



Dannel P. Malloy  
Governor

State of Connecticut  
Department of Developmental Services

**DDS**

Morna A. Murray, J.D.  
Commissioner

Jordan A. Scheff  
Deputy Commissioner

## Operations Memo 2015-04

**TO:** Private Providers with a Purchase of Service Contract for Residential and Day Services  
**FROM:** Peter Mason, Director of the Operations Center  
**DATE:** May 15, 2015  
**SUBJECT:** **Operations Plan (Op Plan) Software and User's Guide**

The fiscal year 2016 Op Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. The 2016 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.

Changes have been made to the FY2016 Op Plan to allow the Providers to estimate the utilization of supports for the fiscal year. This change will allow Providers to have a discussion with the regions regarding the agency's estimated cost while factoring in vacancies and attendance by the participants. Additional changes were made to meet the requirements of the Uniform Chart of Accounts issued by OPM.

- Providers must have a separate cost center for each waiver support category (CLA – by each house, CRS – by each house, IHS, personal supports, parent supports, adult companion, Healthcare Coordination, Behavioral Consulting, DSO, GSE, Sheltered, ISE, Individualized Day – vocational and non-vocational may be combined).
- For Residential and Day support services, a line has been added to enter Allocated Direct Support FTE's and salaries.
- For Residential and Day support services, a line has been added, (line 36 for Residential and line 31 for Day), to enter Anticipated Utilization. The percentage of Anticipated Utilization must be entered for all support types excluding CLA and CRS services.
- For Residential and Day support services, a line has been added that shows the Estimated Cost according to the Anticipated Utilization Percentage entered. The estimated cost is automatically entered for CLA and CRS services at 100% utilization.
- The 8 Month Report has been added to the Op Plan file, located on the blue colored tabs. All data needed from the FY16 Op Plan for the FY16 8 Month Report will be pre-populated. Further instructions to complete the 8 Month Report will be distributed in the future.

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001  
460 Capitol Avenue ♦ Hartford, Connecticut 06106  
[www.ct.gov/dds](http://www.ct.gov/dds) ♦ e-mail: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)  
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In an effort to reduce workload Providers may combine most cost centers for like services (other than CLA and CRS). Cost centers for like services may be combined and reported in the Prime Region. For example, if an agency has 5 DSO's in 3 Regions, and is North Region Prime, they can now report 1 DSO cost center in the NR with all fiscal data combined. Individual Day Supports must have a separate cost center but Ind- Voc and non-Voc can be combined into the same cost center. CLA and CRS are still required to be reported separately and assigned to a specific Region.

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 revenue participants from DDS contracted programs must do so in its own cost center on the "Other" spreadsheet. As a reminder, all CLA and 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 assigned Operations Center Provider Specialist 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 2014.
- The 2016 Op Plan
- Staffing schedules – This will satisfy the FY 2016 contractual requirement of submitting staff schedules.

Refer to the "User's Guide" for instructions regarding how to install and complete the Op Plan 2016.

**Please note: Due to the late issuance of the Op Plan Software, submission has been extended until June 15, 2015. If necessary, providers may request an extension until June 30 in writing to their assigned Operations Center Provider Specialist. Your request for extension should detail the specific reasons contributing to the need for the extension and an assurance that your agency will have the report submitted by June 30. Extension requests exceeding a two week time period will need to be submitted in writing to Pat Dillon detailing the specific reasons contributing to the need for the longer extension and a specific timeframe for submission.**

Should you have any questions, please call your assigned Operations Center Provider Specialist.

Encl.

CC: Jordan A. Scheff, Deputy Commissioner  
Mary Fuller, Chief Fiscal Officer  
Regional Directors  
Pat Dillon, Operations Center Manager  
Private ARDs  
Regional Resource Administrators  
CCPA, CT Non Profits, ARC/CT Resource Managers