



State of Connecticut
Department of Developmental Services

DDS

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Governor

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Commissioner

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Deputy Commissioner

To: Private Providers of Day and Residential Services

From: Peter Mason, Director, Operations Center

CC: Assistant Regional Directors of Private Services, Resource Administrators, Operation Center Staff, ARC of Connecticut, CT Community Nonprofit Alliance

Date: May 17, 2016

Re: End of FY2016

The end of the 2016 fiscal year is approaching fast. It is the goal of the Operations Center to finish this fiscal year in a smooth and efficient manner. DDS will need the cooperation of your agency in order for this to happen. It is important for all private providers to adhere to the established dates which have been tightened up due to the budget restraints. Providers are asked to disseminate this email to the appropriate person or persons in your agency.

As a reminder, payments can only be made through an approved authorization. If a provider has an understanding with the region for a payment for staffing and/or other costs for a particular site, home or program but, to date, have not received an authorization, then the provider should contact either the resource administrator or private ARD immediately. If an agency provides supports without an authorization, reimbursement for those supports will only be paid under the guidelines issued in Operational Center memo FY2016-03. All payments will be executed based on the signed off attendance on the Web Res Day on-line attendance system or proper documentation for one time support services. Estimated payments are not an acceptable approach for processing one-time payments. Payment for all one-times is based upon availability of funding per DDS One time Procedure.

Providers should complete the following tasks:

- Review all payments and attendance data. Any unsigned attendance on Web Res Day should be reviewed and signed off.
- Review the utilization data included with the monthly payment reports. The provider should have a system in place to analyze the individual supports that have been billed over the authorized amount. Revisions and/or corrections should be made to Web Res Day prior to **July 10, 2016** to avoid any delays in payments or future repayments for providing more supports than authorized. **(Note: Attendance data has been included through the March payment. After DDS improved its internal authorization system in March by moving to a new web-based program, the utilization data usually attached in the April and May payment report was excluded. We apologize for this error and will be looking to send this out to providers sometime in the middle of May.)**
- Review all contract and vendor service authorizations and make sure the agency has one for every individual served.

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- All one time authorizations for supports provided prior to April 1, 2016 should have been submitted. One time authorizations for supports prior to April 1, 2016 were closed as of April 30, 2016 and no further payment activity can be authorized.
- All one time authorizations for supports provided for April and May should submit documentation **no later than June 10, 2016**. One time authorizations for supports provided for April and May will be closed as of June 30, 2016 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- All one time authorizations for supports provided for June should submit documentation **no later than July 15, 2016**. One time authorizations for supports provided for June will be closed as of July 31, 2016 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Review all invoices submitted to the FI for FY2016. Any past invoices greater than 60 days should be discussed with the FI. Any discrepancies between the provider and the FI should be brought to the attention of their regional FI Liaison. For your information, any unpaid invoices for supports provided more than six months after the services were provided will only be reimbursed if payment was not made due to extraordinary circumstances and with the approval of the regional director.
- Providers should be reviewing all start-up requests. Start-up documentation should be submitted prior to June 30, 2016 for any home that was opened in FY2016.
- Providers that have added a new program with annualized funding of more than \$100,000, or a new CLA or CRS Cost Center after February 28, 2016 must submit a final FY2016 Operational Plan **no later than July 15, 2016**.

As you know, DDS has been financially challenged to meet the needs of individuals with intellectual disability within our current appropriation. In past years, it has been a practice of DDS to assist providers with a Purchase of Service contract with cash flow, as there is a delay in the July payment due to the required activities needed to establish the accounts for the new fiscal year. DDS has historically assisted providers by preparing a second payment in June based on the supports provided in the first half of the month. For FY2016, DDS will only be able to continue this practice for day services. The number of days to be paid for the second payment in June has not yet been determined.

As the fiscal year comes to a close, I would like to take this opportunity to thank everyone for their hard work, dedication and patience during a difficult time. The continuing fiscal constraints experienced by the Department and the State of Connecticut have challenged us all to consider new ways of supporting individuals. It is through our partnership with private providers that DDS is able to continue to create and promote meaningful opportunities for individuals with intellectual disability.