



State of Connecticut  
Department of Developmental Services



M. Jodi Rell  
Governor

Peter H. O'Meara  
Commissioner

Operations Memo 09-03

Kathryn du Pree  
Deputy Commissioner

**TO:** Private Providers with a Purchase of Service Contract for Residential and Day Services  
**FROM:** Peter Mason  
Operations Manager  
**DATE:** April 17, 2009  
**SUBJECT:** Operations Plan (Op-Plan) Software and User's Guide

The fiscal year 2010 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. The 2010 Op Plan loads onto an Excel Spreadsheet and requires no additional software. The spreadsheet utilizes macros to complete various calculations. Set the security level of excel to the lowest level when first loading the spreadsheet onto the computer. Refer to the instructions for more detail.

The 2010 Op Plan includes a few updates. The major change is the addition of a new service category called Continuous Residential Support (CRS) for 24 hour individualized home supports( formerly known as 24 SL). As you know, the Department has decided to separate the 24 hour programs from intermittent individualized home supports. CRS will be added to the legacy contracts. The Individualized Home Supports program will be added to the Fee for Service contract. The other change is the renaming of Authorized and Purchased Openings to Total and Contracted Openings to correspond with the Annual Report.

As in the 2009 Op Plan, the CLA Summary Worksheet now includes a line for Room and Board for Children. In addition, a line for Start-up and Cash Advance amounts has been added to the CLA Summary worksheet. Start-up and Cash Advance line items should only be used on the final operational report for those agencies that open a CLA during FY2010.

In an effort to simplify the submittal process, providers should electronically submit to their regional resource manager the following:

- A letter of transmittal, certifying that the Op-Plan electronically submitted is a true and correct copy of the Op-Plan for FY 2010.
- The 2010 Op-Plan
- Staffing schedules
- The total budget should match the FY2009 contract amount.

Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2010.

**Please note: Due to the delay in distributing this material, the due date has been extended from April 1, 2009 to May 15, 2009.**

Should you have any questions, please call Stacie Albert at (860) 418-6029 or Peter Mason at (860) 418-6077.

Encl.

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