

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Procedure No. I.C.2.PR.001

Subject: Orientation

Designated Area of Responsibility: Individual Supports

Issue Date: January 11, 2002

Effective Date: Upon release

Note: Technical revisions were made to this policy on October 31, 2024, to ensure the policy reflects respectful and person first language. No substantial changes were made.

A. Purpose

To provide consistent information to assist individuals and families who express interest in individual supports to ensure a clear understanding of Individual Supports.

B. Applicability

This procedure shall apply to DDS staff with responsibility for orienting all individuals who are interested in directing their own supports and/or sponsoring persons.

C. Definitions

(See section definitions)

D. Implementation

1. Region identifies regional designees who will provide the orientation to Individual Supports.
2. If the individual and/or family expresses interest in exploring individual supports / self determination, the case manager contacts regional designee to arrange for the orientation.
3. Individual and/or small group gatherings are scheduled where outlined information is shared and followed by an open discussion between individual/families, regional designee and case manager.
4. If the individual/family is interested in Individual Supports, their case manager/support broker or circle of support will work in partnership to begin planning.

E. Reference

- [Principles of Self-determination](#)
- [Essential Features of Self-determination](#)
- [Individual Budget Guidelines](#)