



## **DDS Factsheet for Individual Budget Wage Adjustments**

### **July 2018**

The new Collective Bargaining Agreement (CBA) has been negotiated and is in place. The CBA has made changes to wages that allow for increases for your staff as outlined in the attached link below. The CBA increases the minimum pay for the work they do. Those below the new minimum will receive a pay increase to the new minimum. Staff above the minimums will receive cost of living increases also outlined in the attached link. These increases do not come out of your budget and will not impact your services. The new CBA has eliminated the wage caps that were in the previous CBA. This means that you, as employer, can determine the wage of your staff and there is no cap on that wage. There are three important factors to note:

- ♦ Increases you choose to make beyond those in the CBA must come from your existing allocation. Should you choose to increase your staff wage, you will need to reduce services in your budget in another area or reduce the hours of support you receive. You are required to stay within your budget allocation.
- ♦ If you choose to give your staff a pay increase that reduces the hours of support you receive by 25% or more, DDS will require a detailed review of the individual plan to assure that all health and safety needs are being met. DDS has the right to not approve the plan should it be determined that health and safety needs are not addressed.
- ♦ If, after choosing to increase your staff wage you determine that you do not have the hours you need to address health and safety, you will need to reduce pay in order to increase hours.

Per DDS policy the Planning and Support Team (PST) should discuss **any adjustment to budget/wages to assure the person's needs are met within the allocation provided.**

- ♦ The following should be discussed:
- ♦ The PST needs to work within the present allocation to meet person's needs as indicated by the LON.
- ♦ Any increase/decrease of wages needs to be based on the needs of the individual.
- ♦ All hours of support must be documented in the individual plan and addressed if wage increase/decrease is identified by the PST
- ♦ DDS provides a recommended rate structure as a guide for developing a fiscally-responsible budget.
- ♦ The DDS Case Manager must assure the support needs are being met as outlined by the Individual Plan (IP). If the Case Manager has questions/concerns regarding the individual's budget adjustment, they can contact their immediate Case Management Supervisor.

- All hours reduced must be accounted for by the individual/Sponsoring Person/EOR to assure the supports are being met as identified in the IP/LON. Documentation needs to be made in the IP to indicate a rationale for the hours of reduction or the coverage of the hours by in kind support.
- If the number of hours identified in the plan are decreased by 25% or more a review of the IP will be completed by DDS Planning Resource and Allocation Team (PRAT) to ensure the identified Waiver supports are being provided to support the person’s health and safety needs. Self Determination Directors will coordinate the review process.
- A letter following the review will be sent to the individual/Sponsoring Person/EOR to indicate the outcome of the review and provide the appeal process as appropriate if the plan is denied.

***What If the Individual or EOR does not agree with the PRAT outcome?***

The Individual or EOR will be notified in writing by DDS. If the Individual or EOR does not agree with the outcome of the PRAT review they may appeal the decision to the DDS Regional Director through the Programmatic Review Process (PAR) or the Department of Social Services.

DSS Fair Hearing information can be found at <https://portal.ct.gov/DSS/About-the-Department-of-Social-Services/Organization-Structure/OLCRAH>

DSS Fair Hearing Forms can be found at <https://portal.ct.gov/DSS/The-Office-of-Legal-Counsel-Regulations-and-Administrative-Hearings/Office-of-Legal-Counsel-Regulations-and-Administrative-Hearings---OLCRAH/Documents>

**DDS Contact Information Self-Determination Directors**

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**LINK to most current CBA (Collective Bargaining Agreement)**

<https://portal.ct.gov/-/media/Office-of-the-Governor/Personal-Care-Attendant-Workforce-Council/PCAWC-Doc-Summary-of-2018-Collective-Bargaining-Agreement.pdf?la=en>