

# SO... YOU'RE THE BOSS!

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## Special points of interest:

- DDS Terminates Public Partnerships Fiscal Intermediary Services
- False Claims Act Policy Enacted
- Rewarding Work Website Updated
- New Roommate Matching Service
- New Online E-Learning System

## A NEW NEWSLETTER FOR PEOPLE WHO HIRE AND MANAGE THEIR OWN EMPLOYEES



DDS is excited to announce the creation of a newsletter for people who hire and manage their own employees.

The purpose of this newsletter is to provide direct hire employers with useful information

that will help them to find, get and keep great employees!

This newsletter will provide ideas for recruiting employees; strategies to help enhance supervision and training of employees, and things to think about so that you are managing your budget in the best way possible.

We will also provide tips on how to have fun and stay motivated in your role as employer!

We are interested in learning what you would like to read about in this newsletter. Please contact the following individuals, and share your ideas today!

**North Region:** Sheryl Kemp at sheryl.kemp@ct.gov, or at 860-263-2485.

**South Region:** Greg McMahon at Gregory.mcmahon@ct.gov, or at 203-294-5063.

**West Region:** Beth Aura Miller, bethaura.miller@ct.gov, or at 203-805-7430

## EMPLOYER TIP FOR THE DAY

### NETWORK!

Networking really is the best way to find the best employees.

### NETWORK!

Networking means talking to everyone you know.

### NETWORK!

Ask friends, family, neighbors, co-workers etc., for names of people who might like to work for you!

# JUST IN TIME

# SELF-DIRECTION NEWS



## A CHANGE IN FISCAL INTERMEDIARIES



DDS is terminating its contract for Fiscal Intermediary (FI) services with Public Partnerships LLC (PPL) on October 31, 2008.

The department will not be adding another FI at this point in time.

If you are currently using PPL as your FI, your broker will assist you to transfer your budget to whichever new FI you choose - Allied Community Resources, or Sunset Shores.

The last PPL payroll for your employees is the pay period ending September 20, 2008.

All time sheets must be turned into PPL by September 22, 2008 to avoid interruption in pay checks. The new FI will make the next payroll payments.

**ALERT MESSAGE!**

## FALSE CLAIMS ACT

By now you should have received a notification in the mail about the DDS False Claims Act Policy and Procedure. Your employees should have also received information about this new policy from your FI.

This policy requires direct hire employers and their employees to prevent and report fraud, waste, or abuse of budgeted waiver funds.

This policy also helps

protect anyone who reports an incident to DDS Legal and Government Affairs or DDS Medicaid Operations.

You should speak with your broker if you have any questions about this new policy.

## NEW ROOMMATE MATCHING SERVICE!

CT DDS has purchased access to an online roommate service sponsored by the ARCLINK.

The service, called Roommates, provides case managers with an easy online tool to help people served by

DDS to find others with disabilities who seek a housing solution.

Roommates is a safe method to find others who are looking for a roommate.

Your broker can provide you with more detailed information about this exciting new service!



# REWARDING WORK



Rewarding Work is a website for people who are looking to hire their own employees. Below are tips for using this site. The department has purchased free subscriptions for DDS consumers and their families. Talk to your broker about getting your free subscription!

### Tips for Using Rewarding Work

1. Go to [www.rewardingwork.org](http://www.rewardingwork.org)  
Click on "Looking to hire someone. Join Today!"
2. **Establish an account:** Complete all fields marked with an asterisk (\*). Remember to check "Terms and Conditions" in the Promo

Code box, then enter the code you received from your broker. (DDS NR 345231, DDS SR 813732, DDS WR 882733), then click "Continue".

3. **Applicant Search:** Enter your zip code. From the "distance from Zip Code" pull-down menu, enter 10-20 miles.
4. Click "GET RESULTS". You will see a list of candidates who live near you. Most recent names are on top.
5. Click "ADVANCED SEARCH" to narrow your choices. Click fields on the left to find the 2 or 3 characteristics most important to you. For example, you may want to click on "Does applicant have a valid driver's

license? Click on GET RESULTS at the bottom of the page. Sort results: Check up to 3 columns, such as City, Experience, and Certification

6. Click on UPDATE COLUMNS OPTIONS for a quick overview of your choices.

7. Click on VIEW to see complete candidates application.

For additional help, click "Tips on Searching" or contact your broker.

Help is also always available by email at [eparker@rewardingwork.org](mailto:eparker@rewardingwork.org), or by calling toll free: 1-866-212-WORK (9675).



*At [www.rewardingwork.org](http://www.rewardingwork.org) you can find the right person for you or your loved ones*

**Call toll-free 866-211-9675**

A Newsletter for People  
Who Hire Their Own  
Employees

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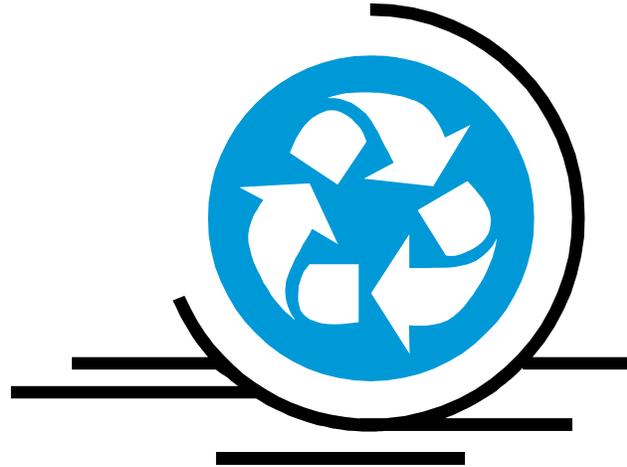
**DDS**

CT Department of  
Developmental Services

We're on the Web!  
[www.ct.gov/dds.com](http://www.ct.gov/dds.com)

## **GO GREEN AND HELP SAVE MONEY!**

*Would you like to receive your future editions of this newsletter by email? If you answered yes to this question, please send your full name and email address to Robin Wood at [robin.wood@ct.gov](mailto:robin.wood@ct.gov). We appreciate your support of our efforts to save the environment and to help the department reduce our printing and mailing costs.*



## **COMING SOON! CDS ONLINE LEARNING**

We are pleased to announce that CT DDS has a new training resource available for people who hire and manage their own employees.



Your case manager or support broker will help you to make sure your employees have access to a computer and are able to successfully complete the training modules.

This new training program will be available for individuals and families who hire their own staff on December 1, 2008.

This new resource is a self-paced online training program that includes important information that direct-hire employees are re-

quired to know when working with individuals with developmental disabilities.

Your Fiscal Intermediary will provide you and your employees with access to the Internet program and will help you to keep track of the training your employees have completed.

You will soon receive more detailed information in the mail about this important new resource.

We are excited to offer this consistent, high quality, nationally recognized training to people who self-direct their services.