



State of Connecticut  
Department of Developmental Services

**DDS**

Jordan A. Scheff  
Commissioner

Elisa F. Velardo  
Deputy Commissioner

**Operations Memo 2024-04**

**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:** November 8, 2023

**Subject:** FY 2023 Revenue Reports

In an effort to streamline the revenue reporting process for POS contracted providers, the Department of Developmental Services (DDS) has added Revenue Reporting 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.

The following two Revenue Reports are now available for download:

- CORE Pay History
- Web IP6 Pay Registry

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.

Main Phone: 860-418-6000  
Central Office: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)  
Ombudsperson: [dds.ombudsperson@ct.gov](mailto:dds.ombudsperson@ct.gov)

Website: [portal.ct.gov/dds](http://portal.ct.gov/dds)  
Public Region: [ddsct.pub@ct.gov](mailto:ddsct.pub@ct.gov)  
Southbury Training School: [ddsct.sts@ct.gov](mailto:ddsct.sts@ct.gov)  
*An Affirmative Action/Equal Opportunity Employer*

North Region: [ddsct.nr@ct.gov](mailto:ddsct.nr@ct.gov)  
South Region: [ddsct.sr@ct.gov](mailto:ddsct.sr@ct.gov)  
West Region: [ddsct.wr@ct.gov](mailto:ddsct.wr@ct.gov)

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

The screenshot shows the DDS Gateway interface. At the top, there is a blue header with "DDS Gateway" on the left and "Logout" on the right. Below the header, there are two main panels. The left panel, titled "My Status", contains the following information: "Password Expires On : Saturday, December 2, 2023" with a link "Change my password", "Provider Pin : [input field]", and "Current Environment: Production". The right panel, titled "My Applications", lists various application categories and roles. A red arrow points to the "Provider Reporting" option under the "IP6 Payments" category. The "My Applications" list includes: Individual Plan (Page-6) with Read Only Manager; IP6 Payments with Central Office Administrator, Provider Administrator, and Provider Reporting; eCamris with General User; Level Of Need with Billing Staff and Read Only Manager; Case-Note with Billing Staff and Read Only Manager; WebResDay with Central Office Administrator, FI Reporting, General Supervisor, General User, Provider Administrator, Provider Reporting, and Report Viewer; Global Security with Central Office Administrator and Provider Administrator; and Other Applications with Quality System Review (QSR) and Abuse/Neglect Registry.

**Select “Reports” from the top menu:**

The screenshot shows the IP6 Payments - Main Menu navigation bar. The bar is blue and contains the following items: "IP6 Payments - Main Menu", "Production", "Provider", "(Provider Reporting)", "Logout", and "Help". Below the navigation bar, the text "Welcome to IP6 - Payments Application." is visible. A red arrow points to the "Reports" link in the top left corner of the navigation bar.

**Select one of the following reports from the list:**

- 4. Core**
- 5. Web Revenue Data**

**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.**



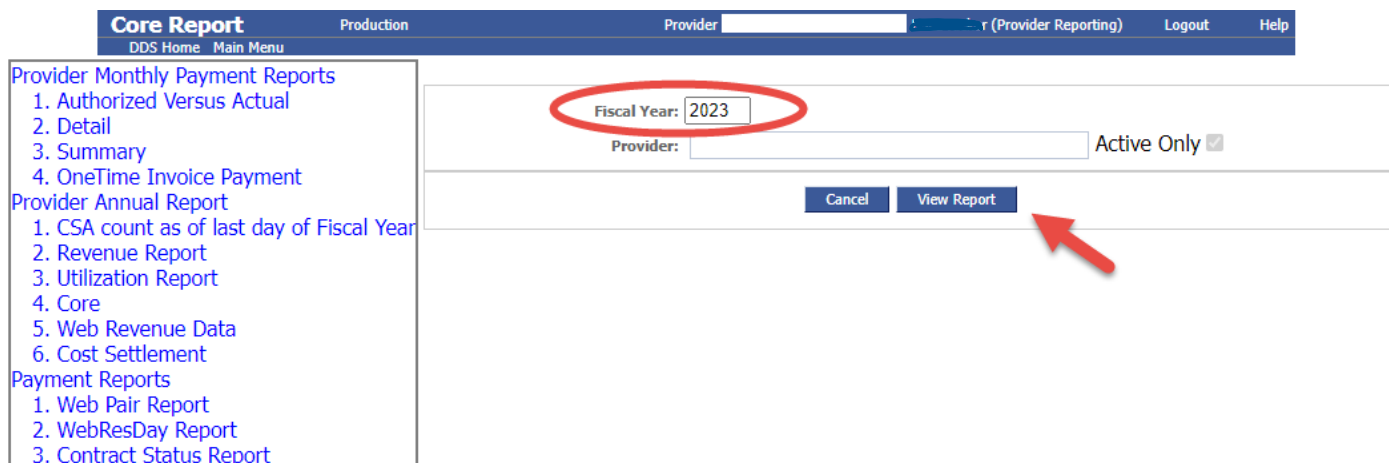
For Core report, type “2023” in the Fiscal Year box then click “View Report”:

**Core Report** Production Provider [ ] (Provider Reporting) Logout Help  
DDS Home Main Menu

Fiscal Year: 2023


Provider: [ ] Active Only

Cancel View Report

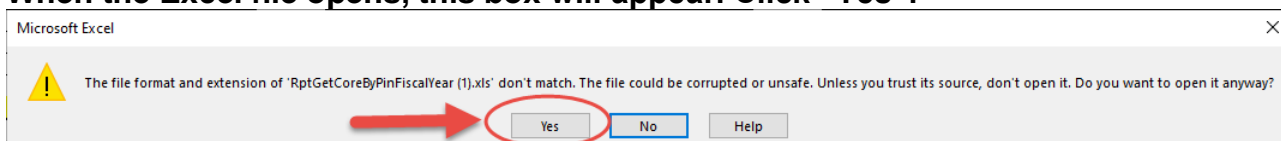


When the Excel file opens, this box will appear. Click “Yes”:

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



For **Web Revenue Data** report, select “fy23” from the dropdown menu and click “View Report”:

The screenshot shows the 'Web Revenue Data' application interface. On the left is a navigation menu with categories like 'Provider Monthly Payment Reports', 'Provider Annual Report', and 'Payment Reports'. The main area contains a form with a 'Revenue Report Status' dropdown menu set to 'fy23', a 'Provider' text field, and an 'Active Only' checkbox. Below the form are 'Cancel' and 'View Report' buttons. A red circle highlights the 'fy23' selection, and a red arrow points to the 'View Report' button.

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

The screenshot shows a Microsoft Excel warning dialog box. The text reads: '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?'. There are three buttons: 'Yes', 'No', and 'Help'. A red arrow points to the 'Yes' button, which is also circled in red.

For a summarized Web Revenue Report, copy the Web Revenue Data into Cell A1 on the “Paste” tab of the “Revenue Letter Template”.

The screenshot shows an Excel spreadsheet with columns A through E. Cell A1 is highlighted in yellow. The 'Paste' button in the ribbon is also highlighted in yellow.

The summary will appear on the “Calculation” tab.

The screenshot shows an Excel spreadsheet with a summary table. The 'Calculation' tab is selected in the ribbon. The table has two columns: 'Category' and 'Amount'. The 'Amount' column values are all zero.

Category	Amount
CLA	\$ -
CLA1Tm	\$ -
CRS	\$ -
CRS1Tm	\$ -
IHS	\$ -
IHS1Tm	\$ -
CTV	\$ -
CTV1Tm	\$ -
DAY	\$ -
DAY1Tm	\$ -
FI	\$ -
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	\$ -
ARPA HCBS Workforce	\$ -
ARPA HCBS IT	\$ -
DDS Recoupment (report with Cost Settlement).	\$ -
Benefit Pool (Included above, for informational purposes)	\$ -