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**South Carolina  
Department of Disabilities  
and Special Needs**

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**MEMORANDUM**

**TO:** Executive Director, DSN Boards  
Residential Directors  
Case Management Supervisor

**FROM:** Janet Brock Priest, Associate State Director 

**DATE:** November 15, 2022

**SUBJECT:** Interdisciplinary Technical Advisory Committee (ITAC)

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The South Carolina Department of Disabilities and Special Needs (DDSN) has formed the **Interdisciplinary Technical Advisory Committee (ITAC)** to advise DDSN regarding the best and most appropriate services for people who are challenging to support and to advise regarding DDSN policies, procedures, and practices which relate to the services available to those supported. The ITAC is comprised of a physician, a psychiatrist, a behavior analyst, a developmental pediatrician, and a policy/case management expert. Along with their professional expertise, the ITAC members bring to the table many years of experience in the disabilities field.

If assistance is needed to determine the best and most appropriate services for someone who presents challenges, you may request a review of the person's circumstances by the ITAC. To do so, please provide pertinent information about the person and his/her circumstances. This information should be well organized and legible. It can be submitted via **Therap as an SComm to ITAC Referrals**. As applicable, this information should include:

1. The name of the person requesting review by the ITAC and contact information.
2. Synopsis of the reason for the request (*explanation of what challenges are being experienced and what you are hoping to learn from the ITAC*).

3. Medical information including status of health, conditions/diagnosis(es), current medication regime and history of medications. For medications, include the prescriber of the medication and date of last visit with the prescriber.
4. Information about any hospitalizations or Emergency Department visits occurring at least during the previous twelve (12) months.
5. Current Case Management Assessment and Case Management Plan including the Person-Centered Description.
6. Case Management Service Notes including documentation of resources sought to fulfill the need **or** other documentation of resources sought.
7. Current Residential Habilitation Plan, ICF/IID Individual Program Plan, Day Services Plan, and data showing response to planned interventions.
8. Current Behavior Support Plan and data showing response to all planned interventions **or** other information about challenging behaviors displayed including frequency and typical responses to the behavior by the family/caregiver. Include information about interventions that have been successful, as well as interventions that have been unsuccessful.
9. Information (dates, reason, result) about any encounters with law enforcement.
10. Information about injuries inflicted on others by the person during the previous twelve (12) months.

Submissions must be complete at the time of submission. Incomplete submissions will not be reviewed. Following the review by the ITAC, DDSN will provide information about the results to the sender.

Thank you for your continued support for South Carolinians with disabilities.