



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo FY2019-17

TO: POS Contract Providers

FROM: David David, Director of Service Development and Support, Operations Center

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, The Alliance, The Arc CT

DATE: February 21, 2019

SUBJECT: POS Contract Amendment, March, 2019 Payment Information for Providers, Special Act 18-5; Policy Guidance, Reporting Requirements, and Next Steps

As part of the implementation of Special Act 18-5, the Department of Developmental Services (DDS) has updated Part 1 of the POS Contract to include language specific to the requirements of the Act which will be implemented via an amendment to each POS Contract provider's POS Contract.

DDS has begun the processes of amending each POS Contract, and as each one is completed, electronic signature requests will be emailed via DocuSign to your agency's authorized signatory. It is imperative that the amendments are executed on or before **February 27, 2019**, so please ensure that this communication is shared with the authorized signatory at your agency and that he/she submits his/her signature upon receiving the DocuSign email. If you have any questions about the amendment, please contact your assigned Provider Specialist.

South Region: LaTonya Graham - LaTonya.Graham@ct.gov or (860) 418-6087
North Region: Janice Mooney - Janice.Mooney@ct.gov or (860) 418-8782
West Region: Karla Nation - Karla.Nation@ct.gov or (860) 418-6149

Below are the sections of Part 1 that were updated:

- Section A(1): Updated QSR definition
- Section A(2)(c)(1)(n): Added reference to DDS Procedure I.E. PR.003
- Section A(2)(c)(1)(v): Added reference to DDS Procedure I.D.PR.009, Section D.1
- Section A(3)(b): Added GSE definition from Waiver
- Section A(3)(e): Removed Individualized Day Retirement Program
- Section A(3)(i)(1): Added examples of Group Day services
- Section A(3)(i)(5)(i): Moved Section A(3)(i)(8) to this section

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- Section A(3)(i)(8): Moved. See above.
- Section B(2)(dd): Added employee minimum wage requirements
- Section C(2)(D): Added Group Day per diem requirements
- Section C(8): Corrected reference to Part II
- Miscellaneous grammatical corrections

In order to ensure that the amendments are executed as quickly as possible, please ensure that the following have been completed:

- The current authorized signatory has an active CORE CT base user account.
- The Non-Discrimination Certification on your agency's Biznet account has been signed on or after 2/1/18.

Because DDS is making the final preparation of the payment systems for implementation of the wage data submitted by providers, the payment received by POS Providers in March, 2019 will include 1/12th of the annual wage allocation as a manual adjustment. The 1/12th payment received in March, 2019 will not be classified as Bridge Funding.

If you have any questions, please call (860) 418-6040 or email David.David@ct.gov

Policy Guidance, Reporting Requirements, and Next Steps – Special Act 18-5

DDS has received some inquiries regarding the implementation of Special Act 18-5. Policy guidance on certain highlighted issue areas can be found here:

- Please describe the process used to calculate the bridge funding payments.
The January 2019 payment was two months (1/6th) of the total annualized additional allocation figure.
- Regarding funding for step increases in bargaining unit contracts: Moving forward, will DDS be taking longevity into consideration?
The funds associated with Special Act 18-5 did not support additional considerations, such as steps for longevity or premiums for certain categories of staff.
- Please confirm that \$14.75 minimum wage applies to sleep staff.
Yes. All providers must pay a minimum wage of not less than \$14.75 per hour of work in support of DDS-funded programs.
- Please address how the minimum wage increase will be paid for residential or day program participants who have joined the program after the wage funding was calculated (and were not known when the wage report was prepared).
Allocations will include funding for the specific vacant positions reported for new DDS-funded programs opening in FY2019.
- After January 1st, DSS communicated an error on the DDS minimum wage bill report that impacted the funding for the wage increases in ICF. Is DDS aware of this error? If so, what was the error and was the error made on every ICF minimum wage bill report?
DDS furnished provider data to DSS for ICFs. All further policy decisions will be made by DSS. Questions regarding such policy decisions should be directed to DSS.

- Please discuss the overtime calculations associated with the wage increases.
Allocations will include wage increases associated with two thirds of the reported overtime wages. Funding for overtime wages was adjusted based on the assumption that funded vacancies will be filled, thereby reducing reliance on overtime. In addition, allocations included funding for a standard 6% vacancy rate.

DDS will be meeting with provider representatives in the coming weeks to finalize reporting requirements. In general, providers should expect to be able to deliver information on the total hours and wages of staff receiving increases, as well as increases in fringe elements.

DDS is currently undertaking next steps regarding rate adjustments. Interim rates have already been issued and generally reflect at 5% increase. Future rates will be determined by funding the increases in allocations due to Special Act 18-5 through the current methodology. Additional information will go out to providers once this process is complete.

If you have any questions, please call (860) 418-6163 or email Scott.McWilliams@ct.gov.