



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2023-01

To: Purchase of Service Contracted Private Providers

From: Sean Bannon, Operations Center Director

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT

Date: July 11, 2022

RE: FY 2023 Operational Plan (Op-Plan) Software and User's Guide

The fiscal year 2023 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. Please be sure that all applicable staff at your agency receive this information.

Please note: Due to various factors, submission has been extended to August 15, 2022. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.

DDS made the following changes to the Op-Plan template for FY 2023:

- a) Added the Remote Supports service category to the dropdown on the Residential tab
- b) Added the Customized Employment service category to the dropdown on the Day tab

Additional instructions beginning in FY 2023:

- a) American Rescue Plan Act (ARPA) funding should not be included, as there will be a separate reporting process for these funds.
- b) Vendor Service Authorization Revenue should either be captured on the "Other" tab or using the current VSA interim rates.

Submission Instructions: Complete Operational Plan packets shall be submitted electronically to your assigned Provider Specialist on or before August 15, 2022. A complete Operational Plan packet includes the following to be considered submitted:

- 1) FY 2023 Operational Plan file, and
- 2) A letter of transmittal certifying that the FY 2023 Operational Plan is true and correct, and
- 3) Staffing Schedules.

Refer to the "User's Guide" for instructions regarding how to install and complete the FY 2023 Op-Plan.

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001

460 Capitol Avenue ♦ Hartford, Connecticut 06106

www.ct.gov/dds ♦ e-mail: ddsct.co@ct.gov

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Extension Requests: Any provider that is unable to submit an Operational Plan by the deadline must submit an extension request prior to the date the report is due.

- All extension requests must be sent via email to your assigned Provider Specialist prior to the submission deadline.
- Any Operational Plan not submitted by the original submission date or the approved extension date will be considered late.

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