



State of Connecticut  
Department of Developmental Services

DDS

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operations Memo 2021-16**

**To:** Purchase of Services Contracted Private Providers

**From:** David David, Director of Service Development and Support

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

**Date:** April 21, 2021

**RE: FY 2022 Operational Plan (Op-Plan) Software and User's Guide**

The fiscal year 2022 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. Please ensure that all applicable staff at your agency receives this information.

**Please note: Due to the COVID-19 pandemic, submission has been extended to May 31, 2021. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.**

DDS made the following changes to the Op. Plan template for FY 2022:

- a. Added Assistive Technology service category to the dropdown on the Residential tab

Additional instructions beginning in FY2022:

- a. Providers issued Individualized Day Non-Vocational (IDN), Individualized Day Vocational (IDV), Individualized Day Community DSO (IDD) and/or Individualized Day Community GSE (IDG) authorizations shall combine cost centers into one Individualized Day cost center.

**Submission Instructions:** Complete Operational Plan packets shall be submitted electronically to your assigned Provider Specialist on or before May 31, 2021. A complete Operational Plan packet includes the following to be considered submitted:

1. FY 2022 Operational Plan file, and
2. A letter of transmittal certifying that the FY 2022 Operational Plan is true and correct, and
3. Staffing schedules.

Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2022.

**Extension Requests:** Any provider that is unable to submit the Operational Plan by the deadline must submit an extension request prior to the date the report is due.

- Any extension request less than two weeks from the original submission deadline must be sent via email to your assigned Provider Specialist prior to the submission deadline.
- Any extension request more than two weeks from the original deadline must be sent via email to [David.David@ct.gov](mailto:David.David@ct.gov) prior to the submission deadline. Please Cc your assigned Provider Specialist when submitting your request. Your request must include the reason precipitating your extension request and the submission date being requested.
- Any Operational Plan not submitted by the original submission date or the approved extension date will be considered late.

General and technical questions regarding the Operational Plan should be communicated to your assigned Provider Specialist.