



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

May 6, 2015

Dear Provider:

Each year, it is a goal of the Operations Center to close out the fiscal year in a smooth and efficient manner. FY2015 is no exception. DDS will need the cooperation of your agency in order for this to happen. It is important for all private providers to adhere to the established dates which have been tightened up due to the budget restraints. Providers are asked to disseminate this email to the appropriate person or persons in your agency.

As a reminder, payments can only be made through an approved authorization. If a provider has an understanding with the region for a payment for staffing and/or other costs for a particular site, home or program but, to date, have not received an authorization, then the provider should contact either the resource administrator or private ARD immediately. If an agency provides supports without an authorization, reimbursement for those supports will only be paid under the guidelines issued in Operational Center memo FY2014-04. All payments will be executed based on the signed off attendance on the Webresday on-line attendance system or proper documentation for one time support services. Estimated payments are not an acceptable approach for processing one-time payments. Payment for all one-times is based upon availability of funding per DDS One time Procedure.

- Providers should be reviewing their payments and attendance data. Any unsigned attendance on Webresday should be reviewed and signed off.
- Providers should be reviewing the utilization data included with the monthly payment reports. The provider should have a system in place to analyze the individual supports that have been billed over the authorized amount. Revisions and/or corrections should be made to Webresday prior to **July 10th** to avoid any delays in payments or future repayments for providing more supports than authorized.
- Providers should review all contract and vendor service authorizations and make sure the agency has one for every individual served.
- All one time authorizations for supports provided prior to January 1, 2015 should have been submitted. One time authorizations for supports prior to January 1, 2015 were closed as of April 30, 2015 and no further payment activity can be authorized.

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- All one time authorizations for supports provided prior to April 1, 2015 should submit documentation **no later than May 15, 2015**. One time authorizations for supports provided prior to April 1, 2015 will be closed as of May 31, 2015 and no further payment activity will be authorized.
- All one time authorizations for supports provided for April and May should submit documentation **no later than June 10, 2015**. One time authorizations for supports provided for April and May will be closed as of June 30, 2015 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- All one time authorizations for supports provided for June should submit documentation **no later than July 15, 2015**. One time authorizations for supports provided for June will be closed as of July 31, 2015 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Providers should review all invoices submitted to the FI for FY2015. Any past invoices greater than 60 days should be discussed with the FI. Any discrepancies between the provider and the FI should be brought to the attention of their regional FI Liaison. For your information, unpaid invoices for supports provided before June 1, 2015 will only be reimbursed if payment was not made due to extraordinary circumstances and with the approval of the regional director.
- Providers should be reviewing all start-up requests. Start-up documentation should be submitted prior to June 30th for any home that was opened in FY2015.
- Providers that have added a new program with annualized funding of more than \$100,000 or a new CLA or CRS Cost Center after February 28, 2015 must submit **no later than July 15, 2015** a final FY2015 Operational Plan.

As the FY2015 fiscal year comes to a close, I would like to take this opportunity to thank everyone for all they have done during this most trying of years. The fiscal constraints experienced by the Department and the provider community this year has challenged us all to consider together new ways of supporting individuals. It is through our partnership with private providers that DDS is able to continue to create and promote meaningful opportunities for individuals with intellectual disabilities during these challenging times.

Sincerely,

Peter Mason

Peter Mason
Director, Operations Center