

## Operations Center Memo FY2026-16

**To:** DDS Qualified Providers

**From:** Sean Bannon, Operations Center Director  
Sarah Ullom-Minnich, Central Office PRAT Liaison

**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:** December 10, 2025

**Re:** PRAT Referrals Process Updates

This memo provides updates and changes to Ops Center Memo 2026-13: PRAT Referral Process Memo

### **Updated Location**

Due to technical difficulties with the previous location of the spreadsheet, the PRAT referrals spreadsheet is now located in a new section of the Secure Website, in a folder called "DDS\_PRAT\_Referrals\_Spreadsheet." This memo will provide updates and clarifications on how to access the new PRAT Referrals Spreadsheet.

In order to view the referrals spreadsheet, Providers will need to request updated access.

### **Providers who already had access to the Secure Website**

Providers with access to the old section of the site who wish to access the new folder should submit a request to the DDS Helpdesk by emailing [DDS.Helpdesk@ct.gov](mailto:DDS.Helpdesk@ct.gov) and putting "Secure Portal" in the subject line of their request. If you encounter any problems accessing the site, or if you wish to add or modify users, please follow the same process.

### **New Providers Requesting Access:**

If a provider has not previously had access to the secure website, they should reach out to their resource manager and request assistance. Once the resource manager confirms that the person requesting services is a qualified vendor for CLA/CRS services, the resource

manager will email the Helpdesk and CC the provider to formally request access with “Secure Portal” in the subject line. Resource management must approve a new provider before they are added to the website for the first time, and the resource manager will submit the initial request for access upon approval.

If you have any difficulties accessing the PRAT Referral Spreadsheet, or have questions about adding a user, please email [sarah.ullom-minnich@ct.gov](mailto:sarah.ullom-minnich@ct.gov) for assistance.

