



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

Operations Center Memo – 2016-04

To: Private Providers of Sheltered Employment Services

From: Peter Mason
Operations Director

Cc: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Crescentino Secchiaroli, Acting Fiscal Administrator, Regional Directors, Assistant Regional Directors of Private Services, Assistant Regional Directors of Individual and Family Support, Self Determination Directors, Resource Administrators, Director of Waiver Services, Case Manager Supervisors, Operation Center Staff, CCPA, CT Non Profits, ARC/CT

Date: August 26, 2015

Re: Re-classification to Pre-Vocational Services

As you are aware we have been involved in a multi-year process with the Centers for Medicare and Medicaid (CMS) to transition supports provided through the Sheltered Employment model to CMS approved employment or vocational/habilitative waiver services. In October 2012 we closed admissions to sheltered services and we no longer qualify any new providers for those services.

Effective September 1, 2015, DDS Operations Center will move all Sheltered Employment (SHE) authorizations to Pre-Vocational (PREVOC). This change will not affect your funding. Attached you will find a packet that contains a review checklist, program definitions, a checklist User Guide and sample scenarios. If you feel that your program meets the definition for a program other than pre-vocational, please completed the checklist and submit along with Executive Director Assurance Affidavit Form.

All programs meeting the definition for pre-vocational will begin a transition to moving individuals toward community employment. When the DDS waiver amendments were being reviewed DDS entered into a negotiation with DSS and CMS regarding specific transition timelines. The final decision from CMS was that the transition to community employment would be completed within a three year time period. DDS will develop a process to review requests for an extension of that three year period on a per

individual basis. Prior to requesting an extension a Career Plan needs to be completed. This transition will include the completion of the following steps:

- Develop an objective in each person's IP
- Complete a Career Plan
- Develop a goal in your agency Continuous Quality Improvement Plan to transition all individuals out of pre-vocational supports within 3 years.

The individual transition plan should be individualized based on the needs of the person and in keeping with the Department's Employment First Policy.

Many of you have participated in the process and committee work to develop the attached materials and we greatly appreciate your time, expertise and feedback.

Please email all responses to this communication to DDS.OperationCenter@ct.gov