

Constance Holloway
State Director/General Counsel
Janet Brock Priest
Associate State Director
Operations
Lori Manos
Associate State Director
Policy
Harley T. Davis, Ph.D.
Chief Administrative Officer
Quincy Swygert
Chief Financial Officer
Greg Meetze
Chief Information Officer




South Carolina
Department of Disabilities
and Special Needs

3440 Harden Street Extension
Columbia, South Carolina 29203
(803) 898-9600
Toll Free: 888/DSN-INFO
Home Page: ddsn.sc.gov

COMMISSION
Eddie L. Miller
Chairman
Michelle Woodhead
Vice Chairman
Gary Kocher, M.D.
Secretary
Barry D. Malphrus
David L. Thomas

MEMORANDUM

TO: Executive Directors, DSN Boards
CEOs, Contracted Service Providers
Facility Administrators

FROM: Janet Brock Priest, Associate State Director-Operations 

DATE: September 25, 2023

RE: Updates to Incident Management System Data Fields

Effective October 1, 2023, the Incident Management System (IMS) on the DDSN Applications Portal will include several updates to required data fields. The changes will improve the specificity of data collected within the existing Directive requirements. DDSN Directive 534-02-DD: Preventing and Responding to Allegations of Abuse, Neglect, and Exploitation and DDSN Directive 100-09-DD: Critical Incident Reporting have not changed.

The update to the data fields will allow DDSN and the provider agencies to better distinguish reports that SLED has taken for information only, reports for injuries of unknown origin, and the more frequent types of allegations under Physical Abuse, Sexual Abuse, Neglect, and Exploitation. Data fields have also been added to capture the name of the investigating agency(ies) and the types of verified Standard of Care allegations. Sub-categories have also been added to Critical Incident types. The updated data fields include check boxes and drop-down selections within the existing IMS reporting framework. This data will assist Risk Management Committees in tracking, trending, and analyzing their agency's data.

Summary information with additional guidance has been added as an update banner to the DDSN Applications Portal home page. The document is also available in Business Tools > Incident Management Resources and the DDSN Website under Quality Management Division > Incident Management.

If you have questions about these changes, please contact the Incident Management Coordinators, Tamu Williams (twilliams@ddsn.sc.gov) or Tana McCarthy (Tana.McCarthy@ddsn.sc.gov). If you have technical questions about the report submission, please contact the DDSN Helpdesk (helpdesk@ddsn.sc.gov).