



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Center Memo 2022-19

TO: Purchase of Service Contracted Private Providers
FROM: Sean Bannon, Operations Center Director
CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Regional Directors, Assistant Regional Directors, Resource Administrators, The Alliance, The Arc CT
DATE: March 25, 2022
SUBJECT: Subcontracting with Nurse Consultant Firms for Nursing Services

It has come to the attention of the Operations Center that some providers may be subcontracting with nurse consultant agencies that have not yet been qualified by DDS. As noted in the [Operations Center Memo FY22-10 Subcontracting with Nurse Consulting Firms](#) dated September 20, 2021, all DDS contracted private providers are required to subcontract **only** with nurse consultant firms that have been qualified by DDS, effective January 1, 2022.

This requirement was included in the POS contract, p.22:

“(k) Subcontracting Nursing Services – Contractor may subcontract their nursing services to a nursing vendor to provide the health administration and oversight of the Participants they support. The Contractor and Contractor Parties acknowledge and agree that the subcontracting of nursing services shall not be considered a modification, transfer, or relinquishment of its obligation and duty to provide for the overall health and safety of the Participants. Effective January 1, 2022, the Contractor shall only subcontract with nursing vendors that have been qualified by DDS...”

DDS maintains a list on our website of all qualified nurse consultant firms. As of the date of this letter, the following three agencies have been qualified:

DDN Health Care Coordination, LLC
Key Human Services, Inc
PJW Nursing Consultants, LLC

If you are currently subcontracting with a nursing agency that is not on the list, your agency is in breach of contract.

If you are subcontracting with a Nurse Consultant Firm that is not on the list, contact me as soon as possible at Sean.Bannon@ct.gov, but no later than April 15, 2022. Agencies that fail to notify DDS by the deadline may be subject to enhanced monitoring and cost disallowances. It is the agency’s responsibility to inform its subcontractor of the

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requirement to become qualified in order to continue to provide nursing services to its agency. The nursing subcontractor should contact Debra Lynch at Debra.Lynch@ct.gov as soon as possible to start the application process. As a reminder, the subcontracting of nursing services shall not be considered a modification, transfer or relinquishment of a private provider's obligation and duty to provide for the overall health and safety of the participants.