



State of Connecticut
Department of Developmental Services



Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

August 3, 2020

Dear Private Providers and CCH Licensees,

The Department of Developmental Services (DDS) is currently preparing to phase in a reopening of Community Companion Home (CCH) Licensing. Although DDS is actively planning to resume all initial and annual licensing statewide, we will be initiating the process in phases. Regional and Licensing staff will be communicating with you regarding a specific schedule that will pertain to your agency or home.

The reopening plans are as follows:

Phase 1	Current	Processing initial applications where a home visit has taken place. Piloting use of Teams for electronic submission of documentation.
Phase 2	August 15	Begin in-person licensing visits of all initially licensed homes in provisional status as well as new applicants with complete and accurate packets.
Phase 3	September 15	Begin in person re-licensing visits for homes that have significant support needs.
Phase 4	October 15	Begin in-person re-licensing visits for homes that are established and in good standing.
Phase 5	November 1	Agencies will have an electronic platform in place with which to share documents.

As we enter each phase, DDS will be paying close attention to state and federal COVID updates. Phase-in dates may be altered depending upon community transmission rates in the state or additional direction by the Governor. When possible, all documentation will be reviewed remotely prior to an in-person visit. In the event that remote review of documentation is not possible, the licenser will review the documentation on site, but outside of the home either in their vehicle or in an outdoor location. The licenser will limit the amount of time they have direct contact with individuals in the home and any necessary contact will occur with appropriate use of PPE and social distancing. In addition, the current visitation screening protocols will be utilized as well as the guidelines associated with that type of licensing visit.

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001
460 Capitol Avenue ♦ Hartford, Connecticut 06106
www.ct.gov/dds ♦ e-mail: ddsct.co@ct.gov
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DDS has the health and safety of all CCH stakeholders at the forefront of our reopening plans. We have implemented new guidelines and procedures that are in line with CDC guidelines. Some of our planned health and safety guidelines include the following and will be further clarified prior to each licensing visit:

- COVID screenings regarding health and (possible) exposure shall adhere to the Visitation Guidelines issued by DDS will take place at scheduling and at the time of the visit.
- Unannounced licensing visits will not occur at this time.
- Licensing visits will not take place if any member of the household has been recently diagnosed with COVID or exposed to someone diagnosed with COVID.
- All members of the household capable of wearing masks should do so during the licensing visit.
- Should any member of the household have a temperature > 100 or are experiencing any unexplained COVID related symptoms such as shortness of breath, difficulty breathing, cough, diarrhea or vomiting, the visit will be postponed.

Staff

- All DDS licensing staff will wear masks at all times while in the home or in contact with others during the visit.
- Staff temperatures will be taken prior to the start of the visit.
- Staff with unexplained shortness of breath or difficulty breathing, Fever > 100, cough, diarrhea or vomiting will be immediately sent home and will be directed to work with Human Resources on further steps.

DDS understands that some licensees may have questions about the process, due to COVID-19 concerns. Should you have any questions or concerns that you would like addressed prior to a licensing visit taking place, please call or email your Regional CCH Manager. Please note that due to many of DDS' employees working remotely, emailing (if available) may receive faster response to your contact.

North Region CCH Manager	Thomas.Marinak@ct.gov	860-263-2525
North Region Asst CCH Manager	David.Piggott@ct.gov	860-263-2506
South Region CCH Manager	Kathleen.Calo@ct.gov	203-294-5025
South Region Asst CCH Manager	Jill.Keppler@ct.gov	860-859-5528
West Region CCH Manager	Timothy.Braziel@ct.gov	203-805-7439
West Region Asst CCH Manager	Michael.Degrosse@ct.gov	203-805-7403

Please be assured that we are deeply committed to the health and well-being of all.