



State of Connecticut
 Department of Developmental Services



Dannel P. Malloy
 Governor

Terrence W. Macy, Ph.D.
 Commissioner

Joseph W. Drexler, Esq.
 Deputy Commissioner

Operations Memo 2012-7

TO: Private Providers with a Purchase of Service Contract for Residential and Day Services
FROM: Peter Mason, Acting Director of the Operations Center
DATE: April 16, 2012
SUBJECT: **Operations Plan (Op-Plan) Software and User's Guide**

The fiscal year 2013 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. The 2013 Op Plan loads onto a Microsoft Office Excel 2007 Spreadsheet and requires no additional software. The spreadsheet utilizes macros to complete various calculations. Set the security level of excel to the lowest level when first loading the spreadsheet onto the computer. Refer to the instructions for more detail.

A few revisions were made in the FY2013 Operational Report. On the Residential Worksheets,

- The name of the Community Training Home (CTH) program has been changed to Community Companion Home (CCH) program.
- On the Day Worksheets, the name of the Supported Employment Independent (SEI) program has been changed to Independent Supported Employment (ISE) program.

Providers will still have the option of reporting Vendor Service Authorization (VSA) revenue in either the DDS contracted programs or in its own cost center. Providers opting to separate the VSA program from the DDS contracted programs must now do so in its own cost center on the "Other" spreadsheet. As a reminder, all CRS programs must be broken out into a separate cost center for each setting.

In an effort to simplify the submittal process, providers should electronically submit to their Operations Center Resource Manager II and Pat Dillon, Contract Manager, at pat.dillon@ct.gov the following:

- A letter of transmittal, certifying that the Op-Plan electronically submitted is a true and correct copy of the Op-Plan for FY 2013.
- The 2013 Op-Plan
- Staffing schedules – A scheduling sample is attached. This will satisfy the FY2012 contractual requirement of submitting staff schedules.

Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2013.

Please note: Due to the delay in distributing this material, the due date has been extended from April 1, 2012 to May 18, 2012.

Should you have any questions, please call Sandy McNally at (860) 418-6025 or Peter Mason at (860) 418-6077.

Encl.

CC: Joseph W. Drexler, Deputy Commissioner
 Regional Directors
 Private ARDs
 CCPA, CT Non Profits, ARC/CT

Mary Fuller, Chief Fiscal Officer
 Pat Dillon, Contract Manager
 Regional Resource Administrators
 Resource Managers

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
An Affirmative Action/Equal Opportunity Employer