

## **How to Read the PPL Utilization Report Pennsylvania Office of Developmental Programs (PA ODP)**

### **Frequency:**

Utilization Reports are sent out by PPL every 2 weeks in an Excel document that is emailed to the Participant/CLE.

### **Questions?**

If you have any questions regarding your Utilization Report; please reach out to your Supports Coordinator (SC). They can review PPL's MyAccount portal with you and assist with any questions you may have. If the SC is unable to answer your questions, please reach out to PPL's Customer Service team at 1-800-249-0861.

### **What does the Utilization Report include?**

The Utilization Report includes authorization and spending information from PPL's MyAccount system. The authorizations in MyAccount come from the State's system, HCSIS.

PPL pays SSPs and Vendors on a bi-weekly basis. When spending occurs, the Utilization Report reflects the amounts spent.

MyAccount includes real-time spending information. HCSIS does not show real-time spending information due to the lag time for claims to be submitted to Medicaid. MyAccount should be referred to for the most accurate budget information.

- **TAB 1: DATA DIRECTORY**
  - This tab explains each column on the Utilization Report.

- **TAB 2: UTILIZATION REPORT**

- **W Code:** each service code the Participant has an authorization for in PPL's MyAccount system. These services are entered into the State's HCSIS system by the appropriate support team member. The service code data is then shared with PPL and available in the MyAccount system.
  - There may be a 1-4 business day delay between what is in HCSIS and what shows in MyAccount.
- **Pay Period Date Range:** most recent pay period the report captures. These dates match the PPL payroll schedule (available on [www.pplfirst.com](http://www.pplfirst.com))
- **Authorization Start and End Dates:** authorization start and end dates that cover the current pay period. If there is no authorization in MyAccount during the pay period, the authorization will not show up on the report.
- **Total Units Authorized:** number of units authorized – this information comes from the State's HCSIS system. For hourly service codes, there are 4 units for every hour.
- **Authorized Units Utilized Prior Pay Period:** number of units PPL has paid out during the pay period date range. If no units were paid out, this will read "0".
- **Total Authorized Units Utilized:** number of units PPL has paid out since the start of the authorization.
- **Authorized Units Remaining:** number of units remaining in the authorization, less what PPL has paid out.
- **% Authorized Units Utilized:** percentage of the authorization that PPL has paid out.
- **Total Dollars Authorized:** number of dollars authorized – this information comes from the State's HCSIS system.
- **Authorized Dollars Utilized Prior Pay Period:** number of dollars PPL has paid out since the start of the authorization.
- **Total Authorized Dollars Utilized:** number of dollars PPL has paid out since the start of the authorization.
- **Authorized Dollars Remaining:** number of dollars remaining in the authorization, less what PPL has paid out.
- **Posting Date Last Pay Period:** "yes" or "no" – if yes, PPL paid out an employee from this service code within the last pay period. If no, PPL did not pay out an employee from this service code within the last pay period.