

Operations Memo 2026-03

To: Purchase of Services Contracted Private Providers

From: Sean Bannon, Director, Operations Center

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: July 28, 2025

Subject: FY 2024 Cost Settlement

Cost Settlement reports for FY 2024 are now available for download through the DDS Gateway. Providers should review the information and reach out to DDS with any discrepancies prior to close of business on Monday, August 11, 2025. DDS will work with the provider and update information as applicable.

Once the updated information is compiled and the data updated, it will be entered into the DDS Gateway for FY 2024 Revenue Retention. Another memo, with additional detail will be sent to providers when FY 2024 Revenue Retention Requests become available.

Please reach out to your Provider Specialist if you have any questions.

- Instructions on accessing these reports are included on the following pages.
- In addition, there is an accompanying file which explains each of the fields in the Cost Settlement data.

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

DDS Gateway
Logout

My Status

Password Expires On : Saturday, December 2, 2023
[Change my password](#)

Provider Pin :

Current Environment: Production

My Applications

- Individual Plan (Page-6)
 - Read Only Manager ✓
- IP6 Payments
 - Central Office Administrator ✓
 - Provider Administrator
 - Provider Reporting
- eCamris
 - General User ✓
- Level Of Need
 - Billing Staff ✓
 - Read Only Manager
- Case-Note
 - Billing Staff ✓
 - Read Only Manager
- WebResDay

Select "Reports" from the top menu:

IP6 Payments - Main Menu
Production
Provider
(Provider Reporting)
Logout
Help

[DDS Home](#)
[Main Menu](#)
[Reports](#)

Welcome to IP6 - Payments Application.

Select the following report from the list:

7. Cost Settlement

IP6 Payments
Production
Provider (DDS)
Provider Reporting)
Logout
Help

[DDS Home](#)
[Main Menu](#)

Welcome to IP6-Payments Reports Landing Page.

Use Left Navigation to access Reports screens.

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
- 8. DDS Revenue Retention
- 9. Provider Revenue Retention Data

Payment Reports

- 1. Web Pair Report
- 2. WebResDay Report
- 3. Contract Status Report



For Cost Settlement report, type “2024”, in the Fiscal Year box, then click “View Report”:

Cost Settlement Report Production Provider (DDS) (Provider Reporting) Logout Help

DDS Home Main Menu

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Payment Reports

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Fiscal Year:

Provider: Active Only ☒



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?

