



State of Connecticut
Department of Developmental Services



Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

August 3, 2020

Dear Private Provider,

The Department of Developmental Services (DDS) is currently preparing to phase in a reopening of Community Living Arrangement (CLA) Licensing. Although DDS is actively planning to resume all initial and annual licensing statewide, we will be initiating the process in phases. Regional and Licensing staff will be communicating with you regarding a specific schedule that will pertain to your agency or home.

The reopening plans are as follows:

Phase 1	Current	Processing initial applications, and completing initial onsite licensing inspection. Certain agencies that are utilizing Therap have been participating in virtual licensing for renewals. All agencies have been submitting renewal packets through e-licensing in order to keep license in good standing. CLA licensing division has begun piloting a platform through Microsoft Teams that can be used for initial and renewal licensing. This would allow the submitter to view and amend documents as needed. The Licensing team is reviewing documentation remotely.
Phase 2	August 1	Resume licensing of CLA's. Documentation will be reviewed remotely utilizing Microsoft Teams. On site review of the home will take place at a time when individuals are out of the home if possible and will be time limited. In the event that a provider is unable to electronically submit documents, an alternative plan to review documents at the provider's main office or DDS satellite office will be arranged to minimize exposure. For licensing that took place during Phase 1 using Therap, site visits will be scheduled to review the physical home with the provider. No unannounced visits will occur during this phase.
Phase 3	September 1	Scheduled licensing re-visits will resume. All documentation will be reviewed in advance utilizing Teams.

Phase 4	October 1	Begin unannounced licensing revisits. All documentation will be reviewed in advance utilizing Teams.
Phase 5	November 1	All providers will have a platform in place for submitting documents electronically.

As we enter each phase, DDS will be paying close attention to state and federal COVID updates. Phase-in dates may be altered depending upon community transmission rates in the state or additional direction by the Governor. The licensor will strive to limit the amount of time they have direct contact with individuals in the home and any necessary contact will occur with appropriate use of PPE and social distancing. The current visitation screening protocols will be utilized as well as the guidelines associated with that type of licensing visit.

DDS has the health and safety of all CLA stakeholders at the forefront of our reopening plans. We have implemented new guidelines and procedures that are in line with CDC guidelines. Some of our planned health and safety guidelines include the following and will be further clarified prior to each licensing visit:

- COVID screenings regarding health and (possible) exposure shall adhere to the Visitation Guidelines issued by DDS will take place at scheduling and at the time of the visit.
- Unannounced licensing visits will not occur at this time.
- Licensing visits will not take place if any member of the household has been recently diagnosed with COVID or exposed to someone diagnosed with COVID.
- All members of the household capable of wearing masks should do so during the licensing visit.
- Should any member of the household have a temperature > 100 or are experiencing any unexplained COVID related symptoms such as shortness of breath, difficulty breathing, cough, diarrhea or vomiting, the visit will be postponed.

Staff

- All DDS licensing staff will wear masks at all times while in the home or in contact with others during the visit.
- Staff temperatures will be taken prior to the start of the visit.
- Staff with unexplained shortness of breath or difficulty breathing, Fever > 100, cough, diarrhea or vomiting will be immediately sent home and will be directed to work with Human Resources on further steps.

DDS understands that some providers may have questions about the process, due to COVID-19 concerns. Should you have any questions or concerns that you would like addressed prior to a licensing visit taking place, please call or email:

Community Living Arrangement (CLA) Claudine.Testani@ct.gov 860-418-6100
Licensing Supervisor

Please note that due to many of DDS' employees working remotely, emailing (if available) may receive faster response to your contact.

Please be assured that we are deeply committed to the health and well-being of all.