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<u>MEMORANDUM</u>

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

FROM: Lori Manos, Interim State Director-Policy

DATE: February 17, 2022

SUBJECT: Data Entry Support for Direct Billing

The purpose of this memo is notify Case Management Providers of direct billing data entry support available through DDSN. As mentioned in the February 16, 2022 Case Management Committee Meeting, DDSN is prepared to offer Case Management providers temporary data entry support to offset the additional administrative tasks associated with the direct billing of Waiver Case Management in Therap. This will include transferring data from the provider's case note report to the Therap Attendance Module. Upon completion of the data entry by DDSN, the provider will be required review the data in the Therap Attendance Module, approve the attendance and submit it for billing.

The data entry support is anticipated to be offered from March 1, 2022 through July 1, 2022, when alternate functionality should be available in Therap. This planned functionality should eliminate the need for data entry from case notes. <u>The data entry support is completely voluntary, and will be provided upon request only</u>. DDSN is requesting that **all** Case Management providers email Melissa Ritter at <u>mritter@ddsn.sc.gov</u> and include the following:

- Name of Agency
- Desire to Request Data Entry Support (negative or affirmative)

This information is needed as soon as possible, but no later than February 25, 2022. Additional information regarding the process and timeline of data entry will be provided to those requesting support. If you have any questions or need additional information please contact Melissa Ritter. Thank you.