

DDS FY 2013 8 Month Expense Report FAQ's

- 1) Q: Why was the 8 Month Expense Report changed?

A: DDS has been working with the provider community to identify efficiencies that can both reduce the reporting requirements for the providers and increase the utility of reports and fiscal data for DDS. The Provider Business Managers worked with DDS to review and approve a revised format that allows the provider to enter a projected End of Fiscal Year Budget instead of filing a Final OP Plan (budget).

- 2) Q: How does submitting a Final Budget Amount instead of a Final OP Plan affect my agency?

A: It reduces the need to submit one more report; however DDS will be comparing the End of Fiscal Year Budget Amount to the Annual Report. If the agency feels there will be a significant variance between the End of Fiscal Year Budget Amount and Annual Report a Final OP Plan can be submitted by July 15.

- 3) Q: Do I need to file an OP Plan with this report?

A: No, this report replaces the need to do a COLA OP Plan as well as a Final OP Plan.

- 4) Q: If my agency adds a new program from March 1-June 30 with over \$100,000 in annualized revenue or closes or adds a new cost center do we need to submit an OP Plan?

A: Yes, submit a Final OP Plan by July 15.

- 5) Q: The Report requires an explanation if the CSA/VSA count differs from the last submitted OP Plan. There has been significant movement from VSA to CSA, there may be differences in the projected End of Year counts vs. the prior OP Plan, what should we do?

A: Explaining the movement from VSA to CSA would satisfy the reporting requirement. Not all providers have added CSA's, some have seen contraction. Also, for Res programs like CRS or CLA that do not have VSA equivalents we want to understand the changes.

6) Q: Due to the budget reductions (rescissions) in the individual allocations our program's expenses exceed the anticipated funding from DDS. How should I show that in my projected budget (End of Fiscal Year Budget Amount)?

A: DDS is sensitive to the dilemma of providers in years such as this when budget reductions create challenges; however the budget (End of Fiscal Year Budget Amount) needs to be based on the expected revenue from DDS.

7) Q: What if I need an extension?

A: Submit requests for extensions in writing to Peter Mason.

8) Q: Who do I send the report to?

A: Electronically submit the completed Expense Report to the DDS Operations Center Resource Manager II with a copy to Sandra.McNally@ct.gov and Pat.Dillon@ct.gov.

Submit the report in Excel format.