



**State Of Connecticut**  
**Department Of Developmental Services**  
**Programmatic Administrative Review (PAR)**  
**Frequently Asked Questions (FAQs)**

**1. What is a Programmatic Administrative Review, or “PAR”?**

A **PAR** is an informal dispute resolution process offered to you, or your family member, guardian or advocate, if not satisfied with any decision related to:

- Your eligibility, admission, placement evaluation, and assignment of programs and services;
- Your care and treatment, or a change in a service you receive;
- A change in, termination of, or discharge from, a service you are involved in;
- Disagreements regarding any element of your Individual Plan.

Your case manager shall inform you, or your family member, guardian or advocate of the availability of the **PAR** process.

**2. When can I request an PAR?**

A **PAR** can be requested any time you are not satisfied with a decision made about your services. The “Request for Programmatic Administrative Review” form, which can be obtained from your Case Manager or by using the following internet link:

[http://www.DDS.state.ct.us/forms/Request\\_for\\_PAR.pdf](http://www.DDS.state.ct.us/forms/Request_for_PAR.pdf)

This must be completed by you or your family member, guardian or advocate. On the form, it is helpful to clearly state the decision you are not satisfied with, and your reason for requesting the review by the Regional or Training School Director. After you submit your request, you will be given the opportunity to meet with the Regional or Training School Director to further discuss your concerns.

**3. What happens after I request a PAR?**

Once a **PAR** is requested, within ten (10) working days the Regional or Training School Director will review all pertinent information related to the subject of the request, and render a written decision. If a decision cannot be made within the noted time frame, you will be informed of that in writing. If you are not satisfied with the decision of the Regional or Training School Director, you may request reconsideration of that decision by the Commissioner.

**4. How do I request the Commissioner to reconsider the Regional or Training School Director’s PAR decision?**

You can request that a **PAR** decision be reconsidered by the Commissioner by completing the “Request for Commissioner’s Review/Programmatic Administrative Review” form, which will be attached to the Director’s decision. Again, it is important to clearly state why you are not satisfied with the decision of the Regional or Training School Director. You should attach copies of his or her written decision, and any supporting information you think is important to be reviewed by the Commissioner or his designee. The Commissioner or his designee shall issue a written decision to you within twenty (20) working days of receiving your request for reconsideration. The decision of the Commissioner or his designee is final except in situations involving disputes over Waiting List Priority Assignment and those involving denial of waiver enrollment or waiver services. In situations involving disagreement with the Waiting List Priority assignment, the individual has the right to a DDS Administrative Hearing, and in situations involving denial of waiver enrollment or waiver services the individual has the right to a Department of Social Services hearing.

**While the PAR is pending, there shall be no change in your status, except in the event of an emergency.**