



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION



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TO: Private Providers of Residential and Day Services
DMR Regional Resource Administrators

FROM: Peter Mason
Operations Manager

DATE: May 10, 2007

SUBJECT: **Operations Plan (Op-Plan) Software and User's Guide**

The Fiscal Year 2008 Op-Plan Software and *Operational Plan User's Guide* is attached and will be available on the DMR Website. The Department has redesigned the Operational Report after discussions with the Waiver Work group regarding simplifying the financial documents required by the DMR. The new Op Plan loads onto an Excel Spreadsheet and requires no additional software. This should alleviate some of the past problems encountered by providers.

In an effort to simplify the submittal process, providers no longer need to submit a hard copy of the Op-Plan spreadsheets. Providers need only submit the following:

- A letter of transmittal, certifying that the Op-Plan disc submitted is a true and correct copy of the Op-Plan for FY 2008
- Your FY 2008 Op-Plan backed up to a disc or cd.

The 2008 Op Plan should be based on level funding. Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2008.

Please note: Due to the delay in distributing this material, the due date has been extended from April 1, 2006 to June 1, 2007. We regret the delay but we believe the simplification gained was worth waiting until the changes could be implemented in this year's format. Providers who are unable to complete the 2008 Op Plan within this timeframe should contact the prime region to determine a mutually agreeable due date.

Should you have any questions, please call Stacie Albert at (860) 418-6029 or Peter Mason at (860) 418-6077.

Encl.

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