

Operations Center Memo FY2026-11

To: DDS POS Contracted 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: October 3, 2025

RE: FY 22-FY 24 Revenue Retention Update

FY 2022 through FY 2024 Revenue Retention requests are now open to providers on the DDS Gateway.

Please note the following:

- Requests should be for utilization of FY 2022 through FY 2024 Revenue Retention funds to be used in FY 2025 only. (July 1, 2024 through June 30, 2025)
- Any requests to use retained funds after FY 2025 will be communicated through a separate Operation Center Memo.
- Requests to use retained funds in FY 2025 is available through October 15, 2025.
- Any requests to modify Revenue Retention requests for a “closed fiscal year” will only be approved if there is a net zero impact on that closed fiscal year’s Annual Report. (For example, repurposing the use of \$10,000 from one project to another may be allowed, but changing the amount to a value other than \$10,000 will not be allowed).
- Approved Revenue Retention costs should only be reported on the Revenue Retention report and NOT on the Annual Report.
- An additional memo with the Revenue Retention reporting template and reporting instructions will be sent to providers in the coming weeks.
- Providers will be required to report on each item entered into the revenue retention portal. Providers may want to group individual purchases into one specific project request. (For example, \$20,000 to renovate a bathroom, versus listing each item purchased separately for that project).

Instructions on utilizing the DDS Gateway Revenue Retention interface are included on the following pages.

Please direct any additional questions to your Provider Specialist.

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



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
Central Office Administrator ✓
FI Reporting
General Supervisor
General User
Provider Administrator
Provider Reporting
Report Viewer

Global Security
Central Office Administrator ✓
Provider Administrator

Other Applications
Quality System Review (QSR)
Abuse/Neglect Registry

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 one of the following items from the list:

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

IP6 Payments	Production
DDS Home Main Menu	
Provider Monthly Payment Reports	
<ul style="list-style-type: none">1. Authorized Versus Actual2. Detail3. Summary4. OneTime Invoice Payment	
Provider Annual Report	
<ul style="list-style-type: none">1. CSA count as of last day of Fiscal Year2. Revenue Report3. Utilization Report4. Core5. Web Revenue Data6. Web Revenue Data for Cost Settlement7. Cost Settlement8. <u>DDS Revenue Retention</u>9. <u>Provider Revenue Retention Data</u>	
Payment Reports	
<ul style="list-style-type: none">1. Web Pair Report2. WebResDay Report3. Contract Status Report	

For DDS Revenue Retention, select the applicable fiscal year, for example, “2023” from the Fiscal Year drop down. (“Provider” name, “Total Amount” and “Current Amount” should populate automatically).

Fiscal Year:	<input type="text" value="2023"/>	
Provider:	<input type="text" value="Sample Provider-1"/>	Active Only <input checked="" type="checkbox"/>
Request Title:	<input type="text"/>	
Body:	<input type="text"/>	
Decision Comment:	<input type="text"/>	
Revenue Retention Categories:	<input type="text" value="Invest in deferred maintenance"/>	
Amount:	<input type="text"/>	
Total Amount:	<input type="text"/>	
Current Amount:	<input type="text"/>	
Expected Project Completion Date:	<input type="text"/>	

Enter the “Request Title”. For example, “FY 23 – Vehicle Purchase”.

Request Title:

Provide a brief description of how you would like to use the retained revenue. Provide enough detail so that the reviewer knows what you are purchasing. Please include location of project expenditures.

Body:

Select the “Revenue Retention Category” that best fits the proposed expenditure from the dropdown.

Revenue Retention Categories:

Invest in deferred maintenance ▼

Please enter the “Amount” of the expenditure.

Amount:

The “Total Amount” is the total amount of retained revenue that can be utilized (with an approved plan) for the fiscal year selected.

Total Amount:

133631

The “Current Amount” is the balance to be utilized and is calculated using the “Total Amount” less any approved or pending revenue retention requests for the selected fiscal year.

Current Amount:

5000

Please enter the “Expected Project Completion Date.”

Expected Project Completion
Date:

To view **Provider Revenue Retention Data**, type “2023” in the fiscal year box and click on “View Report”

Fiscal Year:

Provider:
Active Only ☒

An Excel file will open with your agency’s Revenue Retention Data, with one of 3 approval statuses – Approved, Denied or Pending. (Rows without an Approved or Denied indication are in Pending status).

FiscalYear	Pin	RequestTitle	Body	RevRetentionCategory	Amount	Approved
2023	1	FY23 Rev Ret - Vehicles	use funds to purchase an accessible vehicle for ABC CLA	Make asset improviments	48953	Approved
2023	1	FY23 Rev Ret - Capital Improvements	Kitchen & bath upgrades \$20,123, flooring \$5,555	Invest in deferred maintenance	25678	Approved
2023	1	FY23 Rev Ret - Staff Training	Provide Customized Employment training to 3 staff	Strengthen program quality	9000	
2023	1			Strengthen program quality	5000	Denied

