



State of Connecticut  
Department of Developmental Services

DDS

Jordan A. Scheff  
Commissioner

Elisa F. Velardo  
Deputy Commissioner

**Operations Memo 2024-22**

**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, Nicholas Jerard, CFO, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT

**Date:** June 14, 2024

**Subject:** FY 2025 Operational Plan (Op-Plan) Software and User's Guide

The fiscal year 2025 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 July 15, 2024. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.**

DDS did not make any changes to the Op-Plan template for FY 2025, however, please note the following:

- a) American Rescue Plan Act (ARPA) funding should not be included, as there will be a separate reporting process for these funds.
- b) Enhanced Benefit Pool and Provider Bonus should be included in the Op-Plan.
- c) Revenue Retention should not be on the Op-Plan.
- d) Vendor Service Authorization Revenue should either be captured on the "Other" tab or on the Day and Residential tabs.

**Submission Instructions:** Complete Operational Plan packets shall be submitted electronically to your assigned Provider Specialist on or before July 15, 2024. A complete Operational Plan packet includes the following to be considered submitted:

- 1) FY 2025 Operational Plan file, and
- 2) A letter of transmittal certifying that the FY 2025 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 2025 Op-Plan.

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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 with the reason for the extension request.
- 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.