

Department of Developmental Services (DDS) Annual Notifications

The following information is provided to educate you of your rights and responsibilities for DDS services. For additional details and information on any of these topics please go to the DDS web site www.ct.gov/dds and look under the **Resources** title for “Annual Notifications”. Click on that and there will be a list with links on all the topics.



Citizenship and Advocacy

- ❖ **You must remain on Medicaid to continue to receive DDS-funded services.** Failure to stay enrolled in Medicaid will result in the termination of your funding from the DDS. This means you, or your legally liable relative, would be responsible for the cost of your care. Being on Medicaid allows your services to be partially funded through the Medicaid Waiver.
- ❖ **Legal Liability** – You, or your legally liable relative, may be liable for the cost of your care. Liability is determined based on income and assets. Legally liable relatives are defined as your spouse or parents if you are under the age of 18. This is a requirement of all people receiving any benefits through Connecticut state agencies.
- ❖ **Person-centered Planning/Self Direction** is a process designed to listen and take direction from you and those who know you best, so the team can capture your desires and translate them into a plan of action.
- ❖ **You have a choice of services and service providers.** The funding you receive for services is ‘portable.’ This means you can change your services and service provider as your needs change. DDS has a list of Qualified Providers on their website.
- ❖ **Your status on the waiting list** for residential and day services is noted on the Signature page of your Individual Plan.
- ❖ **You have Civil Rights and Human Rights.** Make sure you know your human and civil rights. Do you have anyone you can tell if you have not been treated well? Do you have someone you can talk to when you have a problem or complaint? Are you interested in participating in a self-advocacy meeting? Your case manager can help you get connected to these groups.
- ❖ **Voter registration:** If you are 18 or over, one of your civil rights is the right to vote. If you need assistance registering with your town, please notify your case manager and they can help you.
- ❖ **Notice under the Americans with Disabilities Act (ADA).** Connecticut’s Department of Developmental Services (DDS) will not discriminate against a qualified individual with a disability on the basis of the disability in its services, programs, or activities. DDS will provide appropriate aids and services, upon request, that assist in effective communication for a qualified person with a disability so he or she may participate equally in DDS’s programs, services, and activities. DDS will make all reasonable modifications to DDS policies and programs to ensure that persons with a disability have an equal opportunity to enjoy all DDS programs, services, and activities. Please see full policy on our website.
- ❖ **DDS Grievance Procedure under the ADA.** DDS’ ADA grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by any person who wishes to file a complaint alleging discrimination in the provision of services, activities, programs, or benefits by Connecticut’s DDS on the basis of a person’s disability. Grievances may be file with the DDS ADA Coordinator, Edward Mambruno Edward.mambruno@ct.gov See website for more details

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- ❖ **Funeral planning.** Each person's IP should address their burial plans. Your case manager will bring this subject up with you. This does not mean it has to be discussed during the meeting but there should be a plan to address burial plans. Visit our website for more information.
- ❖ **Regional Advisory and Planning Councils.** Each DDS region has an advisory and planning council composed of individuals we serve, family members, community providers and DDS staff. This group consults and advises the regional director on the needs of individuals with intellectual disability in their region, the regional budget, and other matters as deemed appropriate by the council.
- ❖ **If you do not agree** with the service decisions made by DDS, there are several ways you can have a decisions reviewed. Begin by asking to speak to a Case Management Supervisor or Assistant Regional Director. If you are not satisfied, you can ask your case manager for a Programmatic Administrative Review (PAR), initiate a Medicaid Fair Hearing Request, or contact an Independent Ombudsman at 1-866-737-0331.



Safety and Security

- ❖ **You have the right to be free from Abuse or Neglect.** On our website you will find more information about reporting abuse or neglect.
- ❖ **Incident Reports.** Your service provider is mandated to report certain incidents to your family or legal guardian and DDS. If there are other things you would like reported, notify your case manager.
- ❖ **Privacy Practice for Protected health Information. (HIPAA)** Federal/State laws and DDS policy ensure that a person's individually identified health information is kept private. Definitions of what constitutes this information is on our website. You will be given notice of our legal duties and privacy policy practices with respect to your protected health information.
- ❖ **Quality Service Reviews (QSR).** The department regularly reviews all service providers. Names are selected at random. If your name is selected you will be contacted to participate in the quality review. This may involve a personal interview with you and your support staff, observation of your support staff while they provide supports, and a review of documentation. Your case manager will be conducting these reviews annually as well.



Healthy Living

- ❖ **Preventative Health Maintenance:** DDS has a responsibility to monitor the health and safety of individuals who receive Medicaid Waiver services. You and your team will review a guideline for preventative health maintenance annually.

Detailed information on these topics is available at www.ct.gov/dds or from your DDS case manager.