



State of Connecticut
Department of Developmental Services

DDS

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Commissioner

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Operations Center Memo 2011-5

To: Purchase of Services Contracted Private Providers
From: Peter Mason, DDS Operations Center Manager
Cc: Joe Drexler, Assistant Regional Directors of Private Services, Resource Administrators, CCPA, CT Non Profits, ARC/CT
Date: February 10, 2011
RE: Mid Year Expense Report

As a requirement of the Purchase of Service (POS) contract with the Department of Developmental Services (DDS), each POS contracted provider is required to submit a Mid Year Expense Report (formerly known as Attachment D) to DDS each year by March 1st. Due to the revised POS contract that went into effect on 7/1/2010, it was determined that the change to contract service authorizations (CSA) would have the consequence of complicating the Mid Year Expense Report completion process for private providers. Therefore we have revised the report to match the current contract structure. The most significant change in the Mid Year Expense Report is the use of the total budgeted amount for each program type (Day, CLA, IHS, CRS, and CTH) from the most recent Operational Plan (Op. Plan) submitted prior to January 1, 2011. In the past, providers would input onto the form the total annual amount for each program that matched the totals from the POS contract budget summary page. Since the total for each contracted program type now includes only the two year annualized amount of the contract service authorizations, this figure is no longer accurate for the Mid Year Expense Report.

The goals in developing this report were the following:

1. Account for the changes to the POS contract,
2. Have a more user friendly Mid Year Expense Report,
3. Separate the CRS program into its own category,
4. Eliminate the spending forecast for the second half of the fiscal year,
5. Eliminate the reporting of the participant's attendance,
6. Include directions with the report, and
7. Include the Resource Manager Review page to inform providers how the report will be reviewed.

A new addition to the report is the inputting of the total number of Contract Service Authorizations (CSA) and, if applicable, Vendor Service Authorizations (VSA) associated with each program. As a reminder, the CSA is paid via the POS contract and the VSA is paid via a Fiscal Intermediary. In developing the Fiscal Year 2011 Op. Plan, providers were given the option of either accounting for their expenses for services that were funded via the VSA in either the applicable cost centers on the “Residential” and ” Day” tabs, or in separate cost centers on the “Other” tab. For providers that have separate cost centers for the services funded via the VSA, the number of VSAs on the Mid Year Expense Report should be left blank. For providers that included the budgeted expenses associated with the VSA participants in the applicable IHS, CRS and Day programs on the Op. Plan, input the total number of CSA’s and VSA’s in the appropriate program and record the VSA revenue in line 7.b. Less FEE for SERVICE REVENUE.

Due to the revised Mid Year Expense Report form being distributed at this late date, DDS is extending the due date for this fiscal year’s submission from March 1st to March 31st. Any provider that had already submitted the report under the old format will be asked to re-submit a revised Mid Year Expense Report using the new form. We apologize to those providers who made the early submittals for not getting this out in January. All reports are to be submitted electronically to the DDS Operations Center Resource Manager II. If you have any questions regarding the report, please feel free to contact me at Peter.Mason@ct.gov.