



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

April 22, 2014

Commissioner Roderick Bremby, Department of Social Services  
Commissioner James Dzurenda, Department of Corrections  
Commissioner Joette Katz, Department of Children and Families  
Commissioner Terrence Macy, Department of Developmental Services  
Commissioner Jewel Mullen, Department of Public Health  
Commissioner Patricia Rehmer, Department of Mental Health and Addiction Services

SUBJECT: Uniform Chart of Accounts (UCOA) and Electronic Budget and Financial Reporting Workbook  
for Budget-based Purchase of Service (POS) Health and Human Service Contracts

Dear Commissioner:

One of the recommendations of the health and human services purchase of service (POS) Project Efficiency Office (PEO), of which your agency was a member, was to create a uniform and more automated financial reporting system for budget-based POS contracts. For the past year and a half, your department has been represented on a project group tasked with developing this new system.

In this regard, I am pleased to inform you of the release of this new OPM policy related to a new Uniform Chart of Accounts (UCOA) and electronic workbook as a result of our collaborative efforts. The UCOA and workbook represent another milestone in our continuing effort to establish uniform and more efficient systems for our work with health and human services private providers. These tools are also another step towards preparing for a web-based contracts management system for POS contracts.

The electronic work book containing the UCOA and related instructions and the webinars that will help in training providers is now available on-line at:  
[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=383012&opmNAV\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=383012&opmNAV_GID=1806)

In addition to the webinar, POS agencies have also been asked to develop and offer training and systems of support for their staffs and providers regarding the workbook.

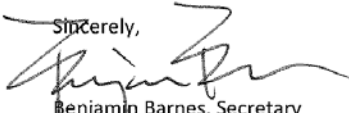
Your agency's continuing support and leadership is critical to this critical implementation phase. OPM is directing POS agencies begin the implementation commencing July 1, 2014. The requirement is to use the UCOA and the workbook for 100% of contract budgets by July 1, 2015. Target percentages for the use of the UCOA workbook are as follows:

<u>Date</u>	<u>% of Budget Based Contracts in UCOA Workbook</u>
July 1, 2014	33%*
October 1, 2014	50%*
July 1, 2015	100% (Required)
October 1, 2015	100% (Required)

\*Some agencies may find it more effective to exceed target percentages. The July 1, 2014 and October 1, 2014 targets are goals; **however, all agencies will need to base their first year rollout on their ability to successfully provide the support needed to their staff members and to providers in the use of the electronic workbook. Continuity of service and timely contracts must remain a priority.**

In regard to the POS agencies to be served by the Central Contracts Unit (CCU) in DMHAS (i.e. Departments of Aging, Housing and Rehabilitation and the Office of Early Childhood), DMHAS CCU staff will work with these agencies on the implementation plan and schedule related to the UCOA and workbook.

We thank you for your assistance with this important endeavor for the State and our community-based providers. If you or your staff have any questions in this regard, please contact Robert Dakers, Executive Financial Officer, at 860-418-6422 or [Robert.dakers@ct.gov](mailto:Robert.dakers@ct.gov)

Sincerely,  
  
Benjamin Barnes, Secretary

Cc: Myra Jones-Taylor, Executive Director, Office of Early Childhood Education  
Commissioner Yvonne Klein, Department of Housing  
Commissioner Amy Porter, Department of Rehabilitation Services  
Commissioner Edith Prague, State Department on Aging