



State of Connecticut  
Department of Developmental Services

**DDS**

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Elisa F. Velardo  
Deputy Commissioner

**Operations Center Memo FY2024-01**

**To:** DDS Qualified Providers

**From:** Sean Bannon, Director, Operations Center

**CC:** Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Private ARDs, Resource Administrators, The Alliance, The Arc CT

**Date:** August 16, 2023

**RE:** Required Reporting for ARPA HCBS Provider Payments

The Department of Developmental Services (DDS) is conducting performance evaluations for two of the initiatives established using funds from the American Rescue Plan Act of 2021 (ARPA):

1. DDS Workforce Stability Incentive
2. DDS Stability and Infrastructure Improvements through Technology

While this information will provide valuable information to DDS and other state and federal partners, it is also a great opportunity to share what is working with other providers, so that all providers can benefit from best practice and provide supports as efficiently and effectively as possible.

**If your agency has received DDS Workforce Stability Incentive or Stability and Infrastructure Improvements through Technology funds, you will be asked to complete a mandatory report for each initiative.** Questions as part of the evaluation will focus on staffing data and utilization of funds expended.

**These reports must be submitted by September 15, 2023.** Please note that agencies who do not submit reports by the due date will have their upcoming Workforce Stability Incentive, Infrastructure Improvements through Technology, and Provider Stabilization payments held until these reports are complete.

In order to ease the reporting burden on providers, Enhanced Benefit Pool and Minimum Wage Increase reporting will be delayed until after the FY 2023 Annual Report/End of Year Expense Reports are due.

By the end of the week, you will receive the links to complete both reports electronically through Microsoft Forms. It is estimated that each report will take about a half an hour to complete once you have the required information in front of you. Further instructions and a list of the necessary information will be distributed along with the reports.

Please direct any questions to: [DDS.ARPACBS.Survey@ct.gov](mailto:DDS.ARPACBS.Survey@ct.gov).