



## DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS OF DSN BOARDS and  
CEOS OF CONTRACTED SERVICE PROVIDERS WITH CASE MANAGEMENT  
CASE MANAGEMENT SUPERVISORS**

**FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR, POLICY** *SKB*

**DATE: JULY 7, 2021**

**RE: Training Materials Posted and Virtual Help Sessions on Updated Waiver Enrollment  
Process and Timelines**

The purpose of this memo is to notify Case Managers of the posting of materials presented at the Waiver Enrollment Process and Timelines trainings which were held June 29, 2021 and June 30, 2021. As noted in the June 4, 2021 Executive Memo, these sessions were held to present information regarding procedural changes to the waiver enrollment process. Procedures have been developed to improve enrollment timeframes which will expedite waiver enrollment upon slot allocation. These procedural changes are effective July 1, 2021. The relevant waiver manual chapters have been revised and posted.

The Waiver Enrollment Process and Timelines PowerPoint presentation and a recorded version of the training have been posted and are located at: Business Tools > Case Management Tools>Waiver Enrollment Module and Timelines. The Waiver Enrollment Timelines for Waiver Case Managers guide has also been posted in this folder, as well as each individual waiver folder.

Additionally, as noted in the training, two virtual help sessions have been scheduled to allow case management staff the opportunity to ask questions about the module and timelines after exposure. The Microsoft Teams links to those sessions are listed below.

### **Training Dates:**

- Wednesday, July 14, 2021, 10:00-11:00 am:

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 803-567-1681,,803364315#](#) United States, Columbia  
Phone Conference ID: 803 364 315#

- Friday, July 16, 2021, 10:00-11:00 am:

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 803-567-1681,,309659102#](#) United States, Columbia  
Phone Conference ID: 309 659 102#

Questions regarding this may be directed to Melissa Ritter at 803-898-5120 or [mritter@ddsn.sc.gov](mailto:mritter@ddsn.sc.gov).