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Governor

State of Connecticut
Department of Developmental Services

DDS

Terrence W. Macy, Ph.D.
Commissioner

Joseph W. Drexler, Esq.
Deputy Commissioner

Operations Center Memo - 2014-06

To: Private Providers

From: Peter Mason, Operations Director

Date: June 12, 2014

Re: Clarification of I.G. PR.007 Qualifying Providers Procedure for Clinical Behavioral Support Services

This memo is to provide agencies with clarification regarding the Qualifying Providers Procedure as it relates to Clinical Behavioral Support Services.

Qualified Providers of Clinical Behavioral Supports are required to submit documents for each clinician who will provide this service for the agency. Any Clinical Behavioral Supports provided by a clinician not approved by DDS will not be reimbursed at the Clinical Behavioral Support rate.

If your agency has clinicians on staff that are currently providing supports, but have not been qualified by DDS, please notify Deb Lynch (Debra.Lynch@ct.gov or telephone number (860) 418-6019) immediately. In addition you must submit the following:

- Resume or Curriculum Vita - Resume should highlight the individual's entire professional experience and the qualifications that directly impact their ability to provide the desired service.
- University diploma
- A copy of current professional clinical license or certificate (as applicable).
- Three current letters of reference that clearly identifies who the reference is for and the name, phone number and address of the individual supplying the reference. At least one reference should be from a clinician familiar with the applicant's professional work and that references evidence of positive outcomes for individuals resulting from interventions designed and implemented or overseen by the applicant. The reference letters should be specifically related to the application of becoming a DDS qualified provider.

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- A sample of recent work (two samples of functional assessments and behavioral support plans including methods for increasing adaptive behaviors and decreasing maladaptive or challenging behaviors). The information in the work samples should be redacted (e.g., removal of client names and date of birth).

Submit the documents to Debra.Lynch@ct.gov or secure fax (860) 706-5823

Each clinician must have a successful outcome of an interview with designated DDS staff. Content of interview may include, but not limited to; discussion of work samples, demonstrating competency to write plans, comprehensive training experience and on-the-job supervision.

Once the clinician is approved by the Operations Center, the provider can bill for the clinician's services through an established authorization.

If you have any questions, please contact Peter Mason, Director, Operations Center at 860-418-6077 or at Peter.Mason@ct.gov