

Operations Memo 2026-06

To: DDS Qualified Providers
From: Sean Bannon, Director, Operations Center
CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT
Date: September 9, 2025
Subject: Standardizing the AT Assessment Process

The process for DDS Qualified Providers who are qualified for Assistive Technology to initiate AT Assessments is being standardized, effective September 9, 2025.

Obtaining a CSA for an assessment

To obtain a CSA for an Assessment, an individual's case manager must submit a Placement Notification Form (PNF) to resource management with the assessment request. You will bill for each hour spent conducting the assessment (inclusive of set-up and training) in Web Res Day (WRD). The maximum number of hours you will bill for an assessment in WRD is 10, at a rate of \$200/hr.

Obtaining a CSA for additional funding

If you have exceptional circumstances and need to request additional funding for time or costs to complete an assessment, you may submit a 1x request with justification directly to resource management. The AT Division will review all such 1x requests.

Obtaining a CSA for AT equipment

Requests for AT equipment recommended by an assessment will continue to be submitted through a 1x request directly to resource management. Please continue to make sure the individual and team have reviewed and approved all items being requested.

Existing Assessments

Requests for assessments that were submitted prior to September 9, 2025 will continue to follow the previous processes and are not affected by this memo.

If you have questions about the new process, please reach out to your resource manager or to DDS.AssistiveTechnology@ct.gov.