



State of Connecticut Department of Developmental Services

DDS

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2024-03

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: October 30, 2023

Subject: FY 2020 through FY 2022 Cost Settlement Information

In an effort to streamline the Cost Settlement process for POS contracted providers, the Department of Developmental Services (DDS) has added Cost Settlement information to the DDS Gateway. This new process will reduce the time necessary for providers to receive this information and ensure that the most current version is always available to providers.

Please find a summary of Cost Settlement by Fiscal Year and For Profit versus Nonprofit status.

FY	Nonprofit		For-Profit		Operation Center Memo	Additional Info
	Cost Settle	Retain	Cost Settle	Retain		
2020	80%	20%	80%	20%	OCM 2020-24 Cost Settlement Initiative	Public Act 19-117. Public Act 19-127 (19-127 includes info on the Innovation Incentive Program Pilot).
2021	80%	20%	80%	20%		
2022	0%	100%	80%	20%	OCM FY23-12 Cost Settlement	
2023	0%	100%	80%	20%		
2024	0%	100%	0%	100%		SB 989

Cost Settlement Reports for FY 2020, FY 2021 and FY 2022 are now available for download through the DDS Gateway. Please reach out to your Provider Specialist if you have any questions.

- Additional guidance will be forthcoming on the process for retaining funds.
- 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.

Main Phone: 860-418-6000

Central Office: ddsect.co@ct.gov

Ombudsperson: dds.ombudsperson@ct.gov

Website: portal.ct.gov/dds

Public Region: ddsect.pub@ct.gov

Southbury Training School: ddsect.sts@ct.gov

North Region: ddsect.nr@ct.gov

South Region: ddsect.sr@ct.gov

West Region: ddsect.wr@ct.gov

An Affirmative Action/Equal Opportunity Employer

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
 - 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 reports from the list:

6. Cost Settlement

IP6 Payments Production Provider (Provider Reporting) Logout Help

[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. Cost Settlement
- Payment Reports
 - 1. Web Pair Report
 - 2. WebResDay Report
 - 3. Contract Status Report

Welcome to IP6-Payments Reports Landing Page.

Use Left Navigation to access Reports screens.



For Cost Settlement report, type “2020”, “2021”, or “2022” in the Fiscal Year box, then click “View Report”:

Cost Settlement Report Production Provider (Provider Reporting) Logout Help
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. Cost Settlement
Payment Reports
1. Web Pair Report
2. WebResDay Report
3. Contract Status Report

Fiscal Year: 2020
Provider: Active Only

Cancel 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