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MEMORANDUM

TO: Executive Directors, DSN Boards of Case Management CEOs, Contracted Service Providers of Case Management, Case Management Supervisors

FROM: Lori Manos 
Associate State Director-Policy

DATE: July 5, 2023

SUBJECT: DDSN Approval of Annual Level of Care Re-evaluations

The purpose of this memo is to remind Waiver Case Management providers of the transition to DDSN approval of annual Level of Care (LOC) Re-evaluations, and to provide notice of the posting of related training materials and forms.

As announced in the June 14th training, **effective July 9, 2023**, DDSN will be responsible for final approval of Annual ICF and Nursing Facility LOC Re-evaluations. The LOC effective date will be the date of approval by DDSN, so it will be important for case managers to complete and submit LOC Re-evaluations to DDSN for review and final approval **at least** thirty days in advance of the due date. In preparation for this transition, all LOC Re-evaluations due in July **must be completed prior to July 9, 2023.**

Updated DHHS Re-certification for Nursing Facility LOC and Nursing Facility LOC Notification forms will be added to Business Tools for use effective July 9, 2023. These updated versions will be required for use from that date forward.

The training materials related to this change have been posted on Business Tools at Case Management Tools>DDSN Approval of Annual LOC Re-Evaluation Training July 2023.

Questions regarding this may be directed to Melissa Ritter at mrutter@ddsn.sc.gov.