



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

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Commissioner

Peter Mason
Deputy Commissioner

To: Private Providers of Day and Residential Services
From: Scott McWilliams, Chief of Fiscal/Administrative Services
CC: Assistant Regional Directors of Private Services, Resource Administrators, Operation Center Staff, ARC of CT, CT Community Nonprofit Alliance, Inc.
Date: May 1, 2018
RE: End of FY2018

Dear Provider:

The end of FY2018 fiscal year is approaching fast. It is the goal of the Operations Center to finish this fiscal year in a smooth and efficient manner. DDS will need the cooperation of your agency in order for this to happen. It is important for all private providers to adhere to the established dates which have been tightened up due to the budget restraints. Providers are asked to disseminate this email to the appropriate person or persons in your agency.

As a reminder, payments can only be made through an approved authorization. If a provider has an understanding with the region for a payment for staffing and/or other costs for a particular site, home or program but, to date, have not received an authorization, then the provider should contact either the resource administrator or private ARD immediately. If an agency provides supports without an authorization, reimbursement for those supports will only be paid under the guidelines issued in Operational Center memo FY2018-11. All payments will be executed based on the signed off attendance on the Web Res Day on-line attendance system or proper documentation for one time support services. Estimated payments are not an acceptable approach for processing one-time payments. Payment for all one-times is based upon availability of funding per DDS One time Procedure.

Providers should complete the following tasks:

- Review all payments and attendance data. Any unsigned attendance on Web Res Day should be reviewed and signed off.
- Review the utilization data included with the monthly payment reports. The provider should have a system in place to analyze the individual supports that have been billed over the authorized amount. Revisions and/or corrections should be made to Web Res Day prior to **July 10, 2018** to avoid any delays in payments or future repayments for providing more supports than authorized.
- Review all contract and vendor service authorizations and make sure the agency has one for every individual served.

- All one time authorizations for supports provided prior to April 1, 2018 should have been submitted. One time authorizations for supports prior to April 1, 2018 were closed as of April 30, 2018 and no further payment activity can be authorized.
- All one time authorizations for supports provided for April and May should submit documentation **no later than June 10, 2018**. One time authorizations for supports provided for April and May will be closed as of June 30, 2018 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Due to the unusual budget cycle and the delay in passing a budget all one times for the first three quarters that were submitted and put on hold pending availability of funding, if approved by the region, may submit documentation **no later than May 10, 2018**. One time authorizations for supports provided during the first three quarters will be closed as of May 31, 2018 and no further payment activity will be authorized.
- All one time authorizations for supports provided for June should submit documentation **no later than July 15, 2018**. One time authorizations for supports provided for June will be closed as of July 31, 2018 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Review all invoices submitted to the FI for FY2018. Any past invoices greater than 60 days should be discussed with the FI. Any discrepancies between the provider and the FI should be brought to the attention of their regional FI Liaison. For your information, any unpaid invoices for supports provided more than six months after the services were provided will only be reimbursed if payment was not made due to extraordinary circumstances and with the approval of the regional director.
- Providers should be reviewing all start-up requests. Start-up documentation should be submitted prior to June 30, 2018 for any home that was opened in FY2018.
- Providers that have added a new program with annualized funding of more than \$100,000 or a new CLA or CRS Cost Center after February 28, 2018 must submit **no later than July 15, 2018** a final FY2018 Operational Plan.
- PSA_POS requisition types must be entered no later than the close of business on Wednesday, June 27, 2018. This means that we will **not be able to process any amendment requests** after June 27 until the CORE CT system is opened for Fiscal Year 2019.
- Please work with the regions and your Provider Specialists to ensure that any amendment request needs for the beginning of FY19 are completed prior to June 27, 2018.

As another difficult fiscal year comes to a close, DDS continues to be thankful for the work done by our provider community. We value our partnership with private providers and look forward to working with you to continue to create and promote meaningful opportunities for individuals with intellectual disability.