

Operations Center Memo FY2025-21

To: Purchase of Services Contracted Private 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: June 18, 2025

Subject: FY 2026 Operational Plan (Op-Plan) Software and User's Guide

The fiscal year 2026 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. Please be sure that all applicable staff at your agency receive this information.

Please note: Due to various factors, the Op-Plan submission due date has been extended until July 18, 2025. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.

Please note some helpful hints and minor changes to the FY26 Op Plan:

- Providers issued authorizations for Day Support Options (DSO), Employment Exploration Option (EEO) and Employment Enrichment Service (EES) shall combine cost centers into one Day Support Options (DSO) cost center.
- Providers issued authorizations for Microenterprise/Fiscal Administrative Management, shall include these cost centers into the Individual Supported Employment (ISE) cost center.
- Providers issued authorizations for Home Delivered Meals, shall include this cost center in the Individualized Home Support (IHS) or applicable Day Services cost center.
- "Project Search" should be included under the Prevocational cost center.
- Providers should enter current authorization rates on the FY 26 Op Plan. As there are scheduled rate increases for FY 26, DDS will give providers their specific rate adjustment factors prior to completing the 8-month report.

- Revenue Retention should not be included on the Op-Plan.
- Vendor Service Authorization Revenue should either be captured on the “Other” tab or on the Day and Residential tabs.

Submission Instructions: Complete Operational Plan packets shall be submitted electronically to your assigned Provider Specialist on or before July 18, 2025. A complete Operational Plan packet includes the following to be considered submitted:

- 1) FY 2026 Operational Plan file, and
- 2) A letter of transmittal certifying that the FY 2026 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 FY 2026 Op-Plan.

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

- All extension requests must be sent via email to your assigned Provider Specialist prior to the submission deadline with the reason for the extension request.
- 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.