



# Office of Developmental Programs

## On-line Cost Report Information

### For Waiver Direct Service Provider Staff, For Supports Coordination Organizations, and Administrative Entities

#### **INTENDED AUDIENCES:**

- Waiver Direct Service Provider staff who have a role in completing cost reports
- Administrative Entity staff who will have a role in desk reviews of cost reports
- Supports Coordination Organization staff who have a role in completing cost reports
- Regional Program staff who will have a role in desk reviews of cost reports

#### **PURPOSE:**

This announcement describes how provider organizations and AEs can establish user accounts for the online Cost Report submission system. It is also to inform you that the presentations used during the Cost Report Training Sessions during the weeks of July 20 and July 27, 2009 have been posted to the ODP Consulting website.

As part of the Year 2 Prospective Payment System cost report submission and desk review process, a user account needs to be established for all providers submitting a Cost Report (CR) and other supplemental data files and for AEs responsible for performing desk reviews. There will be one user account per provider organization and one user account per AE. If a provider has more than one Master Provider Index (MPI), the provider must select only one of its MPIs for which the user account information will be established. This single MPI must match the primary MPI reported on Line 1a on the Certification Page of the Cost Report. Since there will be only one user account per provider or per AE, the user account information must be shared within the provider organization or within the AE such that all individuals needing access to the online submission website will use the same username and password to submit or retrieve Cost Reports and other supplemental data files.

Using the process described below, we are requesting that provider organizations and AEs submit the information necessary to establish the user account (user name and password) by **Friday, August 7, 2009**. The user account information will be sent to the email address provided. If this information is not provided by August 7, 2009, there is a risk to providers and AEs that they will be unable to comply with the timelines communicated during the Cost Reporting Training Sessions.

The following identifies where the user account request and training presentations are located. Completed user account request forms should be submitted to:  
[odpcostreporthelp@mercer.com](mailto:odpcostreporthelp@mercer.com).

**Waiver Direct Service Provider:**

Use the following menu path [www.odpconsulting.net](http://www.odpconsulting.net)  
Under Main Menu select: Provider Information Center (PIC)  
Select: Provider Cost Report Information

*For the user account information*

Select: "Provider User Account Request"  
Template is titled: "ODP Single Provider User Template.xls"

*For the training presentation*

Select: "Year 2 Cost Report Training Presentation"  
Presentation is titled: "2009 Cost Report Training Slides Final 71709.pdf"

**Supports Coordination Organization:**

Use the following menu path [www.odpconsulting.net](http://www.odpconsulting.net)  
Under Main Menu select: Supports Coordination Organization Information Center (SCOIC)  
Select: Year 2 SCO Cost Report Information

*For the user account information*

Select: "Provider User Account Request"  
Template is titled: "ODP Single Provider User Template.xls"

*For the training presentation*

Select: "Year 2 Cost Report Training Presentation"  
Presentation is titled: "2009 SC Cost Report Training Slides 071709Final.pdf"

**Administrative Entity:**

Use the following menu path [www.odpconsulting.net](http://www.odpconsulting.net)  
Under Main Menu select: Administrative Entity Information Center (AEIC)  
Select: AE Cost Report/Desk Review Information

*For the user account information*

Select: "Administrative Entity User Account Request"  
Template is titled: "ODP Single AE User Template.xls"

Please check these websites regularly for updates.