Operations Center Memo FY2025-04

To: DDS Qualified Providers

From: Sean Bannon, Operations Center Director

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: September 30, 2024
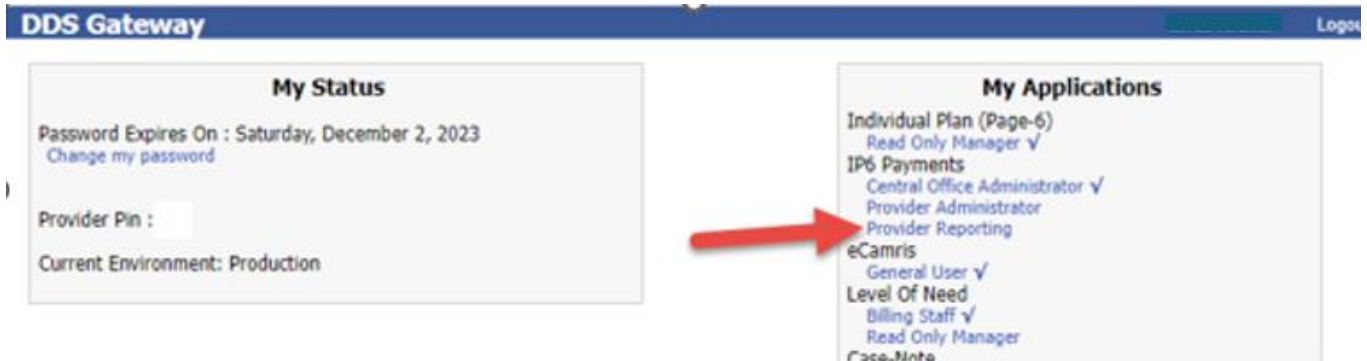
RE: FY 2024 Revenue Reports

The Department of Developmental Services (DDS) has added the FY 24 Revenue Reporting information to the DDS Gateway. This process, which was introduced last fiscal year, will reduce the time necessary for providers to receive this information and ensure that the most current version is always available to providers.

The Web Revenue Data Report is now available for download.
The CORE Report shall be made available in the coming weeks.

For a summary similar to previous years' Revenue Letters, an Excel Revenue Letter Template is also being provided. Instructions on accessing these reports and using the Revenue Letter Template are included on the following pages.

Please direct any questions to your Provider Specialist.

Log into DDS Gateway and select "Provider Reporting" under IP6 Payments:

Select "Reports" from the top menu:

Select one of the following items from the list:

   **4. Core (Please note that CORE data should be available soon)**

    5. Web Revenue Data

Provider Monthly Payment Reports
    1. Authorized Versus Actual
    2. Detail
    3. Summary
    4. OneTime Invoice Payment
Provider Annual Report
    1. CSA count as of last day of Fiscal Year
    2. Revenue Report
    3. Utilization Report
    4. Core
    5. Web Revenue Data
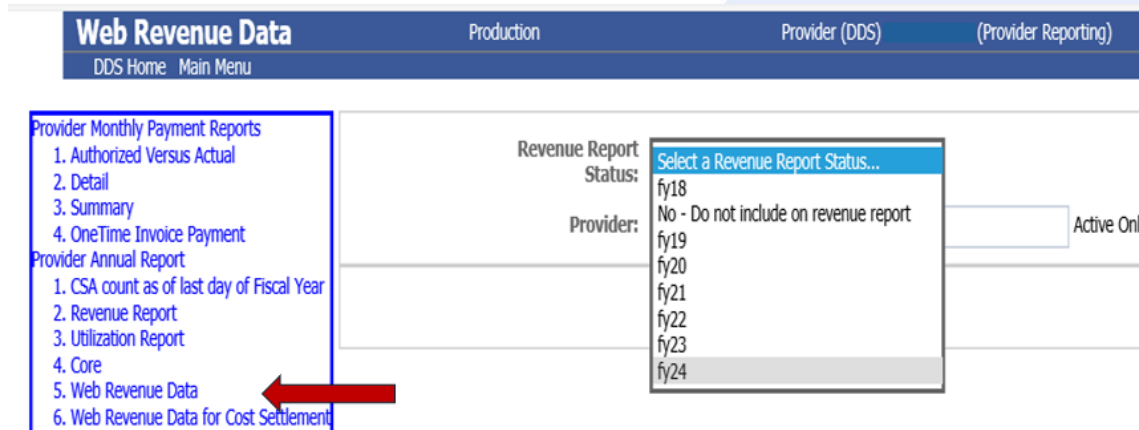   6. Web Revenue Data for Cost Settlement
    7. Cost Settlement

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Developmental Services

For Core report, type "2024" in the Fiscal Year box then click "View Report" (You may also select 2024 from the Date Picker, click "Done", then "View Report"):
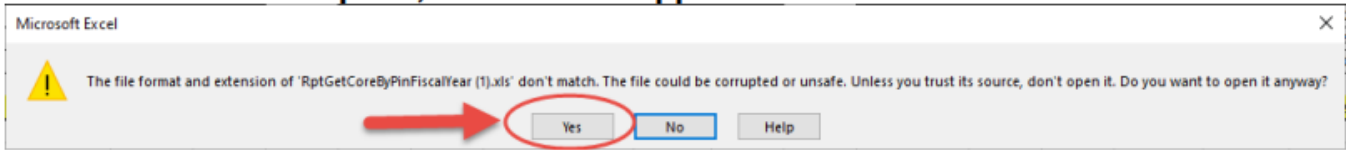

**When the Excel file opens, this box will appear. Click "Yes"**
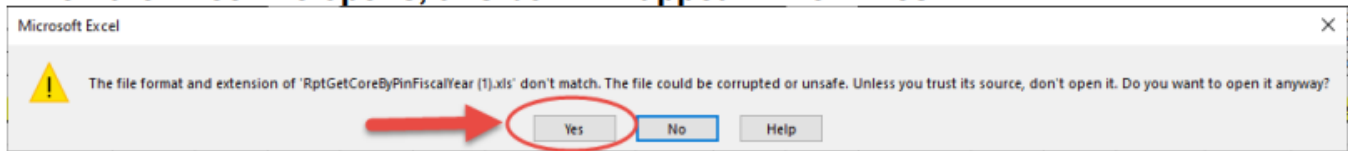
For Web Revenue Data report, select "fy24" from the dropdown menu and click "View Report":

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When the Excel file opens, this box will appear. Click "Yes"

Microsoft Excel ×

⚠ The file format and extension of 'RptGetCoreByPinFiscalYear (1).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes   No   Help

For a summarized Web Revenue Report, copy the Web Revenue Data into Cell A1 on the "Paste" tab of the "Revenue Letter Template".
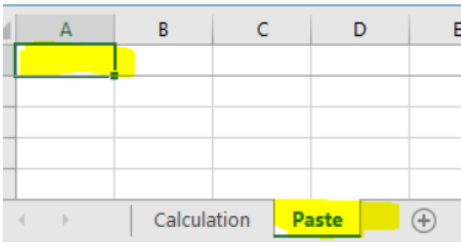
The summary will appear on the "Calculation" tab

Category	Amount
CLA	$ -
CLA1Tm	$ -
CRS	$ -
CRS1Tm	$ -
IHS	$ -
IHS1Tm	$ -
CTV	$ -
CTV1Tm	$ -
DAY	$ -
DAY1Tm	$ -
FI (Excluding ARPA)	$ -
FI ARPA	$ -
Start Up revenue report on Annual Report Page 30. (backed out of program line(s) above)	$ -
R&B	$ -
Cost Settlement report on Annual Report.(backed out of program line(s) above)	$ -
Cash Advance (Report on Financial Statement)(backed out of program line(s) above)	$ -
Advance Bridge Funding (Report on Financial Statement)(backed out of program line(s) above)	$ -
ARPA HCBS Provider Stability (backed out of program line(s) above)	$ -
ARPA HCBS Workforce (backed out of program line(s) above)	$ -
ARPA HCBS IT (backed out of program line(s) above)	$ -
ARPA HCBS Other (backed out of program line(s) above)	$ -
ARPA STATE (backed out of program line(s) above)	$ -
DDS Recoupment (report with Cost Settlement).	$ -
Benefit Pool (backed out of program line(s) above)	$ -