



Dannel P. Malloy  
Governor

State of Connecticut  
Department of Developmental Services

**DDS**

Jordan A. Scheff  
Acting Commissioner

## Operations Memo 2017-10

**To:** Purchase of Services Contracted Private Providers  
**From:** Peter Mason, Director DDS Operations Center  
**Date:** March 28, 2017  
**RE:** Submission Changes to FY2017 Eight Month Expense Report

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DDS has become aware of a calculation error on the Error Check tab of the FY17 Eight Month Report. The formulas in each program type under number 8 that determines a "NO" answer does not include all necessary line items that can show a +/-20% variance. For this reason, please send **all** FY17 Eight Month Reports to David David - [David.David@ct.gov](mailto:David.David@ct.gov) and Cc Janice Mooney - [Janice.Mooney@ct.gov](mailto:Janice.Mooney@ct.gov). Janice and David will run a Macro to make the correction and submit the report to the Region if necessary. **Do not send the FY17 Eight Month Report to the Region.**

**To make the review process more efficient, please review all line item variances and include a reason in the comment section for any variance of +/-20%, even if there aren't any "NO" answers under question 8 of the Error Check Tab.**

If you have already submitted your FY17 Eight Month Report to the Region, please email a copy to David David.

**The FY17 Eight Month Report must be electronically submitted to David and Janice by April 7, 2017.**

If you need to submit an amended Operational Plan, you must send a request via email to David and Janice prior to the Eight Month Report deadline. Please include the reason(s) that the Operational Plan needs to be amended. Amended Operational Plans will not be accepted by DDS without an explanation for the changes and approval by DDS Provider Specialist.

If you have any questions regarding the report, please contact David David at 860-418-6040 or by email at [David.David@ct.gov](mailto:David.David@ct.gov)