



State of Connecticut
Department of Developmental Services

DDS

Dannel P. Malloy
Governor

Terrence W. Macy, Ph.D.
Commissioner

Kathryn du Pree
Deputy Commissioner

TO: Private Providers of Residential, Day and Clinical Services

FROM: Peter Mason, Operations Manager

CC: Terrence Macy, Ph.D., Commissioner, Kathryn duPree, Deputy Commissioner, Regional Directors, Assistant Regional Directors, Resource Administrators, Joe Drexler, Vince O'Connell, CCPA, CAN, ARC/CT

DATE: August 15, 2011

SUBJECT: FY2011 Financial Reporting Requirements

Private provider financial reporting information is used in the calculation of Federal reimbursement rates. The timeliness and accuracy of financial reporting is critical to maximizing revenue. These financial reports also provide valuable financial information about the private provider system. This information is used to provide the Executive and Legislative branches with facts about the financial issues facing private providers.

This past year DDS worked with a number of stakeholders regarding financial reporting issues. This included meeting with business managers to revise the Annual Report and developing a set of Agreed upon Procedures with local CPA firms. DDS has worked to minimize the reporting requirements for DDS providers that received financial compensation of less than \$300,000 and make the requirements clear and consistent.

Attached is an Operational Memo regarding the FY2011 financial reporting requirements for providers of the Department of Developmental Services (DDS). The memo details the auditing and financial reporting requirements for providers funded through a Purchase of Service contract and/or Individual Budgets, non-profit and for-profit providers, and delineates the requirement based on their financial compensation from DDS. All providers are required to provide financial information to DDS and the Operational Memo breaks down the requirements for providers that received financial compensation of less than \$100,000, \$100,000 - \$300,000, and greater than \$300,000.

Thank you for your attention to these requirements. Your assistance will enable DDS to maintain accuracy and transparency in the provider funding and reporting systems.