




## DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS AND  
CEOS, CONTRACTED PROVIDERS OF EMPLOYMENT SERVICES  
DAY DIRECTORS**

**FROM: ASSOCIATE STATE DIRECTOR, SUSAN KREH BECK** 

**DATE: JUNE 12, 2019**

**RE: Employment Services – Individual Required Documentation Change**

Effective July 1, 2019, the way Employment Services – Individual must be documented will change. A new ISP program entitled "SC Individual Employment Log" in Therap will be the required tool for documenting employment activities. The "SC Individual Employment Log" in Therap will replace the Excel Employment Activity Log which is currently used. This ISP template is currently available in the Therap Global Library and must be imported into the provider ISP Program Template Library unaltered in content including the name "SC Individual Employment Log."

It is suggested that you begin using the "SC Individual Employment Log" now for one or more of the people to whom you provide Employment Services – Individual in order for you to become familiar with the tool prior to implementation on July 1, 2019.

Requirements and instructions are posted on the Therap, South Carolina web page at <https://help.therapservices.net/app/south-carolina>.

Technical assistance can be requested from the DDHS Help Desk at 803-898-9767 or [helpdesk@ddsn.sc.gov](mailto:helpdesk@ddsn.sc.gov).

If you have any questions about the new requirement, you may contact Lynn Sigg by phone at 803-898-9704 or by email at [lsigg@ddsn.sc.gov](mailto:lsigg@ddsn.sc.gov).

Thank you for your continued work in supporting individuals to achieve their employment goals.