



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operation Center Memo
2018-07

TO: DDS Qualified Providers

FROM: Peter Mason, Deputy Commissioner

CC: Jordan Scheff, Commissioner, Regional Directors, Assistant Regional Directors, Katie Rock-Burns, Chief of Staff, Scott McWilliams, CFO, Pat Dillon, Operations Center Manager, Resource Administrators, Resource Managers, Health Services Directors, ARC of CT, CT Community NonProfit Alliance, Inc.

DATE: October 30, 2017

SUBJECT: Subcontracting Services

According to recent information, it appears that the use of subcontractors amongst Department of Developmental Services (DDS) qualified providers has been increasing. This includes a notable increase in the number of providers that have subcontracted out nursing supports. While nursing supports and other types of subcontracting are allowed, providers must operate based on the requirements of the Qualified Provider Assurance Agreement. As written in the HCBS Waiver Manual, the provider must:

“Assure it will not subcontract ongoing direct services unless approved by the DDS Operations Center. The subcontracting of nursing supports (where nursing supports are allowed under the waiver), clinical supports, and occasional, time limited, direct staff supports are allowable provided that the vendor maintains primary responsibility for the oversight of all supports and services. The provider assures the subcontractors meet all DDS required qualifications and training for the service(s) provided.”

Additionally, the FY2018 Purchase of Service (POS) Contract states that:

“The use of [Sub] Contractor Parties shall not relieve the Contractor of any responsibility or liability under this Contract.” (Part 2, Section C. 9)

In other words, the provider cannot defer its responsibilities of supervision, monitoring for abuse and neglect and assuring that DDS policies and procedures are followed to the subcontractor. It is the responsibility of the provider to develop systems to monitor and ensure that the subcontractor adheres to all DDS and Nursing policies and procedures.

Please understand that any compliance issues that are a result of the supports provided by the subcontractor will be the responsibility of the provider and DDS will address all concerns and communication to the agency's executive director.

Thank you for your continued partnership and commitment to ensuring the highest quality services for the individuals we support.