



Dannel P. Malloy  
Governor

## State of Connecticut Department of Developmental Services

# DDS

Morna A. Murray, J.D.  
Commissioner

Jordan A. Scheff  
Deputy Commissioner

### Operations Memo 2016-05

**To:** Purchase of Services Contracted Private Providers  
**From:** Peter Mason, Director DDS Operations Center  
**Date:** February 19, 2016  
**RE:** Eight Month Expense Report

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As a requirement of the Purchase of Service (POS) contract with the Department of Developmental Services (DDS), each POS contracted provider is required to submit an Eight Month Expense Report (July 1 – February 28) to DDS each year by March 31. Below is a list of changes made to the Eight Month Report since last year:

- Each Eight Month Report is unique to the provider and will be emailed to the provider by the provider's assigned DDS Provider Specialist. Blank Eight Month Reports will not be made available. If data from the Base Operational Plan needs to be changed, an amended Operational Plan must be sent to the provider's assigned Provider Specialist. See the process listed below for submitting amended Operational Plans.
- The expenses, FTE's, and CSA's from the Operational Plan are now pre-populated into the applicable cells of the Eight Month Report.
- Cells that require data entry by the Provider are outlined in green and shaded. Enter data into those cells for each program type you are contracted to provide via the POS Contract.
- If additional cost centers or program types with annualized funding of more than \$100,000 were added between July 1, 2015 and February 28, 2016, an amended Operational Plan will need to be submitted. Please notify your Provider Specialist that you will be submitting an amended Operational Plan for that reason prior to the 8 Month Report deadline. When submitting your amended Operational Plan, the 8 Month Report should also be completed unless directed to do otherwise by your Provider Specialist.
- If the provider needs to submit an amended Operational Plan for reasons not listed above, the provider must send a request via email to their Provider Specialist prior to the 8 Month Report deadline. Please include the reason(s) that Operational Plan needs to be amended. Amended Operational Plans will not be accepted by DDS without an explanation for the changes and approval by your Provider Specialist. When submitting your amended Operational Plan, the 8 Month Report should also be completed unless directed to do otherwise by your Provider Specialist.

The 2016 Eight Month Report uses the same format of comparing the budgeted amount with actual costs for the time period of July - February along with reporting the estimated End of Fiscal Year budget amount based on the actual costs to date plus the projected budget from March 1 – June 30. If the provider does not add a new program with annualized funding of more than \$100,000 between the submission of the Eighth Month Report and the end of the fiscal year

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001  
460 Capitol Avenue ♦ Hartford, Connecticut 06106  
[www.ct.gov/dds](http://www.ct.gov/dds) ♦ e-mail: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)  
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ending June 30, 2016, the estimated End of Fiscal Year Budget Amount will take the place of the Final Operational Report usually due in July. Providers that add a new program with annualized funding of more than \$100,000 between the submission of the Eighth Month Report and the end of the fiscal year ending June 30, 2016 will be required to submit a Final Operation Plan by July 15, 2016.

Providers will continue to use the total budgeted amount for each program type from the most recent Operational Plan (Op. Plan) submitted by the provider prior to February 28. All Contract Service Authorizations (CSA) and Vendor Service Authorizations (VSA) should be inputted for the appropriate program. As a reminder, the CSA is paid via the POS contract and the VSA is paid via a Fiscal Intermediary. In the Fiscal Year 2016 Op. Plan, providers were given the option of either accounting for their expenses for services that were funded via the VSA in either the applicable cost centers on the "Residential" and "Day" tabs, or in separate cost centers on the "Other" tab. For providers who chose to include the expenses associated with the VSA participants in the applicable cost centers on the "Residential" and "Day" tabs on the Op. Plan, the agency must input the total number of CSA's and VSA's in the appropriate program and record VSA revenue in line 12, Less FEE for SERVICE REVENUE.

**The FY16 Eight Month Report must be electronically submitted to your assigned DDS Operations Center Provider Specialist by March 31, 2016.**

**Extension Requests:** Any provider that is unable to submit the 8 Month Report by the deadline must submit an extension request prior to the date the report is due.

- Any extension request less than two weeks from the original submission deadline must be sent via email to your assigned Provider Specialist prior to the submission deadline.
- Any extension request more than two weeks from the original deadline must be sent via email to [Pat.Dillon@ct.gov](mailto:Pat.Dillon@ct.gov) prior to the submission deadline. Please Cc your assigned Provider Specialist when submitting your request. Your request must include the reason precipitating your extension request and the submission date being requested.
- Any report not submitted by the original submission date or the approved extension date will be considered late.

If you have any questions regarding the report, please contact David David at 860-418-6040 or by email at [David.David@ct.gov](mailto:David.David@ct.gov)