Operations Memo 2026-32

To: DDS Qualified Private Providers

From: Sean Bannon, Director, Operations Center

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Gloria Jones, Director of Health and Clinical Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT

Date: May 28, 2026

Subject: OpenWebResDay

DDS is pleased to share that the OpenWebResDay interface is now live. This new component supplements WebResDay by enhancing the entry of non-EVV data.

Prior to this implementation, providers could only enter attendance data by manually inputting units on the attendance screens in WebResDay. With OpenWebResDay now active, providers have additional options for entering attendance data beyond manual unit entry:

1. Spreadsheet Upload Method
    a. Providers may upload a spreadsheet within WebResDay.
    b. The spreadsheet must contain daily entries, which will populate the attendance screens.
    c. In addition to preparing and uploading spreadsheets, **providers can also download a spreadsheet** containing all records for a given attendance month.

2. API Submission Method
    a. Providers with appropriate client-based software may send daily entries directly to the OpenWebResDay API.
    b. Providers wishing to use this method must notify DDS so credentials can be prepared for system access.

The WebRes Day page on the DDS website contains links to 2 documents: One provides details for spreadsheet uploads, and one provides details for interfacing with the new API.

CONNECTICUT
Developmental Services

WebResDay

General Help

ResDay Application User Guide

Open WebResDay Help

Provider Guide to Open WebResDay (OWRD) Upload Specification v1.1
Provider Guide to Open WebResDay (OWRD) v1.1 API

Provider Administrator Help

Provider Admin – Adding a User

If you have any questions, please contact Kristin.Callahan@ct.gov.