Commissioner Jordan A. Scheff
Department of Developmental Services

CONNECTICUT

Operations Memo 2025-14

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: April 3, 2025

Subject: FY 2023 Cost Settlement

Cost Settlement reports for FY 2023 are now available for download through the DDS Gateway. Providers should review the information and reach out to DDS with any discrepancies prior to close of business on Thursday, April 10, 2025. DDS will work with the provider and update information as applicable.

Once the updated information is compiled and the data updated, it will be entered into the DDS Gateway for FY 2023 Revenue Retention. Another memo, with additional detail will be sent to providers when FY 2023 Revenue Retention Requests become available.

Please reach out to your Provider Specialist if you have any questions.

- 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.

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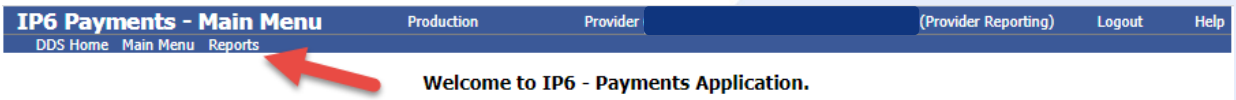
Log into DDS Gateway and select "Provider Reporting" under IP6 Payments:

Select "Reports" from the top menu:



Select one of the following reports from the list:

7. Cost Settlement

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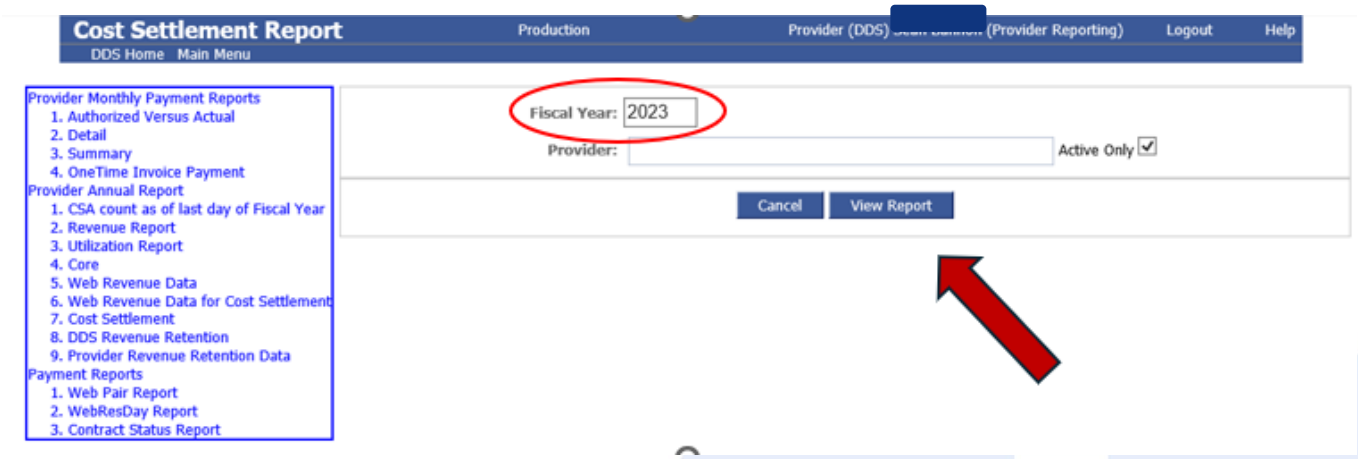
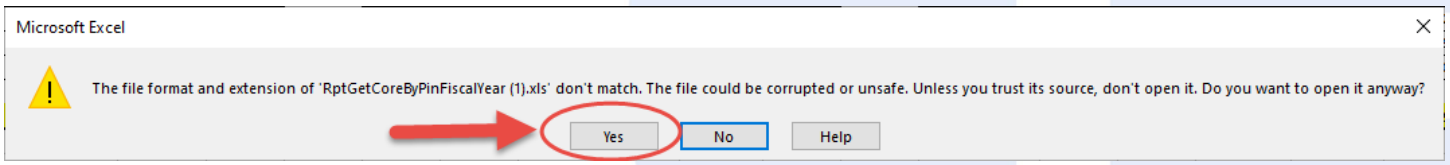
For Cost Settlement report, type "2023", in the Fiscal Year box, then click "View Report":



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