

**DDS**

State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2018-12

To: POS and PSA Contracted Private Providers

From: Scott McWilliams, Chief of Fiscal/Administrative Services

CC: Jordan A. Scheff, Commissioner, Peter Mason, Deputy Commissioner, Regional Directors, Private ARDs, Resource Administrators, ARC of CT, CT Community Nonprofit Alliance, Inc.

Date: April 20, 2018

RE: **CORE CT – POS and PSA Contract Processing Transition**

Recently, a representative from your agency should have received an email notification from “Apdvf, Osc”, (Office of the State Comptroller), regarding the statewide transition to CORE CT for processing contracts electronically through an application called, “The State of Connecticut Core-CT eSupplier portal”. The State of Connecticut Core-CT eSupplier portal went live on March 27, 2018.

The provider representative who received the email was given administrative rights to your agency’s eSupplier account and should set up additional “base users” within the agency’s CORE CT account. Any providers who wish to change the administrator for their CORE CT account should follow the steps below:

1. The Executive Director should submit an email to the agency’s assigned Provider Specialist requesting a change in their CORE CT administrator. The email must include the name and title of the current administrator, the name and title of the new administrator, and the effective date for the change.
2. Once the assigned Provider Specialist receives and approves the request, he/she will submit the request to Office of the Comptroller.
3. After the Office of the State Comptroller reviews the request, an email will be sent to the provider either confirming or denying the request.

Please note that DDS providers will not utilize the Budget Workbook section of the CORE CT application, as this is for providers who are required to complete the Uniform Chart of Accounts.

As the liaison between the DDS provider community and CORE CT, DDS will support providers by providing links to CORE CT Job Aids, technical support, and assistance with navigating The State of Connecticut Core-CT eSupplier portal. Please do not contact CORE CT for technical support. For all technical support questions, please contact your assigned DDS Provider Specialist. We will assist you and/or contact the CORE CT HelpDesk on your behalf if required.

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An Affirmative Action/Equal Opportunity Employer

The following steps should be taken now to ensure your agency's CORE CT eSupplier account is setup properly:

1. Agency eSupplier administrator – The administrator for the agency's eSupplier account was assigned by Office of the State Comptroller. Each of those assigned administrators should have received an email with instructions to setup the administrator account. That Job Aid can be found by clicking this link: [Administrator Job Aid](#) .
2. The administrator then adds "base users" to the agency account. Instructions are on the [Administrator Job Aid](#) .

The following are links to the CORE CT Job Aids that DDS providers should become familiar with:

- [CORE CT Financials web page](#): This page lists Job Aids by category. Most questions can be answered by reviewing the Job Aids.
- [eSupplier Financials web page](#): This page lists Job Aids specifically for eSuppliers (DDS providers)
- [Office of the State Comptroller Vender Resource Page](#): Where providers can access the Vendor Self-Serve services

For those POS providers who have used Biznet for processing contract electronically, no contracts or amendments will be processed within Biznet as of March 27, 2018 unless the amendment or contract process was started prior to March 27, 2018. Contract and amendment documents that were processed within Biznet in the past can be accessed at any time by logging into your agency's Biznet account. If you are unable to retrieve any contract or amendment documents from Biznet, please email your assigned Provider Specialist.

The following POS Contract related documents will continue to be uploaded to Biznet.

1. Nondiscrimination Certificate
2. Gift and Campaign Contribution Certification
3. Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report
4. Consulting Agreement Affidavit

POS Providers: If you have any general questions after reading the CORE CT Job Aids, please contact your assigned Provider Specialist.

POS Providers: Technical questions should be emailed to David David at David.David@ct.gov. When emailing with technical questions, please enter the following text in the subject line: CORE CT TECHNICAL HELP REQUEST. In the body of the email briefly explain the issue and the steps you have taken to find a solution to the issue.

PSA Providers should contact Lisa McEnroe via email at Lisa.McEnroe@ct.gov