



State of Connecticut
Department of Developmental Services



M. Jodi Rell
Governor

Peter H. O'Meara
Commissioner

Kathryn du Pree
Deputy Commissioner

TO: Private Providers with a Master Contract for Residential and Day Services

FROM: Peter Mason
Operations Manager

DATE: April 11, 2008

SUBJECT: **Operations Plan (Op-Plan) Software and User's Guide**

The fiscal year 2009 Op-Plan Software and *Operational Plan User's Guide* are attached and will be available on the DDS Website. The 2009 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 2009 Op Plan includes a few minor changes. The Demographics worksheet has been modified to add the email address of the individual in the organization who is prepared to answer questions regarding the 2009 Operational Report. A section has also been added to allow for notes and to document any and all revisions made to the 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 FY2009.

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 2009.
- The 2009 Op-Plan
- Staffing schedules

Refer to the "User's Guide" for instructions regarding how to install and complete the Op-Plan 2009.

Please note: Due to the delay in distributing this material, the due date has been extended from April 1, 2008 to May 15, 2008.

Should you have any questions, please call Kristin Bass at (860) 418-6032 or Peter Mason at (860) 418-6077.

Encl.

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