



State of Connecticut
Department of Developmental Services



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Deputy Commissioner

To: DMR Executive Management Team
Group Leaders
Assistant Regional Directors
Quality Improvement Directors
PRAT Managers

From: Kathryn du Pree, Deputy Commissioner *Kathryn du Pree*

Date: October 15, 2007

Subject: Administration of Requests for Day and Residential Supports and Services – revision

Attached is procedure I.B.1.PR.001 – Administration of Requests for Day and Residential Supports and Services, revised effective October 15, 2007.

This procedure has been modified for clarification and to reflect current language/practice:

- References to DMR have been changed to DDS
- References to the Waiting List Assessment tool have been removed and replaced with the Level of Need (LON) assessment.
- All references to Supported Living have been removed
- Section D.5.b - Language has been added to clarify when a person's Priority will be changed.
For individuals who are emergencies the refusal of any resource that can substantially meet the person's need will result in the change of status to Priority 1. For individuals who are on the P1 list and who refuse repeated offers of appropriate resources, the PRAT will change the status to P2 placing the person on the Planning List unless the age of the caregiver or some other unique circumstance exists.
- Sec. D.5.c - Language regarding the family's right to appeal decisions through an administrative review has been added.
- Sec. D.7. Language regarding the family's right to appeal decisions through an administrative hearing has been added
- All other changes are minor wording changes that do not change the original intent.

Also attached is an updated and revised Table of Contents for the DDS Manual, Part 1, Service Delivery.

Please remove the old procedures from your DDS Manual and replace with the new procedure. This document should be shared with the staff responsible for planning, referral and resource allocation activities, including case management, waiver liaisons, PRAT members.

Questions may be directed to the Regional PRAT Manager or Barbara Pankosky in Central Office at (860) 418-6150.

cc: Private Providers