

**DDS**

State of Connecticut  
Department of Developmental Services

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

## Operations Memo 2018-15

**To:** Purchase of Services Contracted Private Providers

**From:** Scott McWilliams, Chief of Fiscal/Administrative Services

**CC:** Jordan A. Scheff, Commissioner, Peter Mason, Deputy Commissioner, Regional Directors, Private ARDs, Resource Administrators, ARC of CT, CT Community Nonprofit Alliance, Inc.

**Date:** May 4, 2018

**RE:** Extension of FY 2019 Operational Plan

DDS recently met with the Business Manger's of the CT Community Nonprofit Alliance to propose a change in how cost centers are reported on DDS fiscal reports. DDS is happy to report that the Business Managers were in agreement with the proposal and that the new cost center reporting process will be implemented on the FY2019 Operational Plan. All POS Contract providers should follow the new cost center reporting process as instructed below.

In an effort to reduce workload, providers will now combine cost centers for the same service category (excluding CLA and CRS) into one prime region cost center. For example, if an agency has 5 DSO's in 3 Regions, and the North Region is the Prime Region, they will now report 1 DSO cost center in the NR with all fiscal data combined. CLA and CRS are still required to be reported separately and assigned to a specific Region.

**Due to the change in requirements since the issuance of the Op. Plan Software, the due date for submission to DDS has been extended to June, 14 2018. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.**

**Extension Requests:** Any provider that is unable to submit the Operational Plan 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 Operational Plan not submitted by the original submission date or the approved extension date will be considered late.

General questions regarding the Operational Plan should be communicated to your assigned Provider Specialist.

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

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