



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Terrence W. Macy, Ph.D.
Commissioner

Joseph W. Drexler, Esq.
Deputy Commissioner

Operations Center Memo 2012-6

To: Purchase of Services Contracted Private Providers
From: Peter Mason, Acting Director, DDS Operations Center
Cc: Joe Drexler, Deputy Commissioner, Assistant Regional Directors of Private Services, Resource Administrators, CCPA, CT Non Profits, ARC/CT
Date: February 15, 2012
RE: Eight Month Expense Report

As a requirement of the Purchase of Service (POS) contract with the Department of Developmental Services (DDS), each POS contracted provider is required to submit an Eight Month (July 1, 2011 – February 29, 2012) Expense Report to DDS each year by March 31. The eighth month report was instituted as part of the recommendations from a multi-state agency workgroup commissioned to consider reforms and methods to streamline existing processes.

The Eight Month Report uses the same format as the previous mid-year report. Providers will continue to use the total budgeted amount for each program type (Day, CLA, IHS, CRS, and CTH) from the most recent Operational Plan (Op. Plan) submitted by the provider prior to January 1. All Contract Service Authorizations (CSA) and Vendor Service Authorizations (VSA) should be inputted for the appropriate program. As a reminder, the CSA is paid via the POS contract and the VSA is paid via a Fiscal Intermediary. In developing the Fiscal Year 2012 Op. Plan, providers were given the option of either accounting for their expenses for services that were funded via the VSA in either the applicable cost centers on the "Residential" and "Day" tabs, or in separate cost centers on the "Other" tab. For providers who chose to include the expenses associated with the VSA participants in the applicable cost centers on the "Residential" and "Day" tabs on the Op. Plan, the agency must input the total number of CSA's and VSA's in the appropriate program and record the VSA revenue in line 7.b. Less FEE for SERVICE REVENUE.

The Eight Month Report and instructions can be found on the DDS Website under the Provider page at the following link: <http://www.ct.gov/dds/cwp/view.asp?a=3166&Q=498824>. All reports are to be submitted electronically to the DDS Operations Center Resource Manager II. If you have any questions regarding the new report, please feel free to contact me at Peter.Mason@ct.gov.