



State of Connecticut  
Department of Developmental Services

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Memo**

**TO:** DDS Qualified Providers  
**FROM:** DDS PRAT Managers  
**CC:** DDS Resource Management  
**DATE:** November 22, 2019  
**SUBJECT:** **Secure Website for Referrals**

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In response to provider feed back regarding the DDS secure website, DDS has reduced the amount of accessible folders. One folder includes all individuals identified as needing Emergencies Placement. The remaining three region specific folders (North Region, South Region and West Region), include those individuals looking to portabilize their funding.

In the process, DDS needed to delete the old folders, which included the current provider permissions to access them. Providers who had access to the secure website in the past, along with any new providers requesting access, will need to gain permission to access the new folders on the secure website. Please contact your Resource Manager and they will contact the DDS Help Desk on your behalf to give you access. You will have to give the Resource Manager: first and last name, email, phone number and agency.

We are hoping this new design is easier to navigate. The secure website will launch on December 1<sup>st</sup>.