

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No:** I.G.PR.001  
**Subject:** Portability of Funds  
**Section:** Contracted Services

**Issue Date:** September 10, 2001  
**Effective Date:** Upon release  
**Revised Date:** February 1, 2011  
**Approved:** /s/Peter H. O'Meara/KdP

**A. Purpose**

This procedure describes the process to be followed when an individual requests a change in service provider. Through this process people with intellectual disabilities will be supported to direct their futures; have control over how they live their lives, where, and with whom; and have authority over the resources that support them.

**B. Applicability**

This procedure shall apply to individuals receiving any service funded, provided or contracted by the Department of Developmental Services (DDS). It is applicable to Southbury Training School, Regional Centers, Public and Private Community Residential Services and Public and Private Day Services.

**C. Definitions**

Individual: for the purpose of this procedure the individual refers to the person with intellectual disabilities.

Portable funds: Dollars required to support an individual, based on a persons Level of need, served through a service authorization between the department and a private provider. These are resources already available to the individual that can be used to purchase the services they desire and need from the provider of their choosing or by self directing their supports.

**D. Implementation**

This process provides a framework for individuals/families and guardians, private and public providers and the department to proceed with planning and resource reallocation in an environment of openness, cooperation, mutual respect and fairness.

The department supports individuals to exercise their right to select the service Provider(s) of their choice.

The individual's case manager/broker, in conjunction with a resource manager, is responsible for coordinating the activities in the following process by completing the Personal Control of Resources Checklist. Many of the activities outlined below can and may happen simultaneously rather than sequentially. At any time during the process informal communication and planning are expected to occur.

**Overall timeframe for this process should be no longer than 30 days from the initial request by the individual.**

- I. The individual identifies a desire or need for different supports or similar supports from a different provider or by using self direction.
- II. The individual with the assistance of their case manager contacts the Resource Manager or Public designee to determine current allocation.
- III. The Planning & Support Team will meet to determine the supports needed and determine if additional funding will be required. LON and IP will be reviewed and updated, if needed, at this time.
- IV. Case Manager notifies PRAT of desire to use portability and makes a request for funding enhancement if needed. The Regional PRAT reviews the request and makes a determination based on the individuals level of need and makes a decision to allocate funding based on whether the request meets a health and safety need for the individual and is within the individuals level of need CAP. If required, URR will be scheduled at the next available time.
- V. The case manager/regional designee will coordinate a meeting of all interested parties. The individual/family will be encouraged to participate. However, they may choose not to be at meetings with the provider. If they choose not to participate, the case manager will represent them at the meeting and apprise the individual/family of the content and outcome of the meeting.
- VI. Modifications to the provider's plan are made based on feedback from the individual, resource manager or other interested parties. When possible and necessary the region dedicates additional resources to support the plan.
- VII. The individual decides whether or not to accept the provider's proposal. In order to make an informed decision the individual must be party to or informed of discussions regarding the proposal, know how many resources are available and understand his/her various options (i.e. see other types of services).
  - a) Individual accepts plan: The provider continues to serve the individual by implementing the agreed plan. If necessary, the region initiates a new service authorization.
  - b) Individual rejects plan:
    - i. The individual works with the region to develop a plan and using his/her portable funds secures new supports.
    - ii. Mutually agreeable timelines are developed for transition planning, notification of employers and completion of new service authorizations.

**E. References**

Section 17a-212 of the Connecticut General Statutes

I.G.PO.001 Portability of Funds

DDS Mission Statement

**F. Attachments**

I.G.PR.001 Attachment A - Personal Control of Resources Checklist