

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES

To: Executive Management Team
Regional Directors
Assistant Regional Directors
Self-Determination Directors
Quality Improvement Directors
Resource Administrators
Private Providers of Residential and Day Services
Public Providers of Residential and Day Services



From: Kathryn du Pree, Deputy Commissioner

Date: June 16, 2008

Re: NEW DDS Procedure: Criminal History Background Verification

Attached is a copy DDS's new procedure:

I.C.2. PR 013 Criminal History Background Verification

Issued June 16, 2008 and effective July 1, 2008.

This new procedure describes the criminal history background verification process which individuals or families who hire their own staff must follow before extending an offer of employment.

This procedure shall be shared with all staff with specific oversight and/or implementation responsibilities and with Fiscal Intermediaries and individuals or families who hire their own staff.

Please ensure that a copy of this procedure is filed in the DDS Manual, Part I, Service Delivery; Section C, Services and Supports; Subsection, Individual Support Procedures. An updated Table of Contents is being forwarded for your reference and filing.

Please note that for DDS staff, this procedure and updated Table of Contents also are available for reference on the DDS LAN-J Drive in the "DDS Manual" folder.

If you have any question, please contact Mickey Verno at (860) 418-6140 or e-mail at Michael.Verno@ct.gov.