

# State of Connecticut Department of Developmental Services



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#### **Operations Memo 2024-11**

**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:** January 4, 2023

**Subject:** FY 2022 Revenue Retention

Revenue Retention/Cost Settlement requirements for Department of Developmental Services (DDS) contracted providers has undergone several changes over the past few years, as referenced in <a href="Operation Center Memo FY24-03">Operation Center Memo FY24-03</a>. DDS has developed additional functionality in the DDS Gateway/ Provider Reporting module for providers to submit their plans for retained funds **for FY 2022**. All providers who wish to retain funds from a previous fiscal year (FY 2022 or later) are required to utilize the module to enter their retention plan requests and must select the applicable Revenue Retention category the request falls into. Providers must utilize the funding to:

- strengthen the quality of their programs.
- invest in deferred capital maintenance.
- make asset improvements that benefit their program populations.

Requests for **FY 2022** revenue retention must be entered into the DDS Gateway under #7 **DDS Revenue Retention** by January 31, 2024. Providers will be able to review their requests under #8 **Provider Revenue Retention Data.** 

Additional information on FY 2023 and other fiscal year revenue retention will be shared in a future Operations Center Memo.

This new process will reduce the time necessary for providers to receive their revenue retention information and ensure that the most current information is always accessible.

Instructions on utilizing the DDS Gateway Revenue Retention interface 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:



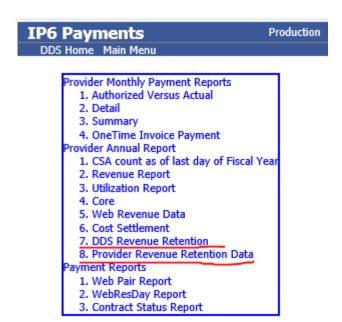
### Select "Reports" from the top menu:



Welcome to IP6 - Payments Application.

Select one of the following items from the list:

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



## For <u>DDS Revenue Retention</u>, type "2022" in the Fiscal Year box. ("Provider" name, "Total Amount" and "Current Amount" should populate automatically).

Fiscal Year:	2022 ~	
Provider:	Sample Provider-1	Active Only 🗹
Request Title:		
Body:		
Revenue Retention Categories:	Invest in deferred maintenance V	
Amount:		
Total Amount:		
Current Amount:		
	Save Clear	

Enter the "Request Title". For example, "FY 22 - 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.

Body:

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

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Please enter	the "Ar	nount"	of the	expendi	ture.

Devenue Petention Categories Invest in deferred maintenance

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

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Amount:

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
Current Amount:	5000

To view <u>Provider Revenue Retention Data</u>, type "2022" in the fiscal year box and click on "View Report".



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
2022	1	FY22 Rev Ret - Vehicles	use funds to purchase an accessible vehicle for ABC CLA	Make asset improvements	48953	Approved
2022	1	FY22 Rev Ret - Capital Improvements	Kitchen & bath upgrades \$20,123, flooring \$5,555	Invest in deferred maintenance	25678	Approved
2022	1	FY 22 Rev Ret - Staff Training	Provide Customized Employment training to 3 staff	Strengthen program quality	9000	
2022	1			Strengthen program quality	5000	Denied