

From: [Linguard, Christie](#)
Subject: Meeting Notice - SC Commission on Disabilities & Special Needs Commission Meeting - February 17, 2022
Date: Tuesday, February 15, 2022 6:24:27 PM
Attachments: [February 17, 2022 Commission Packet.pdf](#)

Good Afternoon,

The South Carolina Commission on Disabilities and Special Needs will hold its regularly scheduled meeting in person on Thursday, February 17, 2022, at 10:00 a.m. in conference room 251 at the SC Department of Disabilities and Special Needs Central Administrative Office, 3440 Harden Street Extension, Columbia, SC. To access the live audio stream for the 10:00 a.m. meeting, please visit www.ddsn.sc.gov.

Please see the attached Commission Meeting packet.

For further information or assistance, contact (803) 898-9769 or (803) 898-9600.

Thank you.

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

A G E N D A

**South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 251 (TEAMS)
Columbia, South Carolina**

February 17, 2022

10:00 A.M.

1. Call to Order *Chairman Stephanie Rawlinson*
2. Notice of Meeting Statement *Commissioner Robin Blackwood*
3. Welcome
4. Adoption of Agenda
5. Invocation *Commissioner Ed Miller*
6. Approval of the January 20, 2022 Commission Meeting Minutes **Pages 3-9**
7. Moment of Silence
8. Commissioners' Update *Commissioners*
9. Public Input
10. Commission Committee Business
 - A. Finance Committee *Committee Chair Robin Blackwood*

Financial Approval & Threshold Report for February 2022 **Page 10**
 - B. Policy Committee *Committee Chair Barry Malphrus*
 1. 200-08-DD: Travel Regulations **Pages 11-17**
 2. 800-07-CP: Attachment D – Policy Committee Procedures **Pages 18-23**
 3. Committee Updates
11. Old Business:
 - A. ID/RD Waiver Renewal Update *Ms. Lori Manos*
 - B. Fee-for-Service Update *Ms. Lori Manos*
 - C. Quarterly Incident Management Report **Pages 24-27** *Ms. Ann Dalton*
 - D. Internal Audit Update *Ms. Courtney Crosby*
 - E. Legislative Update *Mr. Robb McBurney*
12. New Business:

Financial Update **Page 28** *Ms. Nancy Rumbaugh*
13. Director's Update *Michelle Fry, J.D., Ph.D.*

14. Executive Session
 - A. Contractual Matters
 1. Richland/Lexington Disabilities and Special Needs (DSN) Board
 2. Lutheran Services Carolinas
 - B. Litigation Update
15. Enter into Public Session
16. Next Regular Meeting (March 17, 2022)
17. Adjournment

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

January 20, 2022

The South Carolina Commission on Disabilities and Special Needs met on Thursday, January 20, 2022, at 10:00 a.m., at the Department of Disabilities and Special Needs Central Office, 3440 Harden Street Extension, Columbia, South Carolina.

The following were in attendance:

COMMISSION

Present In-Person

Stephanie Rawlinson – Chairman

Barry Malphrus – Vice Chairman

Robin Blackwood – Secretary

Gary Kocher, MD

Eddie Miller

Microsoft Teams

Gary Lemel

David Thomas

DDSN Administrative Staff

Michelle Fry, State Director; Rufus Britt, Associate State Director of Operations; Lori Manos, Interim Associate State Director of Policy; Courtney Crosby, Internal Audit Director; Tommy Windsor, Public Information Officer and Legislative Liaison; Debra Punzirudu, Finance Director; Nancy Rumbaugh, Budget Director; Andrew Tharin, Director of Engineering; Preston Southern, Information Technology Division; and Christie Linguard, Administrative Coordinator.

Notice of Meeting Statement

Chairman Rawlinson called the meeting to order and Secretary Blackwood read a statement of announcement about the meeting that was distributed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.

Welcome

Chairman Rawlinson welcomed everyone to the meeting.

Adoption of the Agenda

Commissioner Malphrus made a motion to adopt the January 20, 2022 agenda as written, seconded by Commissioner Miller and unanimously approved by the commission. (Attachment A)

Invocation

Commissioner Kocher gave the invocation.

Approval of the Minutes from December 16, 2021 and the January 7, 2022 Special Called Commission Meetings

Commissioner Kocher made a motion to approve the minutes from the December 16, 2021 Commission meeting and the January 7, 2022 Special Called Commission meeting, seconded by Commissioner Malphrus and unanimously approved by the commission. (Attachment B)

Commissioners' Update

Commissioner Kocher thanked former Chief Financial Officer, Pat Maley for his work with the agency.

Public Input

There was no public input.

Commission Committee Business

A. Finance and Audit Committee

The Finance and Audit Committee met on January 19, 2022. The following topics were presented for review and/or approval by the Commission:

There was one routine contract over \$200,000 that was approved by the committee, and presented today to the commission as information only. (Attachment C)

Commissioner Blackwood and Mr. Tharin discussed replacement of Electrical Power Grids at Midlands and Coastal Regional Centers. The committee voted on Option 2 as the best replacement option for both campuses. Chairman Rawlinson treated the approval of Option 2 coming out of the committee as a motion and second. Detailed discussion was held before the commission voted to proceed with Option 2 for the replacement of the power grids at Midlands and Coastal Regional Centers. All commission members voted in favor of Option 2. The process is set to

start in approximately a year and a half or two years from now. (Attachment D)

B. Policy Committee

The Policy Committee met on December 15, 2021. The following topics were presented for review and approval by the Commission:

535-10-DD: National Voter Registration Act (Motor Voter) – Staff was commended for their excellent work with this policy; it is well written. Chairman Rawlinson treated the approval from the committee as a motion and second; after taking a vote, the commission members unanimously approved this directive. (Attachment E)

200-13-DD: Travel Regulations for DSN Boards and Contracted Service Providers – Chairman Rawlinson treated the approval from the committee as a motion and second; after taking a vote, the commission members unanimously approved this directive. (Attachment F)

300-04-DD: Maintenance/Repair/Construction of DDSN Owned Facilities – Commissioner Malphrus asked that this directive be tabled until the next committee meeting. (Attachment G)

600-10-DD: Clothing and Other Personal Property of Persons Served in DDSN Regional Centers – Chairman Rawlinson treated the approval to as a motion and second coming out of the committee; after taking a vote, the commission members unanimously approved this directive. (Attachment H)

Employment Services – Group Standards; Employment Services – Individual Standards; Day Activity Services Standard; Career Preparation Services Standards; Community Services Standards; and Support Center Services Standards – These service standards relate directly to staff. Chairman Rawlinson treated the approval as a motion and second coming out of the Policy Committee; after taking a vote, the commission members unanimously approved all six (6) of these standards. (Attachment I)

Commissioner Malphrus noted that the Travel Regulations directive, which is very similar to the one above, has been put out for public comment. A total of 23 policies have been completed this fiscal year. We will complete at least 51 policies this year. He thanked everyone who has worked on the committee to continue to make things run smoothly.

Old Business

A. Intellectual Disability/Related Disabilities (ID/RD) Waiver Renewal Update

Ms. Manos updated the commission on the ID/RD Renewal. The agency is continuing to work with the Department of Health and Human Services (DHHS) on this project. We are currently working on four (4) items within the formal Request for Additional Information (RAI). We feel the waiver will be approved soon and retroactive to January 1, 2022. We have a whole new set of performance measures (quality oversight of the services that are provided in the Waiver). The Community Supports Waiver will be renewed very soon. The public comment period is at the end of this month and should be submitted to Centers for Medicare and Medicaid Services (CMS) by April.

B. Fee-for-Service (FFS) Update

Ms. Manos announced that the agency is continuing to make progress on the transition to full FFS with an implementation date of March 1, 2022. We are currently in a hybrid phase now until the end of February. New contracts were sent to all DDSN providers of home and community-based services; and to date, we have received the majority of them back. Provider enrollment is now open by DHHS for all providers. DHHS will provide billing training either the second or third week in February to all providers. A microsite has been created by DHHS to include frequently asked questions. Therap is working on a billing module that will be completed by March 1st. The ICF Community and Community Center rates have not been published yet.

C. Internal Audit (IA) Update

Ms. Crosby announced that the 2020 Agreed-Upon Procedures (AUP) Reports for the DSN Boards are complete. October 31, 2021 was the deadline for the 2021 reports for the DSN Boards. All private providers that had report deadlines of June 30, 2021 have been received; and private providers that had a September 30th year-end have until January 31st to turn in their reports. The 2021 contract reductions is \$5,600.

Each commissioner should have received the audit tracking report via email. The division will continue to update that report as follow-up procedures are completed. Ms. Crosby will be working on an audit plan that will bridge the gap our audit universe and our risk assessment are completed and we can develop that fiscal year 2023 audit plan. She will send out a risk survey to commissioners and members of the executive team for feedback.

Internal Audit division is still working to complete the FY 2021 audits that carried over into FY 2022. The position description for an IT Audit Manager has been drafted and sent to HR for approval.

D. Legislative Update

Mr. Windsor presented the legislative update. Governor McMaster unveiled his executive budget and included all of the agency's requests in this budget. On Tuesday, January 11th, Director Fry presented the agency's budget request to the House Ways and Means Medical Affairs Subcommittee. Mr. Windsor had a meeting with Representative Dennis Moss regarding Bill 4558 (assault and battery on healthcare workers). Mr. Windsor also noted that he spoke to the Anderson County Legislative Delegation, who were very excited about all the positive changes being made at the agency. There has been no movement on any of our legislative that we are currently monitoring. On Tuesday, January 18th, Director Fry and Mr. Windsor met with Representative Murrell Smith and later in the week, they met with Representative Tommy Pope. There are several other meetings in the pipeline. Chairman Rawlinson asked that Mr. Windsor set up that day for commission members to visit with legislators on Advocacy Day 2022 on March 2nd.

E. COVID Update

Mr. Britt gave a brief update on the rise of COVID cases throughout the state. He commended the frontline staff but also the ancillary staff members for their diligent work. To date, there have been 448 positive cases of COVID amongst individuals we serve in our centers as well as our autism homes and 766 staff members. The amount of expenditures associated with COVID since the initiation of the declaration of the public health emergency is \$5.5 million with a net cost is \$3.2 million (\$2.2 million came from Cares Act funding). There are two webinars that will be in the near future that we will communicate dates and times to our providers. Staff members have been heroic at the very least. Lastly, Mr. Britt discussed the Supreme Court Ruling of the vaccine mandate.

Chairman Rawlinson asked if we can acknowledge all consumers and staff who have passed due to COVID over the last couple of years. Hopefully, we can do this at the next commission meeting. Mr. Britt was asked by Commissioner Lemel if there were testing issues within our centers, to which Mr. Britt replied, that we do not have any issues with testing consumers. We have different types of tests in each center.

New Business

A. Financial Update

Ms. Rumbaugh presented the spending plan vs actual expenditures as of December 31, 2021. To date the agency is 1.66% under budget. On a motion by Commissioner Blackwood, seconded by Commissioner Malphrus, the commission unanimously approved the financial update as presented.

Director's Update

State Director Michelle Fry commenced by stating the agency had their first monthly meeting with Disability Rights SC. We are also continuing our efforts with Apprenticeship South Carolina to provide training for jobs in our community. We are working to create a pilot program with Midlands Technical College.

As a follow-up to our Special Called Commission meeting, we were able to distribute information related to the 6.2% FMAP to providers; and we are already distributing dollars.

The monthly provider meeting will take place on this Monday at 2:00 PM. Providers are urged to submit their questions via email prior to the meeting.

Chairman Rawlinson commended Director Fry on her first few months here. She has heard a lot of positive feedback from many legislators. Commissioner Malphrus, too, commended Director Fry as well on her first 90 days here with the agency. The staff was commended as well.

Next Regular Meeting

February 17, 2022

Adjournment

On a motion by Commissioner Blackwood, seconded by Commissioner Miller and unanimously approved by the commission, the meeting was adjourned at 11:30 a.m.

Submitted by:

Approved by:

Christie D. Linguard
Administrative Coordinator

Commissioner Robin Blackwood
Secretary

Monthly DDSN Staff Report - Financial Approval & Threshold Reporting for February 2022

The purpose of this monthly report is to ensure staff comprehensively reports on all Executive Limitation Policy (800-CP-03) financial transactions for approval and financial threshold reporting requirements. The Finance and Audit Committee will decide which items require presentation to the Commission for a formal vote, as well as which items need only be reported via this monthly report to the Commission to ensure transparent reporting. After the Finance and Audit Committee’s decisions, this report will highlight items in **green to notify Commission this will not need a formal vote** and highlight items in **yellow indicating item will require a formal Commission vote to approve**.

I. New Non-Service Contracts \$200,000 or Greater:

Solicitation 5400022563: An Invitation for Bid (IFB) solicitation was published in the South Carolina Business Opportunity (SCBO) on 12/20/2021 for Janitorial Services. The South Carolina Department of Disabilities and Special Needs (SCDDSN) is soliciting bids for janitorial service for two locations. The Central Office facility located at 3440 Harden Street, Columbia, SC 29203, and the second locations is Midlands Center, 8301 Farrow Road, Columbia, SC 29203. Services shall be performed daily, weekly and monthly during the hours of 5:30PM – 10:00 PM. The Contractor must herein the scope of work as outlined in this solicitation. The bidding process closed on 1/12/2022 with fifteen (15) offerors submitting bids. The lowest responsive and responsible bid for LOT A submitted an offer of \$82,240.00 for a one (1) year contract with four (4) years renewal. The lowest responsive and responsible bid for LOT B submitted an offer of \$200,120.00 for a one (1) year contract with four (4) years renewal. The contracts will be issued to two separate vendors with the total potential target value reference above is the total amount on each contract for five years.

II. Existing Service Contracts Increasing \$200,000 or Greater (simple list if based on indiv. choice; detail summary if not):

None

III. \$200,000 or Greater Increase in Personnel Positions for a Program or Division:

None

IV. New CPIP or Re-Scoping of an Existing CPIP:

None

V. New Consulting Contract:

None

VI. New Federal Grant:

None

(NOTE: In July of each year, a report of all prior FY non-service expenditures by vendor over \$200,000 will be presented as a “post-payment” review. This will add visibility for expenditures from contracts originated in prior FYs and vendors with separate purchases aggregating over \$200,000 in current FY.)

Michelle G. Fry, J.D., Ph.D.
State Director
Rufus Britt
Associate State Director
Operations
Lori Manos
Interim Associate State Director
Policy



COMMISSION
Stephanie M. Rawlinson
Chairman
Barry D. Malphrus
Vice Chairman
Robin B. Blackwood
Secretary
Gary Kocher, M.D.
Gary C. Lemel
Eddie L. Miller
David L. Thomas

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

Reference Number: 200-08-DD

Title of Document: Travel Regulations

Date of Issue: April 1, 1988

Date of Last Revision: February 17, 2022 **(REVISED)**

Effective Date: February 17, 2022

Applicability: All Employees and Commission Members of the South Carolina Department of Disabilities and Special Needs

I. PURPOSE

This Directive provides a uniform travel policy designed to achieve reasonable economy while traveling on business. South Carolina Department of Disabilities and Special Needs (DDSN) employees and Commissioners should exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, indirect routes, delays or luxury accommodations that are unnecessary and unjustified in the performance of an assignment are not considered prudent. Transportation to and from points of arrival and departure should be accomplished by the most economical method.

Expenditures for travel shall not exceed those allowable under State of South Carolina travel regulations, which are the standard for South Carolina Medicaid cost reporting. Any deviations must receive prior written approval of provider management documenting the reasons and justification thereof.

II. APPLICABILITY

These procedures should be followed by all employees and Commission members of DDSN.

III. POLICY

Travel expenses may be reimbursed for allowable items up to the amounts permitted according to the following regulations governing state travel are specified in the South Carolina Appropriations Act, General Provisions Section 89-X90; the State Plan under Title XIX of the Social Security Act; and the Comptroller General’s Office Policies and Procedures Manual (Subsistence: Section 3). A summary of those regulations follows:

Mileage

Travelers on official DDSN business should utilize state vehicles in lieu of personal vehicles. In order to be reimbursed for mileage in the event that a private vehicle is used, employees must obtain documentation that either a state vehicle was not available or that special permission to use a private vehicle was granted via a “Certificate of Non-Availability of State Vehicle” form (see Attachment A). The South Carolina Appropriations Act allows for reimbursement of business use of a privately-owned vehicle when agency vehicles are not reasonably available at a standard business mileage rate equivalent to the rate established by the Internal Revenue Service (IRS).

Lodging

Overnight travel requests require the prior approval of the State Director or an agency Executive reporting directly to the State Director via a “Permission for Travel” form (see Attachment B). If approved, employees on official agency business more than 50 miles from the employee’s headquarters or residence will be allowed reimbursement for expenses incurred for lodging not to exceed the current allowable rate for the destination city or county per the U.S. General Services Administration’s website (www.gsa.gov). If travel expenses must exceed allowable limits, prior approval must be obtained from the State Director using a “Request for Lodging in Excess of Allowable Cost” form (see Attachment C).

Meals

Reimbursement for employee meal expenses will be allowed only when there is overnight travel. If an employee’s travel is approved, the employee may be reimbursed for the actual expenses incurred in obtaining meals, not to exceed \$35 per day, except in areas outside of South Carolina. In this event, the maximum daily reimbursement for meals shall not exceed \$50.

Reimbursement Claims

Claims for travel reimbursements should be made using official DDSN and Comptroller General’s Office reimbursement form (see Attachment D). All reimbursement claims must be

approved by the employee's immediate supervisor before forwarding for processing.

Barry D. Malphrus
Vice Chairman

Stephanie M. Rawlinson
Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment A: Certificate of Non-Availability of State Vehicle
Attachment B: Permission for Travel
Attachment C: Request for Lodging in Excess of Allowable Cost
Attachment D: Travel Support Document

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

CERTIFICATE OF NON-AVAILABILITY OF STATE VEHICLE

DATE: _____

**REGION/
DISTRICT:** _____

DIVISION: _____

EMPLOYEE NAME: _____

TRIP DESTINATION: _____

You are advised that no state vehicle is reasonably available and/or adequate to meet your travel requirements. (NOTE: Consumers shall not be transported in private vehicles.)

The period of non-availability will cover:

Beginning Date _____

Time _____

Ending Date _____

Time _____

**TRANSPORTATION
COORDINATOR**

SIGNATURE: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Special permission is requested to use my personal vehicle for the reason listed below. (Approval must be obtained from the appropriate Facility Administrator or Director of Procurement.) (NOTE: Consumers shall not be transported in private vehicles.)

JUSTIFICATION:

EMPLOYEE SIGNATURE: _____

DATE: _____

APPROVED: _____

DATE: _____

**Facility Administrator or
Director of Procurement**

SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS

PERMISSION FOR TRAVEL

REGION/DISTRICT: _____

REQUEST FOR TRAVEL:

OUT-OF-STATE

OVER-NIGHT

(Check all applicable)

NOTE: Submit two (2) copies to Central Office. One copy will be returned to division after processing.

PERMISSION IS REQUESTED FOR TRAVEL FOR:

Name of Employee/Social Security Number

Position Title/Division

ROUTE: From _____ To _____ and return.

PURPOSE OF TRAVEL (Be specific; identifying meetings, etc.)

EXPECTED ACCOMPLISHMENTS (value to the Center, Department, State of South Carolina):

INCLUSIVE DATES OF TRAVEL _____ through _____

MEANS OF TRANSPORTATION: State Car Private Vehicle Plane Train Bus

ESTIMATED COST OF TRIP

Table with 2 columns: Item, Amount. Rows include Transportation, Per Diem, Registration, Total Hotel, and Total Trip Expense.

Approval Requested: Employee Signature Date

Approval Recommended: Division Director Signature Date

Regions/District Approval: Facility Administrator or District Director Date

Central Office Approval: State Director or Deputy State Director Date

*TO OBTAIN THE CURRENT GSA MAX LODGING RATE, GO TO WWW.GSA.GOV AND CLICK ON THE "POLICY" TAB. SCROLL DOWN TO "TRAVEL MANAGEMENT" AND CLICK ON THE BULLET "PER DIEM RATES".

CENTRAL OFFICE USE ONLY:

Table with 5 columns: FUND, FUNCTIONAL AREA, COST CTR, G/L A/C, TRANSACTION AMOUNT. Includes a header row and four data rows.

SOURCE OF FUNDS: _____

South Carolina Department of Disabilities and Special Needs

REQUEST FOR LODGING IN EXCESS OF ALLOWABLE COST (Companion forms are [Permission for Travel](#) and [CGO Travel 12/09 C](#))

DATE: _____

REGION: _____ DEPARTMENT: _____

EMPLOYEE NAME: _____

TRAVEL DESTINATION (City/State): _____

CURRENT GSA MAX LODGING RATE FOR DESTINATION CITY *\$ _____

*TO OBTAIN THE CURRENT GSA MAX LODGING RATE, GO TO WWW.GSA.GOV AND CLICK ON THE "POLICY" TAB. SCROLL DOWN TO "TRAVEL MANAGEMENT" AND CLICK ON THE BULLET "PER DIEM RATES".

PERMISSION IS REQUESTED FOR LODGING RATE ALLOWANCE PER NIGHT OF: \$ _____

NAME OF HOTEL: _____

BEGINNING DATE: _____ ENDING DATE: _____

JUSTIFICATION: (Required) _____

Approval Requested By: _____
Employee Signature Date

Approval Recommended: _____
Division Director Signature Date

Regions/District Approval: _____
Facility Administrator or District Director Date

Central Office Approval: _____
State Director Date

Disabilities and Special Needs
DEV TRAVEL SUPPORT DOCUMENT

NAME _____
RESIDENCE _____

SOCIAL SECURITY NUMBER _____
OFFICIAL HEADQUARTERS _____

AGENCY NUMBER **J16**
DATE _____

**MEALS & SUBSISTENCE ARE REPORTABLE AS INCOME IF THERE WAS NO OVERNIGHT STAY INVOLVED.

**REPORTABLE IN OR OUT OF STATE				0520				0509				*0237	*Use T/C							
NON-REPORTABLE--IN STATE		1	SAME	0504	0172	0501	0502	0503	0505	0506	0508	0507	*0232	640						
NONREPORTABLE--OUT OF STATE		2	DAY	0514	0172	0511	0512	0513	0515	0516	0518	0517	*0232							
DATE	DEP	ARR	TIME	AM	PM	DESTINATION OF TRAVEL	1 OR 2	1 = YES 2 = NO	AUTO MILES	PER DIEM	MEALS	LODGING	AIR TRANS	OTHER TRANS	MISC TRAVEL EXPENSE	SUBSIST ALLOW	REGIST FEES	NONSTATE EMPLOYEE TRAVEL	TOTAL	
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For Business Office use: Vendor No.	Fund	T	Source	Reg	Prog/Service	Cost Center			0520				0509				*0237	TOTAL		
									0.00				0.00					0.00		
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and conforms with the requirements of State laws, rules and regulations.							1		0504	0172	0501	0502	0503	0505	0506	0508	0507	*0232	TOTAL 1	
									x											
									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
							2		0514	0172	0511	0512	0513	0515	0516	0518	0517	*0232	TOTAL 2	
									x											
									0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
							GRAND TOTAL													

Date Signature (Employee)

APPROVED FOR PAYMENT

Date Signature (Program Administrator)

FORM 62 3-96
200-08-DD: Attachment D - NEW (02/17/22)

FOR OUT-OF-STATE TRAVEL - ATTACH COPY OF APPROVED TRAVEL REQUEST.
THE ABOVE INFORMATION AND AMOUNTS HAVE BEEN VERIFIED FOR ACCURACY:

Date Signature (Regional Finance)

Copies 1,2,3 - Business Office Copy 4 - Program Administrator Copy 5 - Employee

Travel Advance (0599) \$ _____

**DSN Commission Policy Committee
Procedure for Review of Policies, Directives and Standards
Commission Approved February 17, 2022**

This document sets forth the procedure to be used by the Policy Committee of the South Carolina Commission on Disabilities and Special Needs (DSN Commission) for the review and approval of approximately 180 DSN Commission Policies, Departmental Directives and Standards governing services funded by the agency.

I. SCOPE:

Approved Commission Policies, Departmental Directives and Standards shall, at a minimum, be reviewed every four (4) years to ensure the content remains current and applicable. **Human Resource Directives are exempt from this requirement except those directives identified by the Policy Committee Chairman as necessary for Commission review.** All policies, directives and standards are available on the DDSN website. The website, at all times, provides an avenue for public comment on the policies, directives and standards. Public comments regarding policies, directives and standards under external review will only be accepted in written form and during the defined public comment period. It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

II. PROCEDURE FOR REVIEW OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

- A. In accordance with Department Directive 100-01-DD: Electronic Communications System, when a policy, directive or standard is under external review, it will be posted on the website in a section entitled "External Review/Public Comment on Directives and Standards." A list of Department Directives and Standards due for external review during the fiscal year will be considered by the Policy Committee semi-annually (on or around July 1 and January 1) and adjusted as determined by the Committee. These directives and standards will then be placed on the website (External Review/Public Comment on Directives and Standards) to include a description as to the applicable groups (e.g., provider types).
- B. All Commission Policies will remain within the Policy Committee for review and updating. When the Policy Committee review is completed, a version including all recommended changes will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "Current DDSN Directives" section.
- C. In coordination with the Policy Committee Chairperson, the Commission, DSN Committees or staff may request review and re-prioritization of a policy, directive or standard. Upon a vote of the full Commission, a policy, directive or standard may also be

directed to another DSN Commission Committee. For each Directive or Standard the Committee will decide if they will:

- Undertake a review;
- Direct to other committees for review; or
- Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.

III. REVIEW AND APPROVAL OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

A. Committee Undertakes a Review of a Directive or Standards:

The directive/standard is reviewed by staff who will make recommendations regarding the document. A draft version, including staff recommendations, will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

After the 10 business day public review period, staff will consider each comment; make additional changes as needed to the Directive or Standards; and present the Directive or Standards to the Policy Committee. The committee members may request additional changes and will determine which changes will be accepted based on the comments as well as staff recommendations.

When a consensus is reached by the Policy Committee, a version representing this consensus will be created for presentation to the DSN Commission for approval. Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

B. Committee Directs to Another Committee for Review of Directive or Standards:

When the Policy Committee directs a Directive or Standards to another DSN Commission Committee for review, the procedures outlined in the section entitled, "Committee Undertakes a Review" (III. A) of this document will be followed by the directed Committee including reaching consensus and presenting to the DSN Commission for approval.

Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

C. Committee Delegates Review of a Directive or Standards to Staff:

When the Committee delegates to staff for revision, public comment and approval, staff will make recommendations regarding the document. A draft version including staff recommendations will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the 10-business day public review period, staff will consider each comment and make additional changes to the Directive or Standards. When comments have been considered and changes made, the document will be presented to the full Commission for final approval.

D. Obsolete Policies/Directives/Standards:

When the Committee determines directives shall be declared Obsolete, a master list will be maintained and the Chairman and Vice-Chairman will sign after voting by the full Commission.

E. Meeting Summary Notes:

The Committee will review and adopt the summary of the previous meeting notes at its next scheduled meeting. It should be noted, these are not considered minutes, as minutes are not required by a sub-committee. Accordingly, they are only a summary of the meeting.

IV. NEW DEPARTMENTAL DIRECTIVES OR SERVICE STANDARDS:

When a new Departmental Directive or Service Standard is created, the staff will advise the Policy Committee of the need for the document, seek approval to post as a draft for public comment, and ask for a decision regarding whether the Committee will:

- Undertake a review;
- Direct to another committee for review; or
- Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.

Based on the decision by the Policy Committee, the document will follow the procedure outlined above for Directives or Standards being reviewed.

V. CHANGES TO OTHER DOCUMENTS HAVING THE EFFECT OF POLICY:

When substantive changes to other documents having the effect of policy (e.g., HCBS Waiver amendments, HCBS Waiver Manual) are needed, a summary of the needed changes will be presented to the Policy Committee for advisement. As a result of the advisement, the Committee will specify the additional actions, if any, to be taken.

**DSN Commission Policy Committee
Procedure for Review of Policies, Directives and Standards
Commission Approved February 17, 2022**

This document sets forth the procedure to be used by the Policy Committee of the South Carolina Commission on Disabilities and Special Needs (DSN Commission) for the review and approval of approximately 180 DSN Commission Policies, Departmental Directives and Standards governing services funded by the agency.

I. SCOPE:

Approved Commission Policies, Departmental Directives and Standards shall, at a minimum, be reviewed every four (4) years to ensure the content remains current and applicable. Human Resource Directives are exempt from this requirement except those directives identified by the Policy Committee Chairman as necessary for Commission review. All policies, directives and standards are available on the DDSN website. The website, at all times, provides an avenue for public comment on the policies, directives and standards. Public comments regarding policies, directives and standards under external review will only be accepted in written form and during the defined public comment period. It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

II. PROCEDURE FOR REVIEW OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

- A. In accordance with Department Directive 100-01-DD: Electronic Communications System, when a policy, directive or standard is under external review, it will be posted on the website in a section entitled "External Review/Public Comment on Directives and Standards." A list of Department Directives and Standards due for external review during the fiscal year will be considered by the Policy Committee semi-annually (on or around July 1 and January 1) and adjusted as determined by the Committee. These directives and standards will then be placed on the website (External Review/Public Comment on Directives and Standards) to include a description as to the applicable groups (e.g., provider types).
- B. All Commission Policies will remain within the Policy Committee for review and updating. When the Policy Committee review is completed, a version including all recommended changes will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "Current DDSN Directives" section.
- C. In coordination with the Policy Committee Chairperson, the Commission, DSN Committees or staff may request review and re-prioritization of a policy, directive or standard. Upon a vote of the full Commission, a policy, directive or standard may also be

directed to another DSN Commission Committee. For each Directive or Standard the Committee will decide if they will:

- Undertake a review;
- Direct to other committees for review; or
- Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.

III. REVIEW AND APPROVAL OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

A. Committee Undertakes a Review of a Directive or Standards:

The directive/standard is reviewed by staff who will make recommendations regarding the document. A draft version, including staff recommendations, will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

It is DDSN’s intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

After the 10 business day public review period, staff will consider each comment; make additional changes as needed to the Directive or Standards; and present the Directive or Standards to the Policy Committee. The committee members may request additional changes and will determine which changes will be accepted based on the comments as well as staff recommendations.

When a consensus is reached by the Policy Committee, a version representing this consensus will be created for presentation to the DSN Commission for approval. Following approval, the document will be posted on the DDSN website under “Current DDSN Directives” or “Current DDSN Standards.”

B. Committee Directs to Another Committee for Review of Directive or Standards:

When the Policy Committee directs a Directive or Standards to another DSN Commission Committee for review, the procedures outlined in the section entitled, “Committee Undertakes a Review” (III. A) of this document will be followed by the directed Committee including reaching consensus and presenting to the DSN Commission for approval.

Following approval, the document will be posted on the DDSN website under “Current DDSN Directives” or “Current DDSN Standards.”

C. Committee Delegates Review of a Directive or Standards to Staff:

When the Committee delegates to staff for revision, public comment and approval, staff will make recommendations regarding the document. A draft version including staff recommendations will be posted to the website and the public will have 10 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the 10-business day public review period, staff will consider each comment and make additional changes to the Directive or Standards. When comments have been considered and changes made, the document will be presented to the full Commission for final approval.

D. Obsolete Policies/Directives/Standards:

When the Committee determines directives shall be declared Obsolete, a master list will be maintained and the Chairman and Vice-Chairman will sign after voting by the full Commission.

E. Meeting Summary Notes:

The Committee will review and adopt the summary of the previous meeting notes at its next scheduled meeting. It should be noted, these are not considered minutes, as minutes are not required by a sub-committee. Accordingly, they are only a summary of the meeting.

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SCDDSN Incident Management Report 5-year trend data DRAFT

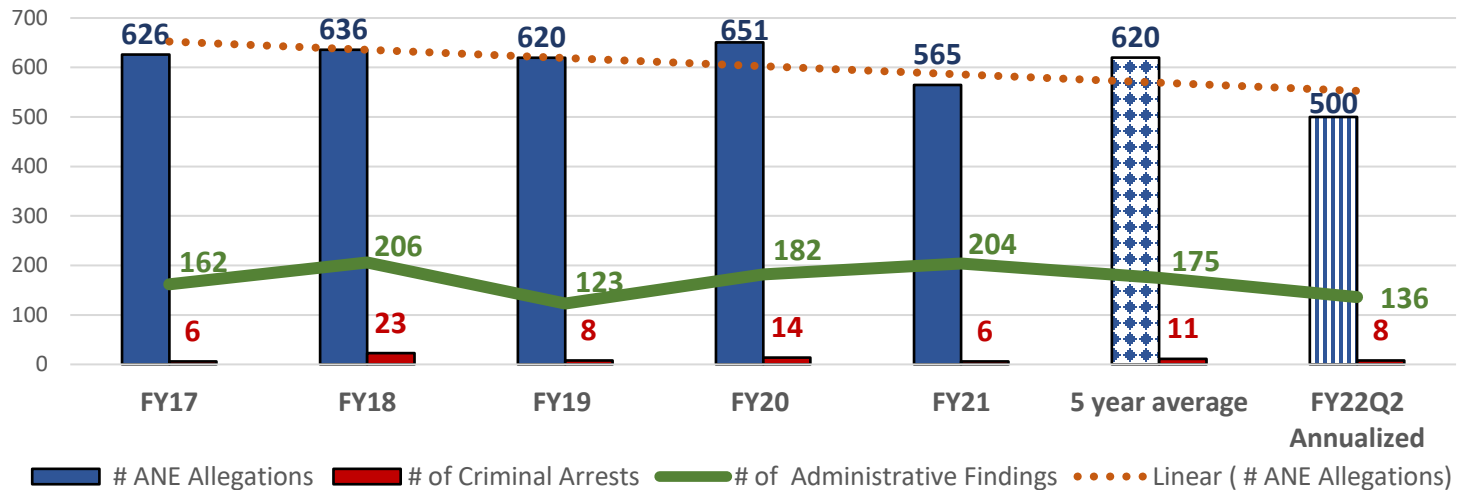
for Community-Based Services and Regional Centers Thru 12/31/2021

Community-Based Services

(Includes Community-Based Residential and Day Service Settings)

	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Individual ANE Allegations	626	636	620	651	565	620	500 (250)
# of ANE Incident Reports (One report may involve multiple allegations)	455	450	415	436	388	429	358 (179)
Rate per 100	10.5	11.9	9.6	11.8	10.9	10.9	10.7
# ANE Allegations resulting in Criminal Arrest	6	23	8	14	6	11	8 (4)
# ANE Allegations with Administrative Findings from DSS or State Long-Term Care Ombudsman	162	206	123	182	204	175	136 (68)

ANE Allegations: Comparison to Arrest Data & Administrative Findings- Community Residential thru FY22 Q2

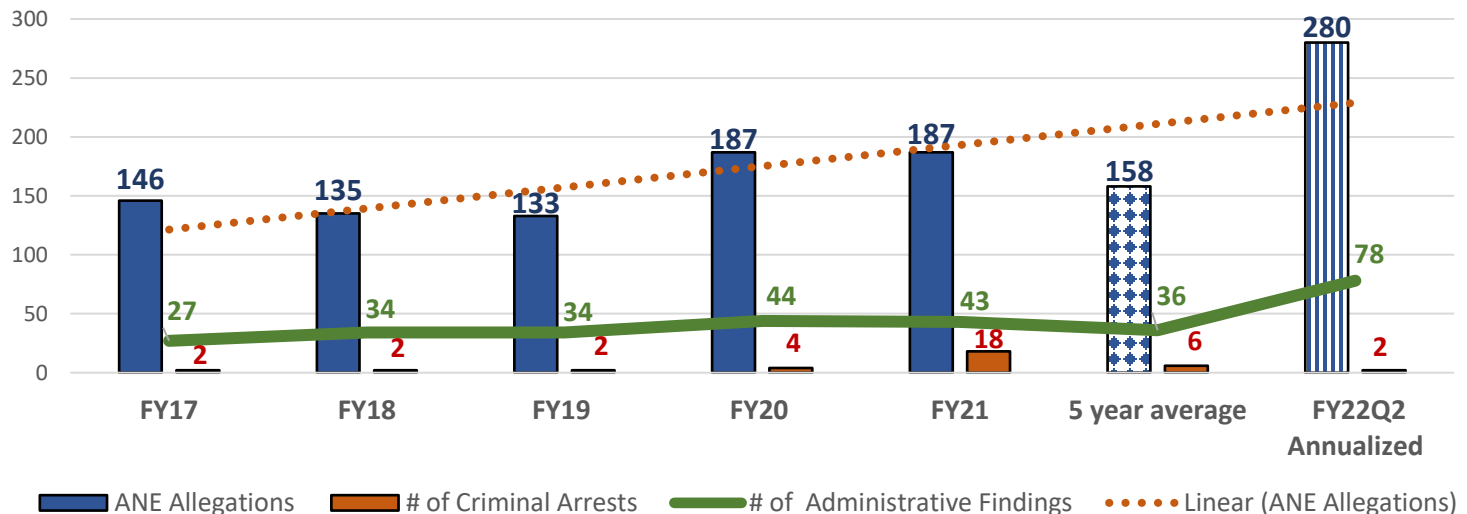


Regional Centers

(Includes Regional Center ICF/IID Residential and Day Service Settings)

	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Individual ANE Allegations	146	135	139	187	187	158	280 (140)
# of ANE Incident Reports (One report may involve multiple allegations)	104	97	102	136	138	115	166 (83)
Rate per 100	17.1	19.2	20.9	28.9	27.9	23.4	45.7
# ANE Allegations resulting in Criminal Arrest	2	2	2	5	18	5.6	2 (1)
# ANE Allegations with Administrative Findings from DSS or State Long-Term Care Ombudsman	27	34	34	44	43	36	78 (39)

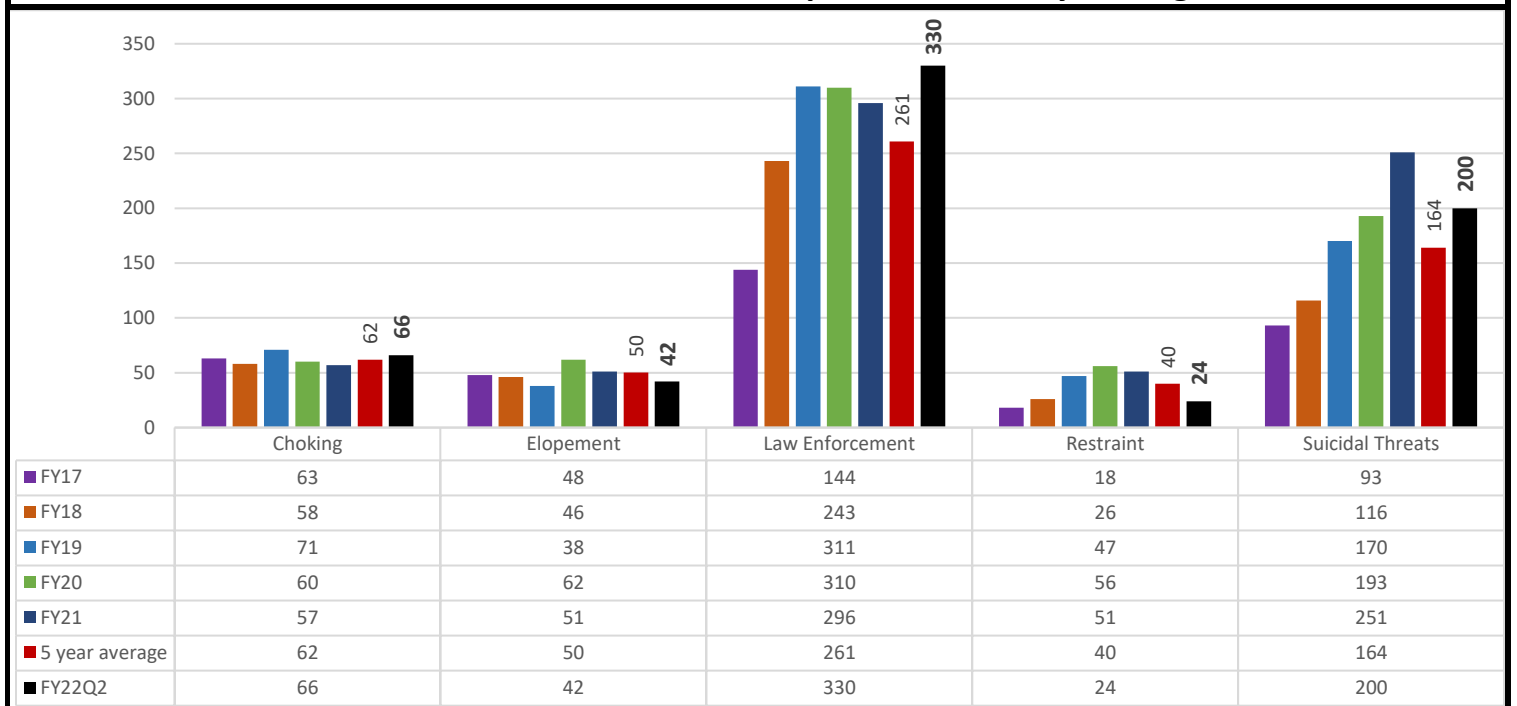
ANE Allegations: Comparison to Arrest Data & Administrative Findings- Regional Centers thru FY22 Q2



Death Reporting	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Deaths Reported- Community Settings	78	73	78	86	130	89	98 (49)
Rate per 100	1.7	1.6	1.6	1.9	2.8	1.9	2.2
# of Deaths Reported - Regional Centers	24	27	33	22	48	31	24 (12)
Rate per 100	3.4	3.8	4.6	3.4	7.0	4.4	4.0

Community Settings <i>(Includes Residential & Day Service Settings)</i>	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
Critical Incident Reporting							
# Critical Incidents ***	918	1071	916	982	974	972	950 (475)
Rate per 100	10.5	11.9	9.6	11.8	10.9	10.9	10.7
# Choking Events	63	58	71	65	57	62	66 (33)
# Law Enforcement Calls	144	243	311	310	296	261	330(165)
# Suicidal Threats	93	116	170	193	251	164	200(100)
# Restraints	18	26	47	56	51	40	24 (12)

5 Year Critical Incident Trend Report- Community Settings



Regional Center Critical Incident Reporting	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# Critical Incidents ***	108	144	132	135	124	129	76 (38)
Rate per 100	15.4	20.6	18.6	20.8	19.1	18.9	12.8
# Choking Events	7	5	6	3	5	5	6 (3)
# Law Enforcement Calls	9	5	8	9	9	8	20 (10)
# Suicidal Threats	0	16	60	56	73	41	64 (32)
# Restraints	17	26	22	24	13	20	18 (9)

Note: Total CI Reporting numbers for FY17 have been adjusted for comparison due to a change in the criteria for reporting implemented in FY18. Major Medical events, hospitalizations related to general health care, and business/operational events are no longer reflected in this data.

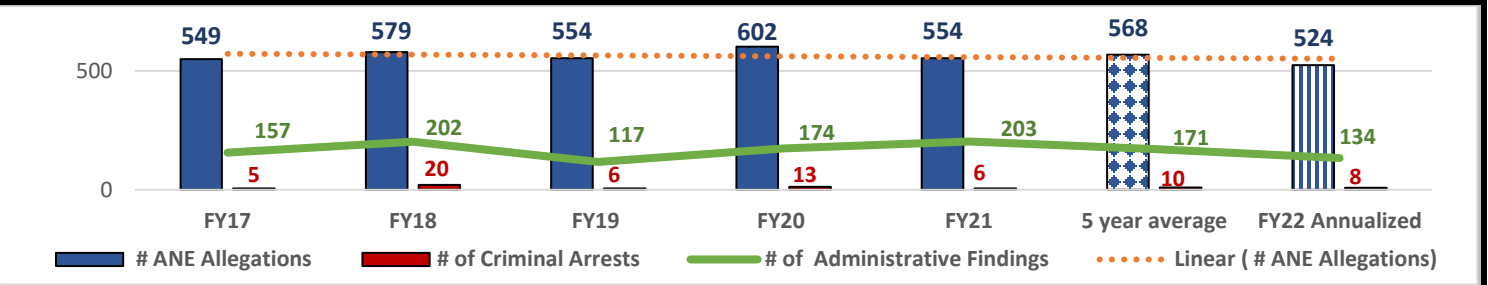
*** Critical Incident totals exclude COVID-19 Reports for Community Residential and Regional Centers.

SCDDSN Incident Management Report 5-year trend data DRAFT

for **Community Residential Settings, Day Service Providers, and Regional Centers** Thru 12/31/2021

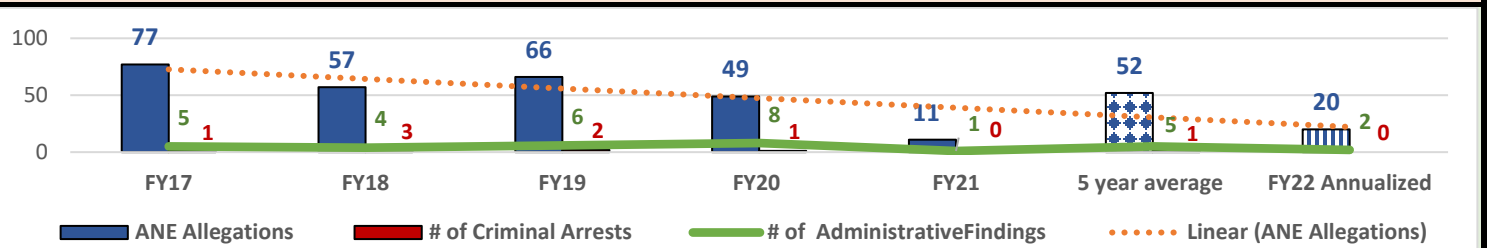
Community Residential	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Individual ANE Allegations	549	579	554	602	554	568	480 (240)
# of ANE Incident Reports (One report may involve multiple allegations)	399	404	359	396	379	387	338 (169)
Rate per 100	11.7	12.5	12.5	13.0	12.1	12.1	11.9
# ANE Allegations resulting in Criminal Arrest	5	20	6	13	6	10	8 (4)
# ANE Allegations with Administrative Findings from DSS or State Long-Term Care Ombudsman	157	202	117	174	203	171	134 (67)

ANE Allegations: Comparison to Arrest Data & Administrative Findings- Community Residential thru FY22 Q2



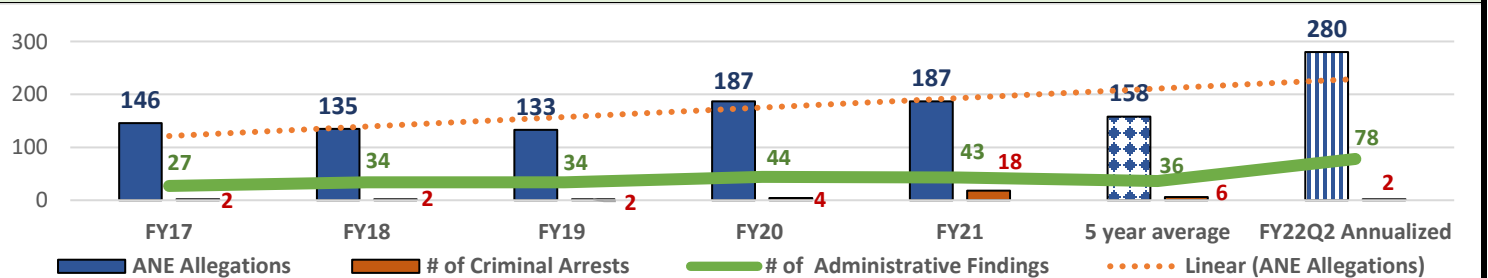
Day Services **	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Individual ANE Allegations	77	57	66	49	11	52	20 (10)
# of ANE Incident Reports (One report may involve multiple allegations)	56	46	56	40	9	41	20 (10)
Rate per 100	0.94	0.71	.89	.62	.1	.7	.3
# ANE Allegations resulting in Criminal Arrest	1	3	2	1	0	1.4	0
# ANE Allegations with Administrative Findings from DSS or State Long-Term Care Ombudsman	5	4	6	8	1	4.8	2 (1)

ANE Allegations: Comparison to Arrest Data & Administrative Findings- Day Services thru FY22 Q2



Regional Centers	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Individual ANE Allegations	146	135	139	187	187	158	280 (140)
# of ANE Incident Reports (One report may involve multiple allegations)	104	97	102	136	138	115	166 (83)
Rate per 100	17.1	19.2	20.9	28.9	27.9	23.4	45.7
# ANE Allegations resulting in Criminal Arrest	2	2	2	5	18	5.6	2 (1)
# ANE Allegations with Administrative Findings from DSS or State Long-Term Care Ombudsman	27	34	34	44	43	36	78 (39)

ANE Allegations: Comparison to Arrest Data & Administrative Findings- Regional Centers thru FY22 Q2

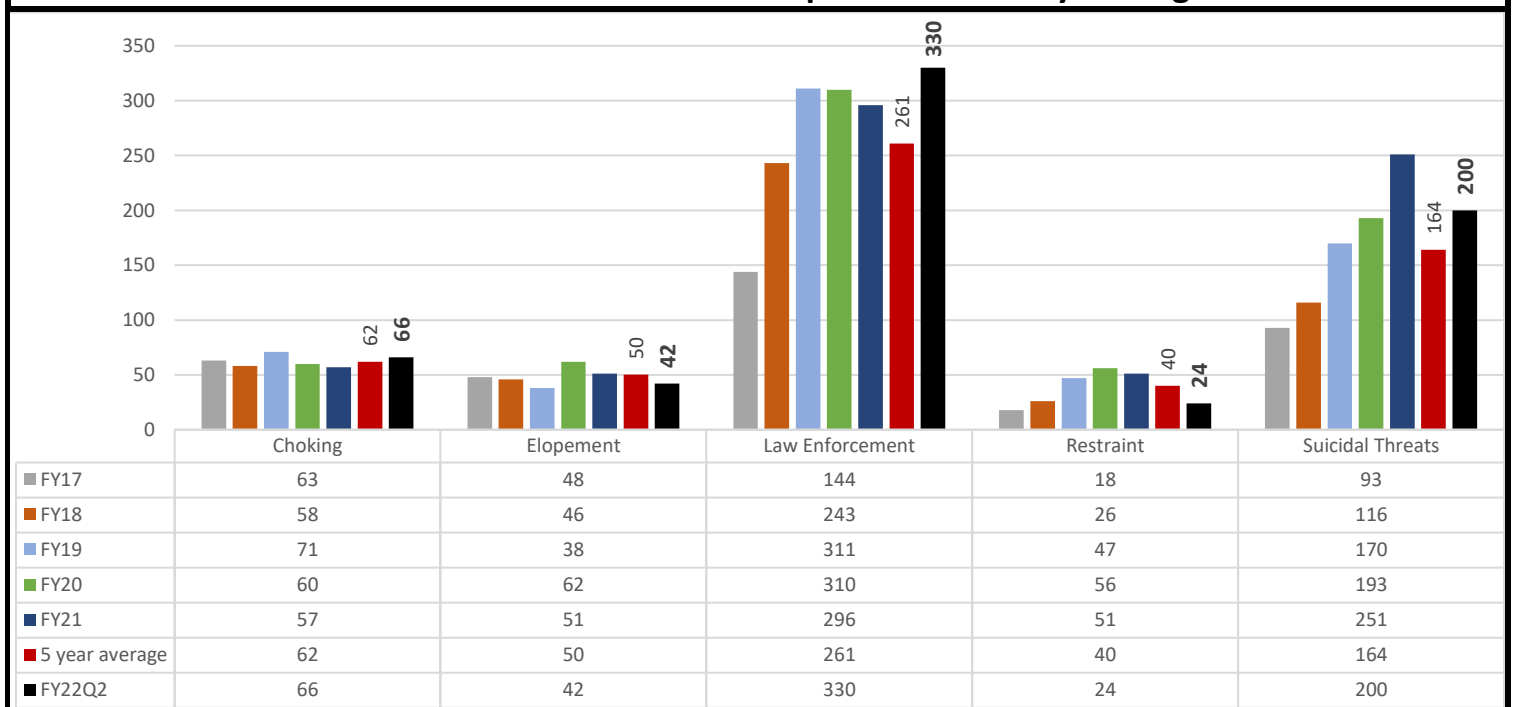


*** Most Day Service locations were closed/partially closed during FY20Q4 through FY21Q3 due to COVID-19.

Death Reporting	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# of Deaths Reported- Community Settings	78	73	78	86	130	89	98 (49)
Rate per 100	1.7	1.6	1.6	1.9	2.8	1.9	2.2
# of Deaths Reported - Regional Centers	24	27	33	22	48	31	24 (12)
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Community Settings Critical Incident Reporting	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
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# Law Enforcement Calls	144	243	311	310	296	261	165
# Suicidal Threats	93	116	170	193	251	164	100
# Restraints	18	26	47	56	51	40	12

5 Year Critical Incident Trend Report- Community Settings



Regional Center Critical Incident Reporting	FY17	FY18	FY19	FY20	FY21	5 YEAR Average	FY22 Annualized (Actual Q2)
# Critical Incidents ***	108	144	132	135	124	129	76 (38)
Rate per 100	15.4	20.6	18.6	20.8	19.1	18.9	12.8
# Choking Events	7	5	6	3	5	5	6 (3)
# Law Enforcement Calls	9	5	8	9	9	8	20 (10)
# Suicidal Threats	0	16	60	56	73	41	64 (32)
# Restraints	17	26	22	24	13	20	18 (9)

Note: Total CI Reporting numbers for FY17 have been adjusted for comparison due to a change in the criteria for reporting implemented in FY18. Major Medical events, hospitalizations related to general health care and business/operational events are no longer reflected in this data.

*** Critical Incident totals exclude COVID-19 Reports for Community Residential and Regional Centers.

FY22 Spending Plan VS Actual Expenditures as of 1/31/2022

Category	Spending Plan	Cash Expenditures YTD	SCDHHS Monthly "Wash" Expenditures with Revenue YTD *	Total Monthly Expenditures YTD	Remaining Spending Plan	Spending Plan Deviation with Actual
DDSN spending plan budget	\$ 851,170,837	\$ 411,776,183	\$ 83,512,811	\$ 495,288,994	\$ 355,881,843	REASONABLE
Percent of total spending plan remaining	100.00%	48.38%	9.81%	58.19%	41.81%	
% of FY Remaining					41.67%	
Difference % - over (under) budgeted expenditures					-0.14%	

* In Jan 2022, providers billed & paid by SCDHHS for approximately \$110.5 million in services (waiver services + state plan services). DDSN paid the \$27.0 million state match to SCDHHS recorded as a cash expenditure and the \$83,512,811 difference was the "wash" Medicaid reimbursement revenue & expense added to maintain "apples to apples" comparison to FY22 spending plan.

Methodology & Report Owner: DDSN Budget Division