

Operations Center Memo FY2026-10

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 16, 2025

RE: FY 2025 Revenue Reports

The Department of Developmental Services (DDS) has added the FY 25 Revenue Reporting information to the DDS Gateway.

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 updated 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

For Core report, type “2025” in the Fiscal Year box then click “View Report” (You may also select 2025 from the Date Picker, click “Done”, then “View Report”):

Core Report Production

DDS Home Main Menu

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 Save Revenue Retention

Fiscal Year: 2025

Provider: September

2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035

Active Only ☒

View Report

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 Web Revenue Data report, select “fy25” from the dropdown menu and click “View Report”:

Web Revenue Data Production

DDS Home Main Menu

Provider (DDS) (Provider Reporting)

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

Revenue Report Status:

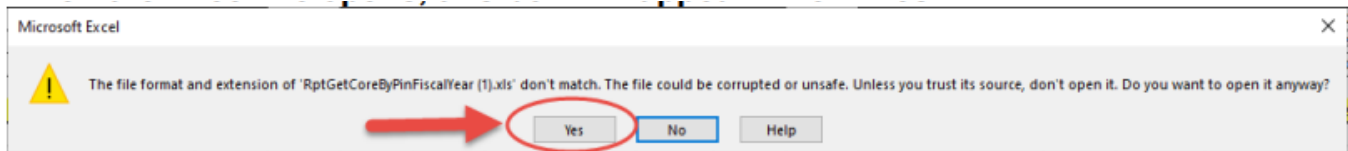
Provider:

Select a Revenue Report Status...

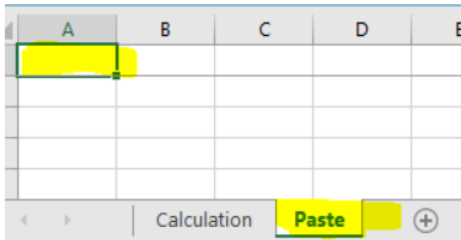
fy18
No - Do not include on revenue report
fy19
fy20
fy21
fy22
fy23
fy24
fy25

Active

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



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)	\$ -
Recoupment, DDS, DSS, OAG, CRF (report with Cost Settlement). (backed out of program line(s) above)	\$ -
Benefit Pool (included in program line(s) above)	\$ -