

DDS Status Update: Purchase of Service Efficiency Report

Centralized POS Contracting Unit: DDS will review the contracts for Adult and Birth to Three services to propose a draft combined scope of services to be implemented for FY2015 should the transfer not occur.

Agency Response: DDS had begun reviewing the current approved AG templates for the adult and Birth to Three services contracts. DDS will defer activity on centralizing Birth to Three contracts based on the recommendations of Birth to Three feasibility study.

Centralized POS Contracting Unit: Eliminate role of East Hartford Business Office in contract processing; centralize all contracting functions including B-3.

Agency Response: DDS has begun to shift position resources from the decentralized field locations to the central Contracting Unit. This process will continue in the spring in a manner that minimizes or eliminates the need for involuntary transfers. DDS will be implementing a lean event this fiscal year to look at the current process for Clinical PSAs and POS contracts.

POS Training: DDS will work with other state POS contracting agencies to develop a statewide standard training curriculum specific to statutory and regulatory processes.

Agency Response: Since this is a requirement of all POS State Contracting agencies, DDS will add this to the March agenda of the POS Workgroup to develop a statewide standard training program and distribute the final curriculum to all state agencies.

Centralized Data Storage: Implement an electronic library, maintained by the Contracts Unit, of active contracts to be made available to all DDS staff.

Agency Response: DDS has developed a topic-based organizational structure on a common drive encompassing all of the required financial information in an electronic format. There are 4 Main Sections (Contracts, Operational Plans, Fiscal Reporting, and Quality Performance), with multiple sub-Sections within each main Section. Within the user groups with access to these files there are 3 permission levels, by user group, offering various levels of access to modification of information. The file is a "living" document with updatable links to the specific main folders and sub-folders. Concurrent with the development of our new file structure, CT DAS expanded use of their BizNet Documents Vault, which allows upload of all Ethics Affidavits, as well as the Nondiscrimination Certification and the CHRO Workforce Analysis. DDS now requires providers to upload all eligible forms directly to BizNet.