



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2022-23

To: Purchase of Services Contracted Private Providers

From: Sean Bannon, Director, Operations Center

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: May 2, 2023

RE: FY 2024 Operational Plan (Op-Plan) Software and User's Guide

The fiscal year 2024 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. Please ensure that all applicable staff at your agency receives this information.

Please note: If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.

DDS did not make any significant changes to the Op. Plan template for FY 2024.

Additional instructions: (Similar to previous years):

- a. Providers issued Individualized Day Non-Vocational (IDN), Individualized Day Vocational (IDV), Individualized Day Community DSO (IDD) and/or Individualized Day Community GSE (IDG) authorizations shall combine cost centers into one Individualized Day cost center.

Submission Instructions: Complete Operational Plan packets shall be submitted electronically to your assigned Provider Specialist on or before May 31, 2023. A complete Operational Plan packet includes the following to be considered submitted:

1. FY 2024 Operational Plan file, and
2. A letter of transmittal certifying that the FY 2024 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 Op-Plan 2024.

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