



**State of Connecticut**  
**Department of Developmental Services**

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**To:** Purchase of Services Contracted Private Providers

**From:** Scott McWilliams, Chief Fiscal Officer

**CC:** Jordan A. Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Regional Directors, Private ARDs, ARC of CT, The Alliance

**Date:** March 17, 2020

**Subject:** Private Provider Reimbursements

On March 10, 2020 Governor Lamont declared public health and civil preparedness emergencies. This enables the state to take necessary measures to prepare for and contain the outbreak of COVID- 19 (also known as the coronavirus).

The Department of Developmental Services (DDS) understands that the departmental guidance issued on COVID 19 creates reimbursement issues for private providers. The purpose of this memo is to describe in broad terms the revised methodology that will be used to process the April and May payments.

1. April payments: The April payment is based upon February attendance, so no adjustment needs to be made related to attendance. However, DDS will increase day payments by 5% and residential attendance payments by 25% to cover provider COVID-19 PPE and preparedness expenses and additional staffing costs for individuals no longer attending their day programs.
2. May payments:
  - a. Day and employment programs: Providers will be based upon 100% of annual March authorizations. This should be enough to cover ordinary operations expense, any COVID-19 related PPE and cleaning expenses and the additional paid time off for staff to care for their loved ones, self-isolate and recover from the virus.
  - b. Residential programs: Providers will be reimbursed based upon 120% of authorizations. This will cover the additional overtime expense related to caring for individuals that have not attended day programs and staff illness and any COVID-19 related PPE and cleaning expenses.

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DDS expects providers accepting payments in the revised methodology will not lay off staff and will maintain staff salary and wages at existing levels. DDS will require providers to continue to enter attendance for the purpose of federal reimbursement. We will continue to provide guidance regarding existing timeframes for data entry.

DDS will be extending the current contract to December 31st to allow providers and the agency to focus on the health and safety of individuals and staff. DDS is also considering report deadlines, including the 8 Month Report (due 3/31/20) and the Operational Plan (due 5/31/20).

As service partners to a portion of the state's most vulnerable population, DDS and providers will get through this together. Please be aware that federal and state guidance related to COVID-19 is being updated continuously. DDS is acting and communicating with providers as quickly as possible.

As a reminder, DDS has set up a general inbox for any qualified providers that may have questions regarding this memo or any COVID-19 related planning efforts. Please use the following email for such communications: [DDS.COVID19@ct.gov](mailto:DDS.COVID19@ct.gov). Also, please continue to check back on our website for updated FAQs.