



State of Connecticut
Department of Developmental Services



M. Jodi Rell
Governor

Peter H. O'Meara
Commissioner

Operations Memo 10-06

Kathryn du Pree
Deputy Commissioner

TO: Private Providers with a Purchase of Service Contract for Residential and Day Services
FROM: Peter Mason
Operations Manager
DATE: May 10, 2010
SUBJECT: Operations Plan (Op-Plan) Software and User's Guide

The fiscal year 2011 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. The 2011 Op Plan loads onto an Excel Spreadsheet and requires no additional software. The spreadsheet utilizes macros to complete various calculations. Set the security level of excel to the lowest level when first loading the spreadsheet onto the computer. Refer to the instructions for more detail.

There are a few minor changes in the FY2011 Operational Report. On the Day Worksheet, the Contracted Openings was renamed to Contract Service Authorizations to reflect the change made to utilization based payments. Providers still have the option of reporting Fee for Service participants in either the DDS contracted programs or in its own cost center. Providers opting to separate the Fee for Service participants from DDS contracted programs must now do so in its own cost center on the "Other" spreadsheet.

As in the 2010, the 2011 Op Plan now includes Continuous Residential Support (CRS) for 24 hour individualized home supports (formerly known as 24 SL). As you know, the Department has decided to separate the 24 hour programs from intermittent individualized home supports. The other change was the renaming of Authorized and Purchased Openings to Total and Contracted Openings to correspond with the Annual Report.

In an effort to simplify the submittal process, providers should electronically submit to their regional resource manager the following:

- A letter of transmittal, certifying that the Op-Plan electronically submitted is a true and correct copy of the Op-Plan for FY 2011.
- The 2011 Op-Plan
- Staffing schedules

Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2011.

Please note: Due to the delay in distributing this material, the due date has been extended from April 1, 2010 to May 21, 2010.

Should you have any questions, please call Sandy McNally at (860) 418-6025 or Peter Mason at (860) 418-6077.

Encl.

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