

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No. I.C.2.PR.011**

**Subject:** Fiscal Intermediary Contracting Process

**Designated Area of Responsibility:** Individual Supports

**Issue Date:** January 11, 2002

**Effective Date:** Upon issue

**Revised:** January 26, 2006

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 establish the Department of Developmental Services' process for preparing and executing contracts with providers of Fiscal Intermediary services, including the establishment of contract language, fee schedules and performance objectives; forms to be used; timelines for processing contracts for approval; payment for approved contractual services.

**B. Applicability**

These procedures apply to Department of Developmental Services Fiscal/Business Offices and Central Office Operations staff having responsibility for Fiscal Intermediary Contract preparation and payment.

**C. Definitions**

(See section definitions)

**D. Implementation**

1. The DDS Operations Center in conjunction with appropriate regional staff will solicit regional and central office input for changes to the current Fiscal Intermediary Services Contract 12 months prior to the start of the new contract period. These changes include contract/language, performance objectives, fee structure, and number of FI's, FI responsibilities, and other parameters.
2. Six (6) months prior to the start of the new contract period, the DDS Operations Center will present a draft of the Contract to the Director of Legal and Government Affairs for review. The approved version of the Contract will be finalized within forty-five (45) days.
3. The CO Operations Center will prepare a Purchase of Service Contract with part 1, 2 and 3. Part 1 is the standard boilerplate language for all CT POS contracts, Part two is the standard language for all DDS POS contracts, and Part 3 is the specific language for the Fiscal Intermediary POS contract.
4. The Operations Center will provide the Regions with projections for FI administrative fees. The regions will review the projections and make changes based on regional data. The Operations Center will enter the contracts into CORE. The regions will enter the FI contract amounts into the Departments Budget Management System replacement to ensure that funds are available to pay for services authorized in the contracts.

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5. Three months prior to the start of the new contract period the Operations Center will send the contracts, affidavits, other state contracting requirements, and signature instructions to the FIs. The Fiscal Intermediaries will have thirty days to review, sign and return the contract to the regions.
6. The Operations Center will review the contracts and forward them to the Office of the Attorney General or the Office of Policy and Management as determined by State contracting procedures. The Operations Center will work with the Office of the Attorney General and/or the Office of Policy and Management to ensure that the contract terms and conditions are acceptable. The Operations Center will forward the signed contracts to the Regions at least 15 days prior to the start of the new contract period. The Operations Center will send copies of the contracts to the Fiscal Intermediaries.
7. The Fiscal Intermediaries will send monthly administrative bills to the Operations Center. The Operations Center will pay the monthly bills and forward copies of the bills to the regions for review to verify accuracy (services and rates). The regions will identify any billing errors, get resolution with the FI, and forward billing adjustments to the Operations Center. The operations will adjust the next payment as directed by the regions.
8. Central Office will hold the FI administrative allocation and release the allocation on a quarterly basis. Any projected surplus in the FI allocation will be distributed to the regions for one-time expenses,
9. Contract Amendments may be prepared as needed to change parameters such as the contract period, total cost, and fee schedule and performance objectives. Following steps #5 through #8 above will process amendments.
- 10 Annually, more often if needed, the operations center will convene a meeting with the Fiscal Intermediaries and regional representatives for a performance evaluation. Performance evaluations will be completed for each FI at least annually. Performance review will be based on performance on the services in the contract.
11. The operation center will act as the primary contact for statewide issues and communications with the Fiscal Intermediaries. The regions will follow up with fiscal intermediaries on specific individual issues and forward all issues to the operations center.

E. References

- Connecticut General Statutes 4-8 and 17a-210
- Purchase of Service Contracts Part 1, 2, and 3 (Fiscal Intermediary Services)