



State of Connecticut  
Department of Developmental Services

DDS

M. Jodi Rell  
Governor

Peter H. O'Meara  
Commissioner

Kathryn du Pree  
Deputy Commissioner

July 31, 2009

Dear Legislator:

The Department of Developmental Services (DDS), along with other state agencies, is adjusting its operations to absorb the loss of many positions to the Retirement Incentive Program. In DDS, 395 individuals retired effective July 1, 2009. We anticipate refilling few of these vacancies because of the cost savings needed to help balance the budget.

As part of our efforts to streamline services adjusting to a reduced workforce, we plan to shift the operation of 17 public Community Living Arrangements (CLAs) to the private sector. This will happen over the next six to nine months. *Although none of the conversion homes are in your district, we wanted to inform you of the intent of this project.*

Family members are all being personally contacted and will also receive a letter. All consumers will stay in their current CLA and not be required to move. Permanent DDS employees in these homes will be redeployed to another state-operated residence after the transition is completed.

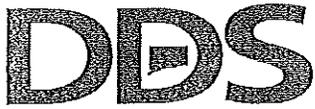
Private providers will be selected through a Request for Proposal (RFP) process and family members and consumers will be part of the selection committees. In Connecticut, approximately 79% of the residential settings for people with mental retardation are operated by private agencies.

Please be advised that the Department of Developmental Services will handle the transition very carefully, with the best interests of the residents in mind. It will result in a savings of \$5 million annually starting in fiscal year 2011 because of the difference in cost between public and private services.

We are attaching a fact sheet on the conversion plan and other relevant documents that explain this project in greater detail. As always, my staff and I are available to talk or meet with you to answer any questions you may have.

Sincerely,

Peter H. O'Meara  
Commissioner



## CLA Conversion Plan

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State of Connecticut  
Department of Developmental Services

Summer 2009

### Community Living Arrangement (CLA) Conversion Plan

- Convert 17 Public CLA's (Group Homes) serving 93 people with intellectual disabilities to Private Provider operation.
- Homes are located throughout the state.
- The Conversion Plan will take approximately nine months to fully implement.

### Reasons for Conversion Plan

- As of 6/30/09 – 395 DDS Employees chose the Retirement Incentive Program (RIP)
- Approximately, 162 RIP employees provided direct support and service to individuals living in DDS residential homes.
- None of these positions will be permanently refilled.
- Therefore, the DDS has determined it would be best to transfer 17 homes to the private sector in order to operate all of its current residential settings in a safe and effective manner.

### Benefits of the Conversion Plan

- DDS CLAs that remain will continue to be staffed at the necessary level to meet the needs of the residents.
- All permanent employees in the conversion homes will retain their jobs. They will be redeployed to other public residences.
- All individuals will continue to live in their current home. The provider will change, but residents will **NOT** have to move.
- Family members and consumers will be involved in the selection process of a new provider to assure their satisfaction.

### Conversion Plan Savings

- When fully implemented, up to **\$5 million** will be saved annually.



# CLA Conversion Plan Update

September 3, 2009

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State of Connecticut  
Department of Developmental Services

## Community Living Arrangement (CLA) Conversion Plan

- Convert 17 Public CLAs (Group Homes) serving 93 people with intellectual disabilities to Private Provider operation.
- None of these 17 homes are closing.
- Homes are located throughout the state.
- The Conversion Plan will take approximately nine months to fully implement.

## Conversion Update

- Requests For Proposals (RFP) were issued by the department and 42 private providers submitted letters of intent.
- There have been no significant reductions in the July and August 2009 allotments to private providers. Sufficient funds are available to support the conversion process.
- There is no indication that either quality or continuity of care has been, or will be, negatively impacted by these changes.
- There will be an extensive transition and oversight process over six to nine months to assure families and clients that quality is maintained.

## Accurate Residential Waiting List Information

- There are only 35 individuals on the Emergency Waiting List for residential services. *(14 of these individuals currently have residential services but require additional support or a change in the type of support they receive, 21 live in their own or family home with no supports currently.)*
- There are 811 individuals on the Priority 1 Waiting List. *(350 of these individuals currently have residential services but require additional support or a change in the type of support they receive, 461 live in their own or family home with no supports currently.)*
- In the last five years, almost all those individuals placed from the Emergency and Priority 1 Waiting List were served in the private sector, not the public sector.

## Additional Information

- Of the 873 group homes in Connecticut, 778 are operated by the private sector prior to the conversion.
- In 2003, DDS successfully converted 30 homes to the private sector with minimal disruption and families and individual clients were quite satisfied with the change.



M. Jodi Rell  
Governor

State of Connecticut  
Department of Developmental Services

**DDS**

Peter H. O'Meara  
Commissioner

Kathryn du Pree  
Deputy Commissioner

July 30, 2009

Dear Consumer or Family Member,

The Department of Developmental Services (DDS), along with other state agencies, is making adjustments to our organizational structure and to programs. We have always tried to be cost effective and efficient. Now, as the state faces economic challenges, it is more critical for each agency to do so without sacrificing the quality of our services.

Recently, 395 DDS employees took advantage of the Retirement Incentive Program. We, like all other state agencies, will not be able to refill most of these positions because of the cost savings needed to help balance the budget. We have worked on many initiatives to streamline the administrative work we do but need to make other changes to service delivery to continue to safely support our consumers.

The majority of our positions and service costs are in direct service, primarily residential services in the community, regional centers and Southbury Training School. Since we cannot refill the positions that are vacant in these settings, we have decided to have some of the Community Living Arrangements (CLAs) and Individual Home Supports that are directly operated by DDS shift to private agencies to operate in the future. This shift continues a 20-year trend in the service delivery system and replicates a project we implemented in 2003 to convert 30 CLAs.

You are receiving this letter because you or your family member lives in one of the homes that will be affected by this decision. Hopefully, you received a call from someone in the region who explained this and answered your questions. If not, or if you have other questions, please call \_\_\_\_\_ at \_\_\_\_\_.

It's important for you to know the following information about this change:

- You or your family member will stay in the home he or she currently lives in with the same residents.
- The funding for the room and board costs that are paid by the state will continue.
- Consumers and family members will be part of the selection committee that will choose the provider to operate the home in the future.
- Providers will be selected from qualified private agencies whose staff have experience operating residential services. In Connecticut, 79% of the residential settings that support people with intellectual disabilities are run by private agencies licensed and funded by DDS.
- All private residential settings are licensed by DDS using the same standards that are used in the public sector.
- The employment or day program you or your family member participates in will stay the same.
- DDS will continue to provide case management services through the region.

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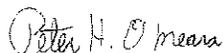
- No permanent DDS employee will lose his or her job. The permanent employees working in the home will stay in your or your family member's home until the transition is completed and then be deployed to another state-operated residence.
- DDS will hire trained temporary employees to fill the vacancies in your or your family member's home to assure full coverage over the next few months. These temporary employees may be hired by the private agency that is granted the contract to operate the home.

This process will take six to nine months. Private providers will respond to a Request for Proposals (RFP) and be selected by a committee of regional staff, consumers and family members. You will be kept informed through the year of our progress. While the department has determined that the Programmatic Administrative Review (PAR) process is not applicable to the conversion initiative, Regional directors will be offering group informational sessions to address consumer, guardian and family concerns. A meeting will be scheduled in the near future by your regional director to provide you with more detailed information and to answer your questions.

Please be advised that DDS will handle the transition carefully with the best interests of the residents in mind. It will result in a savings because of the cost differences between public and private services. This savings is important to help the economic challenges currently facing Connecticut.

We appreciate your patience and your support of this initiative. Please call your contact person if you have any questions.

Sincerely,



Peter H. O'Meara, Commissioner



Kathryn du Pree, Deputy Commissioner

cc: DDS Regional Directors  
DDS Case Managers and Planning and Support Team Members  
DDS Public Assistant Regional Directors

