



State of Connecticut
Department of Developmental Services



M. Jodi Rell
Governor

Peter H. O'Meara
Commissioner

Kathryn du Pree
Deputy Commissioner

DDS Data Quality Plan

DDS Timelines, Responsible Persons and Procedures:

- a.) **Use of ARRA funds:** All ARRA funding utilized by DDS will be used to pay monthly invoices submitted by qualified Birth to Three contractors that have provided Early Intervention services as subrecipients of the ARRA funding.
- b.) **Subrecipient Reporting Requirements:** All subrecipients will be required to complete a reporting form that includes the DUNS, CCR number, and information applicable to the top five officials of the organization. Peggy Boyajian, Associate Account, DDS Birth to Three Program will cross check the DUNS number reported by subrecipients with the Dun & Bradstreet website to insure accuracy.
- c.) **Subrecipient payment procedure:** All payments made to subrecipients will be processed through the State of Connecticut's accounting system (CORE CT) following the State's payment and accounting procedures and requirements. The payment processing procedures that will be followed are:
 - i. All invoices from subrecipients requesting payment for services will be reviewed and reconciled by the Birth to Three fiscal staff under the supervision of Peggy Boyajian, Associate Account, DDS Birth to Three Program.
 - ii. Authorization of the payments within the State's accounting system will be made by Linda Goodman, Director, Birth to Three Program, or Lynn Skene Johnson, Assistant Director, Birth to Three Program, after they have reviewed the payment requests and matched them to the internal accounting reports that will generate the payment.

- d.) **Federal Reporting/Financial Reporting:** All reporting to the *federalreporting.gov* website will be made by Peggy Boyajian, Associate Accountant, DDS Birth to Three Program. The reporting to the federal reporting website will be reviewed by Linda Goodman, Director, Birth to Three Program, or Lynn Skene Johnson, Assistant Director, Birth To Three Program. Expenditures will be reviewed using accounting reports from the State's accounting system and ARRA reports of available funds. Since reporting to the Federal web page will be made by the Department, there will not be double reporting by subrecipients and the Department.
- e.) **Federal Reporting/Jobs Saved:** Reporting to the Federal webpage for jobs saved will be performed by Peggy Boyajian, Associate Account, DDS Birth To Three Program based upon staff lists already obtained by DDS from each subrecipient. Jobs saved data will be reviewed by Deb Resnick, Personnel and Practice Manager for Birth to Three.
- f.) **Error/Omission Log:** The Department will maintain a log to record all instances of errors or omissions of data reported on the Federal webpage, and will record the correction action that was taken.
- g.) **Data Integrity Review:** Ed Morettini, DDS Budget Director/ARRA Accountability Officer will review data reported to the Federal webpage to insure data agrees to the Department's records.
- h.) **Compliance Review:** Ed Morettini, DDS Budget Director/ARRA Accountability Officer will review subrecipient payment data reported to the Federal webpage to insure subrecipients are qualified Birth to Three contractors that provide early intervention services.
- i.) **Recordkeeping:** The DDS recordkeeping will consist of source documentation substantiating the report, including subrecipient expenditure reports, CORE-CT reports, federal agency award information and the drawdown of Federal ARRA funding, and signoff that data integrity and compliance reviews were performed, will be maintained in hard copy in the Birth to Three Program files located in Central Office. Computerized analytical files will be maintained within the Departments LAN system with access restricted to the users of the information.