



State of Connecticut
Department of Developmental Services

DDS

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

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 [Operation Center Memo FY24-03](#). 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.

Main Phone: 860-418-6000
Central Office: ddsct.co@ct.gov
Ombudsperson: dds.ombudsperson@ct.gov

Website: portal.ct.gov/dds
Public Region: ddsct.pub@ct.gov
Southbury Training School: ddsct.sts@ct.gov
An Affirmative Action/Equal Opportunity Employer

North Region: ddsct.nr@ct.gov
South Region: ddsct.sr@ct.gov
West Region: ddsct.wr@ct.gov

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:

[DDS Home](#) [Main Menu](#) [Reports](#)



Welcome to IP6 - Payments Application.

Select one of the following items from the list:

- 7. DDS Revenue Retention**
- 8. Provider Revenue Retention 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. Cost Settlement
 - 7. DDS Revenue Retention
 - 8. Provider Revenue Retention Data
- Payment Reports
 - 1. Web Pair Report
 - 2. WebResDay Report
 - 3. Contract Status Report

**For DDS Revenue Retention, type “2022” in the Fiscal Year box.
 (“Provider” name, “Total Amount” and “Current Amount” should populate automatically).**

Fiscal Year: ▼

Provider: Active Only

Request Title:

Body:

Revenue Retention Categories: ▼

Amount:

Total Amount:

Current Amount:

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.

Revenue Retention Categories:

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:

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:

To view Provider Revenue Retention Data, type “2022” in the fiscal year box and click on “View Report”.

Fiscal Year:
Provider: x 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
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