



M. Jodi Rell
Governor

State of Connecticut
Department of Developmental Services

DDS

Peter H. O'Meara
Commissioner

Kathryn du Pree
Deputy Commissioner

To: Executive Management Team
Regional Directors
Assistant Regional Directors
Quality Improvement Directors
Case Management Supervisors
Regional Resource Administrators

From: Kathryn du Pree, Deputy Commissioner

Date: June 16, 2008

Re: Revised Procedure: I.C.2 PR 009 - Individual Support Prior Approval Process

Enclosed is a copy of DDS' revised procedure:

I.C.2 PR. 009 – Individual Support Prior Approval Process

Issued June 16, 2008 and effective upon release.

The revised procedure makes two small process changes. One is that the "Individual Supports Prior Request Form" and support documentation shall be sent to a regional rather than central office designee. The other change is to for regions to meet annually rather than quarterly with central office staff to review the process.

The procedure should be shared with those staff with specific oversight and/or implementation responsibilities and others for information as appropriate.

Please ensure that a copy of this revised procedure I.C.2 PR 009 is filed in the DDS Manual, Part I, Service Delivery; Section C, Services and Supports; Subsection, Individual Support Procedures. Please remove the existing I.C.2 PR 009

Please note that for DDS staff, this procedure is 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.