



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2019-19

To: Purchase of Services Contracted Private Providers

From: David David, Operations Center Director

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: April 17, 2019

RE: FY 2020 Operations Plan (Op-Plan) Software and User's Guide

The fiscal year 2020 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. Please ensure that all applicable staff at your agency receives this information. The 2019 Op Plan loads onto a Microsoft Office Excel 2010 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.

The following changes were made to the Op. Plan for FY20:

- Added a dropdown list of provider names to the Demographics tab
- Expanded columns and added Wrap Text to the Adjustment Reason on the Demographics tab
- Expanded column D of the A&G Worksheet tab
- Expanded column C of the Benefits tab
- Renamed "Error Check" tab to "8 MONTH REPORT ERROR CHECK"

In an effort to reduce workload, providers will combine cost centers for the same service category (excluding CLA and CRS) into one prime region cost center. For example, if an agency has 5 DSO's in 3 Regions, and the North Region is the Prime Region, they will now report 1 DSO cost center in the NR with all fiscal data combined. CLA and CRS are still required to be reported separately and assigned to a specific Region.

Providers will still have the option of reporting Vendor Service Authorization (VSA) revenue in either the DDS contracted programs or in its own cost center. Providers opting to separate the VSA revenue participants from DDS contracted programs must now do so in its own cost center on the "Other" spreadsheet. As a reminder, all CLA and CRS programs must be broken out into a separate cost center for each setting.

In an effort to simplify the submittal process, providers should electronically submit all three items below to their assigned Provider Specialist:

1. A letter of transmittal, certifying that the Op-Plan electronically submitted is a true and correct copy of the Op-Plan for FY 2020.
2. The 2020 Op-Plan
3. Staffing schedules

Refer to the “User’s Guide” for instructions regarding how to install and complete the Op-Plan 2020.

Please note: Due to the late issuance of the Op. Plan Software, submission has been extended until May 31, 2019. If necessary, providers may request an extension. Please follow the directions below when submitting an extension request.

Extension Requests: Any provider that is unable to submit the Operational Plan by the deadline must submit an extension request prior to the date the report is due.

- Any extension request less than two weeks from the original submission deadline must be sent via email to your assigned Provider Specialist prior to the submission deadline.
- Any extension request more than two weeks from the original deadline must be sent via email to David.David@ct.gov prior to the submission deadline. Please Cc your assigned Provider Specialist when submitting your request. Your request must include the reason precipitating your extension request and the submission date being requested.
- 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.