



State of Connecticut  
Department of Developmental Services

DDS

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

To: DDS Case Managers, Private Providers, Quality/Licensing

From: Wayne Seidel, Director of Case Management

Date: April 30, 2020

Re: Individualized Plan Transcription/Distribution timeline

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In July of 2018, the Department of Developmental Services rolled out the new format for Individualized Planning. Teams, including Individuals, Families, Guardians, Providers, Case Managers, and other valued members of a person's circle of support, have worked to use person-centered principals to make the plan a useful road map forward.

When the Individual Plan (IP) first rolled out, Case Managers were given 45 days from date of the meeting to transcribe the document and distribute to the team. The 45-day transcription/distribution timeline was due to be reduced to 30 days in July of 2019. For numerous reasons, the shift was delayed several times. The most recent date for transition to the 30 day time frame was May 1, 2020.

At this time, it has been determined that **the current 45-day transcription/distribution timeframe will remain as is until further notice**. All other timelines associated with Individualized Planning will remain the same for now, as well.

Thank you for your continued commitment and role in moving the lives of the individuals we support forward!