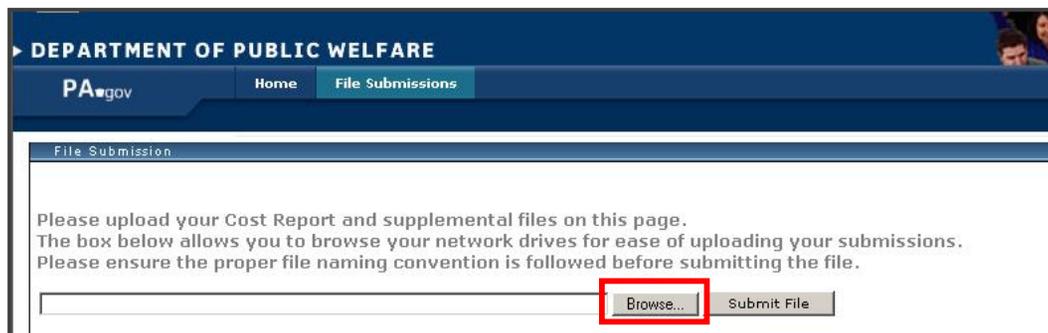
Cost Report Submission Process

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”



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DEPARTMENT OF PUBLIC WELFARE

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:\Documents and Settings\heidl-grieger\Desktop\123456789_CR_2013_01of01.xls 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



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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

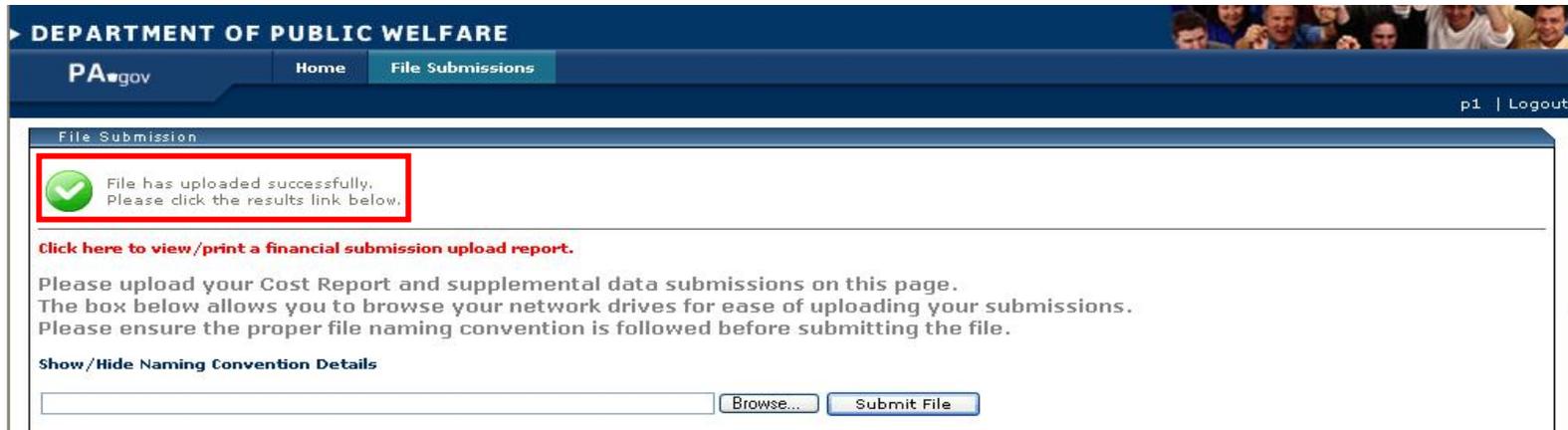
Settings\heidl-grieger\Desktop\123456789_CR_2013_01of01.xls Browse... Submit File

Please wait

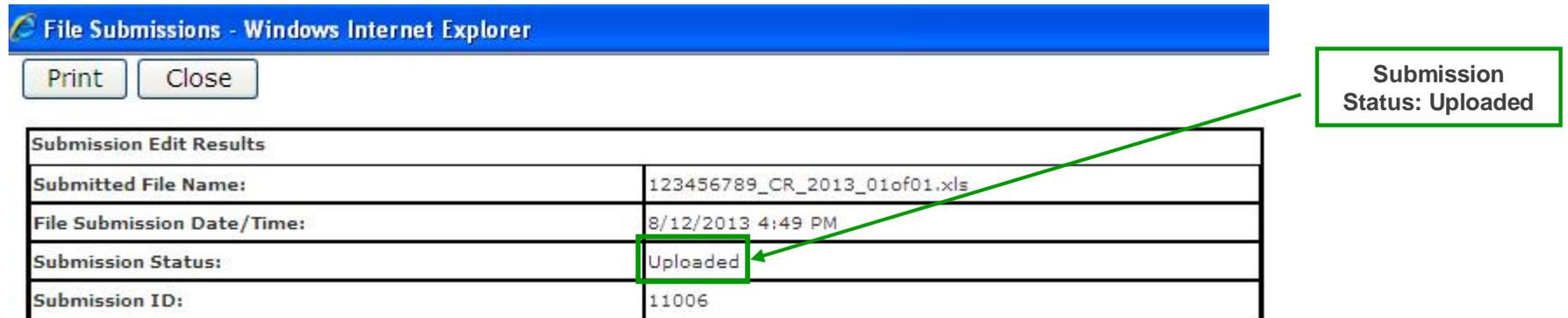
Cost Report Submission Process

Uploading Files – Successful File Upload

- A successful file submission will display a green check button



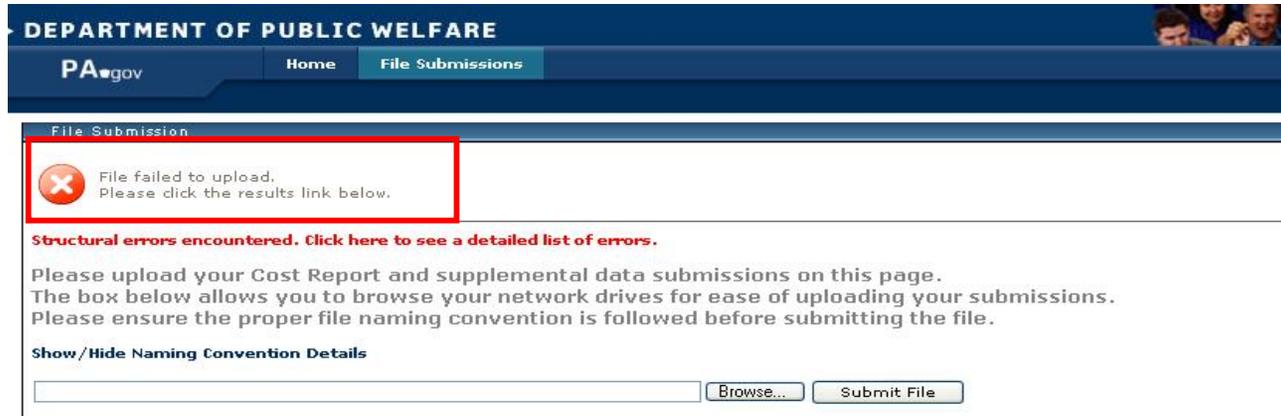
- You may click the red text to view and print an upload report documenting the successful upload of the file



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 Windows Internet Explorer window titled 'File Submissions - Windows Internet Explorer'. It contains a table with submission details and a list of structural errors. Red boxes and arrows highlight specific information:

- A red box around the 'Failed' status is labeled 'Submission Status: Failed'.
- A red box around the '11007' Submission ID is labeled 'Submission ID number will be useful if you need to contact the ODP E-help Desk with questions'.
- A red box around the first error message is labeled 'Edit Message'.

Submission Edit Results	
Submitted File Name:	123456789_CR_2013_01of01.xls
File Submission Date/Time:	8/12/2013 4:57 PM
Submission Status:	Failed
Submission ID:	11007

Structural Errors:

- Data in tab 'G - Related Party', row: '16' column: 'E' does not match expected data type of 'Decimal'.
- Data in tab 'G - Related Party', row: '16' column: 'F' does not match expected data type of 'Decimal'.

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

- Open Internet Explorer
- Click on Tools
- Click on Pop-up Blocker
- Click on Turn Off Pop-up Blocker
- Click on Yes when prompted 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

Structural Edits

- MPI Number in the file name must match the MPI number under which your user account was established or the CR 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_2013' does not conform to file naming conventions. Please refer to the Cost Report instructions.

Cost Report Submission Process

Real-time Edits, cont'd.

Structural Edits

- 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 'ABC' in the submitted Cost Report was not found in the list of valid tab names. The tab names in the Cost Report template cannot be changed.

Structural Errors:

There are 20 tabs in the submitted Cost Report, but 21 tabs were expected. Tabs cannot be added or removed from the Cost Report template.

- If the Year 6 version of the CR template (Version 9.0) is not used, the CR will be rejected

Critical Errors:

Tab(Certification Page), Cell(X24) has an incorrect value(blank) <=== Must use current version of Cost Report.

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.

Structural Edits Example

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

Tab Name

Excel Row Number

Excel Column

Required Data Type

7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
							Column Reference:				A B C D						
							A B C D				For these columns, expenses m location codes included on the Service Locatio						
											Fee Schedule, Dept. Established Fee and Outcomes-Based Service Expenses						
							Total Provider Expenses				Excluded Service Locations and Other LOB Expenses						
							Base Expenses										
							EXPENSES BY CATEGORY										
							1 Program Direct Care Staff Salary/Wages (Schedule D)				\$ 1,202,937 \$ 359,523 \$ 40,798 \$ 19,055						
							16 2 Program Direct Care Staff ERE (Schedule D)				\$ 289,136 N/A \$ 10,923 \$ 4,916						
							17 3 Other Program Staff Salary/Wages (Schedule D-1)				\$ 238,282 \$ 70,711 \$ 9,306 \$ -						
							18 4 Other Program Staff ERE (Schedule D-1)				\$ 61,496 \$ 14,056 \$ 2,643 \$ -						
							19 5 Contracted Staff (Schedule D-2)				\$ 290,089 \$ 84,426 \$ 3,869 \$ -						
							20 6 Administrative Staff Salary/Wages (Schedule D-3)				\$ 223,408 \$ 71,765 \$ 6,922 \$ 3,110						
							21 7 Administrative Staff ERE (Schedule D-3)				\$ 56,914 \$ 16,520 \$ 1,253 \$ 1,302						
							22 8 Program Supplies (Schedule F)				\$ 12,000 \$ 7,626 \$ 89 \$ -						
							23 9 Other Vehicle Expense (Schedule E-1)				\$ 1,897 \$ 506 \$ 32 \$ -						
							24 10 Other Program Expense (Schedule F)				\$ 245,387 \$ 124,680 \$ 6,286 \$ 1,649						

Cert Page - Service Selection | A - Exp Rpt | B - Income Stmt | C - Intentionally Blank

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, cont'd.

Critical Edits Example

- Schedule A – Expense Report has validation checks to determine whether the schedule balances correctly
- Balancing checks are performed in the following Excel spreadsheet columns:
 - Column CP – determines whether Column F (Eligible Expenses for Waiver Participants) is equal to the sum of the service Waiver Expenses in Columns G+
 - Column CQ – calculates the absolute value difference between Column F and the sum of Columns G+
 - Column CR – calculates the absolute value of the difference between Column A and the sum of Columns B through F
 - Column CV – determines whether Column A (Total Provider Expenses) is equal to the sum of Columns B through F



Cost Report Submission Process

Real-time Edits, cont'd.

Critical Edits Example

- There is a tolerance of \$25 to allow for rounding issues
- In order to correct these errors, the second part of the edit message explains which CR schedule columns and line numbers are not balancing
- Please also see the comment boxes in Columns CP and CV on Schedule A that further explain how to correct the error
- The provider must adjust these cell values to make the schedule balance

Cost Report Submission Process

Real-time Edits, cont'd.

Critical Edits Example

Tab(A – Exp Rpt), Cell(CR15) has an incorrect value(10,000) <===

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

Tab Name

Columns Not Balancing

Absolute Value of Difference

Error Line

	B	C	D	E	F	G	H	I	J	K	CP	CQ	CR	CV	
7	SCHEDULE A – EXPENSE REPORT														
8															
9															
10	Column Reference:			A	B	C	D	E	F						
11															
12	For these columns, expenses must be specific to the service location codes included on the Certification Page - Provider Service Locations Schedule														
13				Total Provider Expenses	Excluded Service Locations and Other LOB Expenses	Base Expenses	Fee Schedule, Dept. Established Fee and Outcomes-Based Service Expenses	Excluded Non-Allowable Waiver Expenses	Eligible Expenses for Waiver Participants						
14	EXPENSES BY CATEGORY														
15	1	Program Direct Care Staff Salary/Wages (Schedule D)			\$ 10,000				\$ -	Indicator: Does Column F Equal the Sum of Columns G-?	Totals Check: Difference Between Column F and Sum of Columns G-	Totals Check: Difference Between Column A and Sum of Columns B Through F	Indicator: Does Column A Equal the Sum of Columns B through F?		
16	2	Program Direct Care Staff ERE (Schedule D)							\$ -	Yes	\$ -	\$ -	10,000	No	
17	3	Other Program Staff Salary/wages (Schedule D-1)							\$ -	Yes	\$ -	\$ -	-	Yes	
18	4	Other Program Staff ERE (Schedule D-1)							\$ -	Yes	\$ -	\$ -	-	Yes	
19	5	Contracted Staff (Schedule D-2)							\$ -	Yes	\$ -	\$ -	-	Yes	
20	6	Administrative Staff Salary/Wages (Schedule D-3)							\$ -	Yes	\$ -	\$ -	-	Yes	

- 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 \$10,000 but should be \$0. The provider must determine which cell values need to be adjusted

Cost Report Submission Process

Real-time Edits, cont'd.

- **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:** Tab 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	T	U	V																																																																																																																																																											
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Cost Report Submission Process

Real-time Edits, cont'd.

- **Example Error Message:**

Critical Errors:
 Tab(H - Allocation Procedures), Cell(H24) has an incorrect value(blank) <=== Must select Basis for Allocation for Administrative Staff Salary/Wages (Schedule D-3) Expenses in Question 1 - Line 6: Column C

- **Message Interpretation:** Tab H – Allocation Procedures, since Allocated was selected in Column B, Line 6, then a Basis for Allocation needs to be selected in Column C, Line 6

- **CR:**

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P
7															
8															
9	SCHEDULE H – PROGRAM EXPENSE ALLOCATION PROCEDURES														
10															
11	Any expense allocable to a particular service may not be shifted to other services to overcome funding deficiencies or to avoid other restrictions imposed by law or terms of an award or program. Please use comments tab if additional space is needed.														
12															
13															
14															
15	1. Allocation Methodology Across Procedure Codes Within Waiver Line of Business:														
16	Please use the drop-down boxes in Column B to indicate which expenses are actual and which are allocated. For those categories that are allocated, please use the drop-down boxes in Column C to indicate the basis for allocation.														
17		A			B			C							
18		Expense Category			Allocated or			Basis for Allocation							
19	1	Program Direct Care Staff Salary/Wages (Schedule D)			Actual										
20	2	Program Direct Care Staff ERE (Schedule D)			Actual										
21	3	Other Program Staff Salary/Wages (Schedule D-1)			Allocated			Actual time spent or billed							
22	4	Other Program Staff ERE (Schedule D-1)			Allocated			Direct charge							
23	5	Contracted Staff (Schedule D-2)			Actual										
24	6	Administrative Staff Salary/Wages (Schedule D-3)			Allocated										
25	7	Administrative Staff ERE (Schedule D-3)			Allocated			Other							
26	8	Program Supplies (Schedule F)			Actual										
27	9	Other Vehicle Expense (Schedule E-1)			Allocated			Mileage log							

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

File Submission

 File has uploaded successfully.
Please click the results link below.

[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.

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.

1 of 15 Find | Next

File Type	File Name	Disposition	Submission Date
Cost Report	123456789_CR_2013_01of01.xls	Passed hard edits, pending desk review	8/12/2013 5:25 PM

Cost Report Submission Process

Real-time Edits – Dashboard, cont'd.

- If a provider submitted a CR in a prior year, the Dashboard will provide a summary of all files in Years 2 through 6 that have been uploaded by the provider and their dispositions
 - Providers can sort files by File Name or Submission Date to separate the Year 2 (2009) through Year 6 (2013) submissions

File Submission

File has uploaded successfully.
Please click the results link below.

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.

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.

⏪ ◀ 1 of 6 ▶ ⏩

Find | Next

File Type	File Name	Disposition	Submission Date
Cost Report	123456789_CR_2013_01of01.xls	Passed hard edits, pending desk review	8/31/2013 10:17 AM
	123456789_CR_2012_01of01.xls	Desk review performed, passed desk review	6/12/2012 9:58 AM
	123456789_CR_2011_01of01.xls	Desk review performed, passed desk review	8/23/2011 10:17 AM
	123456789_CR_2010_01of01.xls	Desk review performed, passed desk review	6/18/2010 8:58 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 6 file types (i.e., CR and AFS) will initially indicate a disposition of “Desk Review (DR) Pending”
- When each Year 6 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 2014

Submission Deadlines



Submission Deadlines

- Thursday, October 24, 2013
 - Providers must make at least one submission attempt by this date. See page 15 of the CRIs for description of “submission attempt”
- Thursday, October 31, 2013 at 5:00 pm Eastern
 - E-Help Desk closes and will not be available on Thursday evening
- Thursday, October 31, 2013 at 11:59 pm Eastern
 - Final deadline for submitting CRs and Supporting Schedules for Year 6
 - 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 31, 2013 at 5:00 pm Eastern
- Providers are encouraged to submit their CRs prior to October 31, 2013 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 31, 2013, providers who have questions must contact their Regional Fiscal staff or the AE assigned to perform the desk review on their CR
 - Year 6 AE desk review assignments will be posted in the coming days 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 113-114 of the CRIs for a step-by-step guide on how to enable macros

Technical Assistance Resources

IT Specifications, cont'd.

Considerations for Users with Excel 2007 or 2010

- Providers are encouraged to review Section 22 of the CRIs regarding submission of the CR and supplemental materials
 - As in previous years, provider submissions will be accepted using Excel 2007 and 2010 with file extensions of .xlsx or .xlsm
 - If the provider only has access to Excel 2007 or 2010, ODP recommends the provider work in Excel 2007 or 2010 the entire time and not switch back and forth between Excel versions
 - Year 6 is the last year that the website will accept Cost Reports completed using Excel 2003. ODP intends to convert to a more recent version of Excel in future years



Technical Assistance Resources

IT Specifications, cont'd.

Considerations for Users with Excel 2007 and Excel 2010

- File Transfers
 - The size of the Excel CR file expands greatly for users that have Excel 2007 or 2010
 - The amount of time that is required to download the CR template and upload the completed CR 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 the completed CR
 - If you are experiencing excessive upload times, please submit an e-mail to the E-Help Desk

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 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 5 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 2012/2013



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 24, 2013
 - All Year 6 CRs and supplemental schedules must be uploaded to ODP website by 11:59 PM on Thursday, October 31, 2013
 - Note that provider E-help desk closes at 5:00 PM on October 31, 2013
- Desk reviews performed by AEs during November and December

Questions?