



# STATE OF CONNECTICUT

DEPARTMENT OF CHILDREN & FAMILIES (DCF)

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)

DEPARTMENT OF PUBLIC HEALTH (DPH)

December 1, 2013

To: Community-Based Entities Licensed by DCF, DDS and/or DPH

From: Donald J. DeFronzo, Commissioner, DAS  
Joette Katz, Commissioner, DCF  
Terrence W. Macy, Ph.D., Commissioner DDS  
Jewel Mullen, M.D., M.P.H., M.P.A., Commissioner, DPH

Re: Announcing Uniform Licensing Application and Online Posting of Licensing Information

CC: Terry Edelstein, Governor's Nonprofit Liaison

We are pleased to announce that our agencies have signed a Memorandum of Understanding regarding the creation of a Uniform Licensing Application and the operation of a web-based filing and storage system for required licensing documents.

Our goal in developing this common application and utilizing the web-based system is to improve the efficiency of the licensing process by consolidating the requirements of each agency's licensing process and eliminating unnecessary duplication of documents submitted for licensing purposes.

This should enhance the quality of licensing interactions between DCF, DDS and DPH and the organizations that provide services and supports to the public utilizing these licenses.

We will be utilizing the DAS-BIZNET system, that most of you already use, to collect and store license applications and other required licensing documentation. This will limit the need for these forms to be submitted multiple times to different or individual state agencies.

Our agencies intend to collaborate to encourage applicants for licenses to utilize the DAS-BIZNET site and to identify and eliminate barriers that discourage or impede its use by applicants.

We would like to thank licensing and legal staff from our agencies as well as members of the Work Group established in Section 55 of Public Act 11-242 which authorized the state to study the feasibility of establishing a uniform state licensing process for community-based entities for their participation in this process.

*Phone: (860) 509-7444 for DPH  
(860) 550-6532 for DCF  
(860) 418-6081 for DDS  
Telephone Device for the Deaf (860) 509-7191*



*An Equal Opportunity Employer*

We will be rolling out the single license application and web-based system as part of your regular licensing cycle. Prior to that, we will provide web-based training about the new process and procedures to you and your staff as well as to state agency licensing staff.

We have implemented this uniform licensing application and online posting process for the following licenses:

### **LICENSURE APPLICATION FOR COMMUNITY BASED ENTITY**

#### **DPH**

1. Private Freestanding Mental Health Day Treatment Facilities (DPH)  
Connecticut General Statutes Sections 19a-491 and/or 19a-506
2. Private Freestanding Mental Health Community Residence (DPH)  
Connecticut General Statutes Sections 19a-491 and/or 19a-506
3. Private Freestanding Mental Health Residential Living Centers (DPH)  
Connecticut General Statutes Sections 19a-491 and/or 19a-506
4. Private Freestanding Facilities for the Care or Treatment of Substance Abuse or Dependence (DPH)  
Connecticut General Statutes Sections 19a-491 and/or 19a-506
5. Private Freestanding Psychiatric Outpatient Clinics for Adults (DPH)  
Connecticut General Statutes Sections 19a 491 and or 19a-506

#### **DCF**

6. Extended Day Treatment (DCF) Connecticut General Statutes Section 17a-147
7. Out-Patient Psychiatric Clinic for Children (DCF) Connecticut General Statutes Section 17a-20
8. Safe Home (DCF) Connecticut General Statutes Section 17a-145
9. Residential Treatment (DCF) Connecticut General Statutes Sections 17a-145 & 17a-151
10. Residential Education (DCF) Connecticut General Statutes Section 17a-145
11. Group Home (DCF) Connecticut General Statutes Sections 17a-145 & 17a-151
12. Temporary Shelter (DCF) Connecticut General Statutes Sections 17a-145 & 17a-151
13. Child Placing Agency (DCF) Connecticut General Statutes Section 17a-150

#### **DDS**

14. Community Living Arrangement for persons with intellectual disability and/or person with autism spectrum disorder ( DDS) Connecticut General Statutes Sections 17a-227

For a quick look at the BIZNET site, see <http://das.ct.gov/cr1.aspx?page=371>

Please feel free to speak to your state agency licensing contacts for more information or email Terry Edelstein, Governor Malloy's Nonprofit Liaison at [terry.edelstein@ct.gov](mailto:terry.edelstein@ct.gov)

Section 55 of Public Act 11-242 AN ACT CONCERNING VARIOUS REVISIONS TO PUBLIC HEALTH RELATED STATUTES authorized the state to study the feasibility of establishing a uniform state licensing process for community-based entities. <http://www.cga.ct.gov/2011/ACT/Pa/pdf/2011PA-00242-R00HB-06618-PA.pdf>

**Work Group members 2013:**

Terry	Edelstein	Nonprofit Liaison to the Governor	Office of the Governor
Wendy	Furniss	Branch Chief	Department of Public Health
Rose	McLellan	Sub for Ms. Furniss, License & Application Supervisor Facility Licensing & Investigations Section	Department of Public Health
Barbara	Cass	Sub for Ms. Furniss, Section Chief	Department of Public Health
Sandra	Bauer	Sub for Ms. Furniss, Licensing Examination Assistant	Department of Public Health
Daniel	Micari	Director of Quality Management	Department of Developmental Services
David	Sokolow	Sub for Mr. Micari, Quality Review Specialist Supervisor	Department of Developmental Services
James	McPherson	Program Manager	Department of Children and Families
Cindy	Butterfield	Sub for Mr. McPherson, CFO	Department of Children and Families
Lauren	Siembab	Director, Community Services Division	Department of Mental Health and Addiction Services
Susan	Walkama	CEO	Wheeler Clinic and a representative of community-based providers recommended by the Connecticut Community Providers Association
Ron	Fleming	CEO	ADRC and a representative of community-based providers recommended by the Connecticut Association of Nonprofits
Robert	Dakers	Executive Finance Officer	OPM (ex-officio)
Valerie	Clark	Fiscal Administrative Manager	OPM (ex-officio)

**Additional Participants in Developing MOU:**

Andrea	Keilty	Policy and Legislative Advisor	Department of Administrative Services
Tom	DeMatteo	Assistant Agency Legal Director	Department of Children and Families
MJ	McCarthy	Director Legal and Government Affairs	Department of Developmental Services
Marianne	Horn	Legal Director	Department of Public Health