



# Announcement

## Year 3 Cost Report Instructions and Excel Template for Waiver Direct Service Provider Staff

ODP Communication Number: Announcement 092-10

**Audience:** Waiver Direct Service Provider staff who have a role in completing cost reports  
Administrative Entity staff who have a role in desk reviewing cost reports  
ODP Regional staff who have a role in overseeing the cost reporting and desk review processes

**Purpose:** This announcement is to inform you that the following Cost Report materials have been posted to the ODP Consulting website.

- Year 3 cost report instructions
- Year 3 cost report Excel template

ODP encourages providers to review these materials closely to ensure understanding of the cost report requirements. Further clarification in the instructions and enhancements to the template have been incorporated. As a reminder, Year 3 of the prospective payment system (FY 2011/2012 rating period) will be the first year without revenue reconciliation.

ODP recommends that all providers register for and attend the upcoming cost report training sessions scheduled for late July and early August (refer to Announcement #091-10 for details on these sessions). In addition to having the opportunity to ask questions during the training sessions, providers will also be able to access the E-help desk beginning in August.

The posted materials described above can be accessed as follows:

- Use the following menu path [www.odpconsulting.net](http://www.odpconsulting.net)
- Under ODP Information Centers select: Provider Information Center (PIC)
- Select: Provider Cost Report Information
- Under Year 3 Cost Report Information, documents are titled "ODP Year 3 CR Instructions\_FINAL.pdf" and "ODP Year 3 CR Template\_FINAL.xls"

Please note that if you do not get access to the material the first time, click the reload button.

Providers are encouraged to continue monitoring this website for additional announcements and postings.