



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operation Center Memo FY2019-04

TO: Purchase of Services Contracted Private Providers

FROM: David David, Director of Service Development and Support, Operations Center

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, CT Community Nonprofit Alliance, Inc., ARC of CT

DATE: August 31, 2018

SUBJECT: Group Day Per Diem Rate

Leadership at the Department of Developmental Services (DDS) has had discussions with DDS qualified providers of day services regarding the challenges in meeting the minimum six hour day requirement for per diem authorizations. Providers have indicated that issues such as traffic, medical appointments, and scheduling conflicts are resulting in a significant number of days for which the providers are unable to provide the minimum six hours of support to individuals attending day programs. The majority of these issues are out of the control of the day providers. Since the staffing ratio for group day services must be maintained even when one or two individuals arrive late or leave early for the day, the inability of the provider to be reimbursed for those individuals not receiving six hours of supports is causing a financial hardship for group day service providers.

Effective September 1, 2018, providers of group day supports with a per diem authorization will be reimbursed for a full day of service when the following criteria are met:

1. The individual received at least five hours of day supports in accordance with the person's Individual Plan and;
2. A minimum of six hours of day supports was made available to the individual and;
3. The provider has documented the start and end times of supports and has at least one of the following for each individual for each date of service:
 - Daily individual or group activity log
 - Daily communication log
 - Daily production data
 - Daily progress notes
 - Employment data, hours of paid work
 - Health/Clinical data

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The provider will be reimbursed for a full day of service no more than six times per calendar quarter per person for any individual who receives at least three hours of properly documented supports on a given day, and a minimum of three hours of supports was available to them.

Providers that routinely provide less than five hours of day supports to an individual are encouraged to work with the person's team to change the authorization from per diem to hourly.

If you have any questions, please contact me at David.David@ct.gov or (860) 418-6040.