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Governor

State of Connecticut
Department of Developmental Services



Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

Operations Center
Memo 2017-06

TO: Private Providers of Residential and Day Services

FROM: Peter Mason, Operations Center Director

CC: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Cres Secchiaroli, Finance Administrator, Regional Directors, Assistant Regional Directors, Resource Administrators, Mary Fuller, Chief of Fiscal and Administrative Services, CT Community Non-profit Alliance, ARC/CT

DATE: September 23, 2016

SUBJECT: One Time Authorizations

Last year, DDS implemented documentation timelines for the payment of approved one time authorizations. These changes were being made to maximize resources and more effectively account for actual provider expenditures. These timelines will continue for the foreseeable future. It is important for all private providers to adhere to the established dates. 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 FY2014-04. All payments will be executed based on the proper documentation for one time support services. Estimated payments are not an acceptable approach for processing one-time payments.

- DDS will be analyzing each request and approving only the most critical of need.
- Payment for all one-times is based upon availability of funding per DDS One time Procedure.
- All one time authorizations for supports provided for July 1 - September 30, 2016 should submit documentation **no later than October 31, 2016**. One time authorizations for supports provided for July 1 - September 30, 2016 will be closed as of October 31, 2016 and no further payment activity will be authorized.

- All one time authorizations for supports provided for October 1 - December 31, 2016 should submit documentation **no later than January 31, 2017**. One time authorizations for supports provided for October 1 - December 31, 2016 will be closed as of January 31, 2017 and no further payment activity will be authorized.
- All one time authorizations for supports provided for January 1 - March 31, 2017 should submit documentation **no later than May 1, 2017**. One time authorizations for supports provided for January 1 - March 31, 2017 will be closed as of May 1, 2017 and no further payment activity will be authorized.
- All one time authorizations for supports provided for April and May, 2017 should submit documentation **no later than June 12, 2017**. One time authorizations for supports provided for April and May will be closed as of June 30, 2017 and no further payment activity will be authorized.
- All one time authorizations for supports provided for June 2017 should submit documentation **no later than July 14, 2017**. One time authorizations for supports provided for June will be closed as of July 31, 2017 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Providers that received start-up authorizations for the opening of a new CLA must submit documentation of actual expenditures no later than 60 days after the home is opened. Start-up authorizations will be closed 60 days after the home is opened and no further payment activity will be authorized without **prior approval** of the Operations Center.