

From: [Linguard, Christie](#)
Subject: Meeting Notice - SC Commission on Disabilities & Special Needs Commission Meeting - January 20, 2022
Date: Tuesday, January 18, 2022 4:01:53 PM
Attachments: [January 2022 Commission Meeting Packet.pdf](#)

Good Afternoon,

The South Carolina Commission on Disabilities and Special Needs will hold its regularly scheduled meeting in person on Thursday, January 20, 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 packet for the Commission Meeting.

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**

January 20, 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 Gary Kocher*
6. Approval of Commission Meeting Minutes
 - A. December 16, 2021 Commission Meeting Minutes **Pages 3-10**
 - B. January 7, 2022 Special Called Commission Meeting Minutes **Pages 11-13**
7. Commissioners' Update *Commissioners*
8. Public Input
9. High5 Works *Ms. Samantha Krieghauser
Mr. Fredy Pabon*
10. Commission Committee Business
 - A. Finance and Audit Committee *Committee Chair Robin Blackwood*
 1. Financial Approval & Threshold Report for January 2022 **Page 18**
 2. Replacing Electrical Power Grids at Midlands & Coastal Regional Centers **Pages 19-42**
 - B. Policy Committee *Committee Chair Barry Malphrus*
 1. 535-10-DD: Voter Registration and Voting Rights **Pages 43-49**
 2. 200-13-DD: Travel Regulations for DSN Boards and Contracted Service Providers **Pages 50-56**
 3. 300-04-DD: Maintenance/Repair/Construction of DDSN Owned Facilities **Pages 57-60**
 4. 600-10-DD: Clothing and Other Personal Property of Persons Served in DDSN Regional Centers **Pages 61-78**
 5. Employment Services – Group Standards **Pages 79-95**
Employment Services – Individual Standards **Pages 96-114**
Day Activity Services Standard **Pages 115-130**
Career Preparation Services Standards **Pages 131-150**
Community Services Standards **Pages 151-165**
Support Center Services Standards **Pages 166-179**
 6. Committee Updates

11. Old Business:

- A. ID/RD Waiver Renewal Update
- B. Fee-for-Service Update
- C. Internal Audit Update
- D. Legislative Update
- E. COVID Update

Ms. Lori Manos
Ms. Lori Manos
Ms. Courtney Crosby
Mr. Tommy Windsor
Mr. Rufus Britt

12. New Business:

Financial Update **Page 180**

Ms. Nancy Rumbaugh

13. Director's Update

Michelle Fry, J.D., Ph.D.

14. Next Regular Meeting (February 17, 2022)

15. Adjournment

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

December 16, 2021

The South Carolina Commission on Disabilities and Special Needs met on Thursday, December 16, 2021, 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 Lemel

Eddie Miller

Microsoft Teams

David Thomas

Absent

Gary Kocher

DDSN Administrative Staff

Michelle Fry, State Director; Pat Maley, Chief Financial Officer and Deputy Director; Lori Manos, Interim Associate State Director of Policy; Courtney Crosby, Internal Audit Director; Tommy Windsor, Public Information Officer and Legislative Liaison; Robb McBurney, Program Manager for Emergency Operations and Special Projects; Mark Kaminer, 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. She recognized her daughter, Mary Catherine, who is in the audience today.

Adoption of the Agenda

Commissioner Miller made a motion to adopt the December 16, 2021 agenda as written, seconded by Commissioner Malphrus and unanimously approved by the commission. (Attachment A)

Invocation

Commissioner Blackwood gave the invocation.

Approval of the Minutes from November 18, 2021 Commission Meeting

Commissioner Thomas made a motion to approve the minutes from the November 18, 2021 Commission meeting, seconded by Commissioner Malphrus and unanimously approved by the commission. (Attachment B)

Commissioners' Update

Commissioner Miller announced that Dr. Mary McLeod Bethune's statute will arrive in Mayesville, South Carolina tomorrow at 2:00 PM, viewing will begin at 1:30 PM. Commissioner Miller's wife is the Mayor of Mayesville and the grandniece of Dr. McLeod Bethune. Congressman James Clyburn and acclaimed actor, Louis Gossett, Jr. will both be in Mayesville to welcome the statute. All are welcome to attend.

Commissioner Malphrus asked that his update be placed in the minutes verbatim:

Madame Chairman,

I would like to take a moment to speak to the individuals and families that we serve at DDSN. Beginning January 1, the antiquated and wasteful band system payment method will come to an end and DDSN will transition to completely Fee for Service. The South Carolina Department of Health and Human Services is preparing for this change and direct billing will begin in the coming months. This change in billing methods has been debated for almost a decade in our state, even though every other state in the Union has already implemented Fee for Service for many years. But, this shift is about more than just money.

This transition means that all providers will be compensated only for the services that they provide which creates incentive. It is my firm belief that this will increase efficiency and accountability and will ultimately result in better benefits for the individuals that we serve.

While our primary mission is to serve those in our state with disabilities and special needs, as Commissioners, we also have a duty to ensure that taxpayer

dollars are spent wisely. The change to Fee for Service will allow us to fulfill that responsibility.

The list of people involved in making this happen is far too long to name each of them, however, there are a few who I feel that I need to thank publicly. The first is our Governor, Henry McMaster. Governor McMaster recognized the need for fundamental change at DDSN. Through his appointments to this Commission, Governor McMaster put that change in motion.

To my fellow Commissioners; I am honored to serve on this Commission with caring and compassionate South Carolinians who have demonstrated the fortitude and courage to implement the reform that past Commissions were not prepared to carry out.

As President Reagan said, "There are no easy answers, but there are simple answers. We must have the courage to do what we know is morally right." I believe that we have accomplished that.

Finally, I would like to thank Dr. Michelle Fry and the dedicated employees at DDSN. The work that you do every day changes people's lives. All of you should take great pride in that fact. I know that I and my fellow Commissioners do. We are truly grateful for your commitment to this agency and to those we serve.

Thank you.

Commissioner Blackwood noted that it is indeed a privilege to serve on this Commission. She thanked everyone, including her family, who supports her and her mission. She then thanked the Charles Lea Center staff and board members for hosting her and Dr. Fry earlier this month at their center. The same for the Project HOPE Foundation who hosted them as well as they learned more about Project HOPE and how they serve our autism constituents of South Carolina.

Chairman Rawlinson informed everyone that she and her daughter, Mary Catherine, had the esteem honor to visit the Governor's Mansion last night. It was a great opportunity to talk about all the positive changes at our agency. She then announced that the agency's Chief Financial Officer, Pat Maley, is retiring. On behalf of the Commission, she thanked Mr. Maley for all of his hard work and dedication to the agency. She invited him back in January for a special presentation.

Public Input

There was no public input.

Commission Committee Business

A. Finance and Audit Committee

The Finance and Audit Committee met on December 13, 2021. The following topics were presented for review and approval by the Commission:

Commissioner Blackwood stated that there were no new contracts needing financial approval for this month. (Attachment C)

The committee voted to disapprove the one outlier request that was presented. Chairman Rawlinson noted that the commission will treat the denial of this outlier as a motion and second coming out of committee. The commission unanimously disapproved the two preliminary staff recommendations for band change. (Attachment D)

B. Policy Committee

The Policy Committee met on November 9, 2021. The following topics were presented for review and approval by the Commission:

535-10-DD: National Voter Registration Act (Motor Voter) – This policy will be out for public comment for 10 days and brought back to the committee afterwards. There will be a change in the name of the policy. (Attachment E)

413-10-DD: Telecommuting Policy and Procedures – This is a well written policy that has been adopted from other state agencies. 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)

413-05-DD: Work Hours Policy and Procedure – This directive was approved by members of the Policy Committee. 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 G)

503-01-DD: Individuals Involved with the Criminal Justice System – Everything in this policy is in another policy and therefore, this one is no longer needed. The Policy Committee voted to mark this policy obsolete. Chairman Rawlinson treated the approval to mark this policy obsolete as a motion and second coming out of the Policy Committee; after taking a vote, the commission members unanimously approved this directive. (Attachment H)

603-09-DD: Management of Individuals Exposed to Potential Blood Borne Pathogens – This directive had no changes as it was merely reviewed by the committee. 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 I)

602-02-DD: Aquatics Program at DDSN Operated Facilities – This directive was approved to be marked obsolete because it pertains to only one facility. The facility will roll the scope of this policy into their internal procedures. Chairman Rawlinson treated the approval to mark this policy obsolete coming committee as a motion and second; after taking a vote, the commission members unanimously approved this directive. (Attachment J)

Ms. Manos updated the commission on three other policies. The name change on 535-10-DD reads now as Voter Registration and Voter Rights. Commissioner Malphrus announced that the next Policy Committee will take place on January 11, 2022 at 3:00 PM.

Old Business

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

Ms. Manos updated the commission on the ID/RD Renewal. After the submission of the waiver renewal, informal requests were made for additional information to which DDSN responded to each request. The Department of Health and Human Services (DHHS) resubmitted the whole informal request for additional information as well as an updated waiver document at the beginning of December. The agency is still hoping for a January 1, 2022 effective date.

B. Fee-for-Service (FFS) Update

Mr. Maley called everyone's attention to the transition to Fee-for-Service document that he created. He also announced that case management rates will be increased by 7.32% and the residential rates will be increased as well; however, he does not have that exact figure yet. DHHS is working on the Leave Day Policy now and will have it ready soon. Director Fry and Mr. Maley met with Therap to discuss the billing component. We are shooting to have this developed and completed by March 1, 2022. Dr. Fry noted that the agency will engage the providers in a survey this Monday on how they would like an electronic medical record tool to work. This will assist in creating a new RFP. (Attachment K)

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. Thirty-nine reports were received, one Board is on extension. The IA staff has five (5) audits that carried over into FY22: Interpreter Services; Environmental Modifications; Information Technology (IT) limited scope; Coastal Autism Division; and Regional Centers – Client Banking System audit. The exit conference on the Environmental Modifications audit was yesterday. The IA division will have this report finalized and sent to the commission soon.

Ms. Crosby is working on an audit observation tracking report, which has been populated but needs a few final edits. She anticipates the report being sent via email to the commission during the holidays.

D. Legislative Update

Mr. Windsor presented the legislative update. The General Assembly will reconvene on January 11, 2022. There will be a Legislative Committee meeting thirty minutes after the adjournment of this meeting. Beginning January 14, 2022, Mr. Windsor will email a weekly legislative update which will contain a summary of everything that happened the week before.

E. COVID Update

Mr. McBurney gave a brief update in the rise of COVID cases throughout the state, primarily due to the Thanksgiving break. There is a rise in the Omicron variant that we expect to be very high after the Christmas holiday. Hopefully, the vaccine will help to mitigate the spread of this variant. Over the past two weeks, we have had 13 cases in our community centers. This number consist of nine (9) consumers at the Midlands Regional Center. We had two (2) staff members there who have tested positive as well; and two (2) staff members at Whitten Regional Center who have tested positive. Chairman Rawlinson would like for the agency to track the number of consumers vaccinated and still got COVID; as well how many consumers have had the Booster shot and still tested positive for COVID. Commissioner Miller wants to know how many consumers were in the covered period of their vaccination and still tested positive.

A. Financial Update

Mr. Maley presented the FY2 spending plan versus actual expenditures as of November 30, 2021. The agency will continue to have an oversight of over \$850 million budget. The agency is .16% under budget. Commissioner Blackwood made a motion to approve the financial update as presented, seconded by Commissioner Lemel and unanimously approved by the commission.

B. Supporting Residential Options

Director Fry called the commission members' attention to the memorandum to ratify and reaffirm choice of residential providers. The agency is proposing individuals be approved for residential services and on our critical needs list are assigned funding to solicit/select an agency in our network to provide residential habilitation. Director Fry is also recommending an effective date of January 1, 2022 to implement this proposal. Commissioner Malphrus made a motion to approve the above proposal, seconded by Commissioner Miller and unanimously approved by the commission.

(Attachment I)

Director's Update

State Director Michelle Fry commenced by stating an internal memorandum will be sent to our workforce reinforcing the precautions to mitigating the spread of COVID-19.

Kayla Capps, Deputy Director of the SC Department of Child Advocacy, Dr. Kenneth Rogers, State Director of the SC Department of Mental Health, along with Dr. Fry and other key personnel from DDSN visited multiple Regional Centers to evaluate the condition of vacated, unused dormitories as a potential site to support youth in crisis.

Director Fry thanked Dr. Skinner and his team at Greenwood Genetics for hosting and meeting with herself, Pat Maley and Tommy Windsor earlier this month. She also thanked Kimberly Tissot of ABLE SC and Valerie Bishop of the SC Developmental Disabilities Council for meeting with her and key personnel to share information about resources available to our network and individuals we serve.

This Monday will be the first monthly forum for our Provider Network. The goal is to ensure that our agency communicates regularly with and provide uniform information to agencies in our network.

Director Fry respectfully made a request to the commission to have a special called meeting later this month for the sole purpose of evaluating options to use accumulated enhanced federal medical assistance percentage (FMAP) to avail supplemental funding to our network intended to support recruitment and retention efforts.

Finally, Director Fry briefly shared some new expectations for the new year.

Next Regular Meeting

January 20, 2022

Adjournment

On a motion by Commissioner Miller, seconded by Commissioner Malphrus and unanimously approved by the commission, the meeting was adjourned at 11:20 a.m.

Submitted by:

Approved by:

Christie D. Linguard
Administrative Coordinator

Commissioner Robin Blackwood
Secretary

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

SPECIAL-CALLED MEETING MINUTES

January 7, 2022

The South Carolina Commission on Disabilities and Special Needs met on Friday, January 7, 2022, at 1:00 p.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

Gary Kocher, M.D.

Microsoft Teams

Stephanie Rawlinson – Chairman

Barry Malphrus – Vice Chairman

Robin Blackwood – Secretary

Gary Lemel

Eddie Miller

David Thomas

DDSN Administrative Staff

Dr. Michelle Fry, State Director; Rufus Britt, Associate State Director of Operations; Lori Manos, Interim Associate State Director of Policy; Debra Punzirudu, Director of Finance; Preston Southern, Information Technology Division; Mark Kaminer, Information Technology Division; and Christie Linguard, Administrative Coordinator.

Call to Order and Notice of Meeting Statement

Chairman Rawlinson called the meeting to order at 1:07 p.m. and Lori Manos 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.

Adoption of the Agenda

Commissioner Kocher made a motion to adopt the agenda. This motion was seconded by Commissioner Malphrus and unanimously approved by the commission members. (Attachment A)

Use of 6.2% FMAP Funds

Director Fry gave a brief background of the FY22 Cash Carry Forward of \$50.6 million, which is the 6.2% FMAP funding received due to the National Public Health Emergency (PHE). Attachment B denoted three levels of allocation of the 6.2% FMAP funds (\$3- \$5 million based on full-time equivalents (FTEs)) to the provider network

for hiring, bonus and retention. DDSN is recommending disbursement at the highest level, \$5 million, to allow the provider network to immediately address these critical shortages. Commissioner Malphrus made a motion to accept this recommendation, seconded by Commissioner Thomas and unanimously approved by the commission.

Using the 6.2% FMAP funds, DDSN asks that the commission approve the disbursement of between \$683,400 to \$1,132,200 to the Regional Centers and Autism Homes budget to address targeted staff retention and recruiting in the form of enhanced pay rates, bonus pay, incentive pay, and hiring bonus. Commissioner Malphrus noted that this is a temporary solution and that the agency needs to do more permanent things to mitigate our labor crisis. He stated that he has some ideas that he would like to share. Commissioner Thomas made a motion to approve the disbursement for the Regional Centers and Autism Homes, seconded by Commissioner Kocher and unanimously approved by the commission.

Using the 6.2% FMAP funds, DDSN asks that the commission approve the disbursement of between \$2 - \$4 million to incentivize and reward Day Service providers for re-opening services to at-home individuals. The funding will be allocated based on actual units of day services provided between 7/17/21 - 12/31/21 (consistent with the original 10% FMAP request that was excluded). The commission unanimously approved the aforementioned disbursement of funding to reward Day Service Programs.

Using the 6.2% FMAP funds, DDSN asks that the commission approve designating \$1 million to establish crisis response initiatives in collaboration with the Department of Mental (DMH). Commissioner Miller made a motion to approve the disbursement of funds to establish crisis response initiatives, seconded by Commissioner Malphrus and unanimously approved by the commission. Commissioner Malphrus also noted that there needs to be parameters established to define psychiatric medicine and other parameters.

Wage Increases for Regional Centers Critical Posts

Mr. Britt called the commission members attention to the memorandum in their packet to authorize the increase of pay for mission critical posts. The first recommendation is to increase the entry level salaries for LPNs and RNs. The entry level LPNs salary should be increased from \$41,500 to \$48,000. Similarly, DDSN is recommending the entry level salary of RNs from \$53,000 to \$62,000. Lastly, the recommendation from DDSN leadership is to increase the entry level salary of Food Service Specialists from \$9.37 per hour to \$12.00 per hour. On a motion by Commissioner Miller made a motion to approve all three aforementioned recommendations for increase as written in the memorandum, seconded by Commissioner Lemel and unanimously approved by the commission.

Adjournment

The meeting was adjourned at 1:48 p.m.

Submitted by:

Approved by:

Christie D. Linguard
Administrative Coordinator

Commissioner Robin Blackwood
Secretary



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more...*

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Monthly DDSN Staff Report - Financial Approval & Threshold Reporting for November 2021

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 5400013725: A fixed priced bid contract was solicited on 11/25/2019 for Residential Services for Children. The purpose of this fixed price bid invitation is to establish a source or sources for the purchase of Residential Services for Children for multiple state agencies. The different state agencies that may purchase services for clients from the contracts awarded under this solicitation include: South Carolina Department of Disabilities and Special Needs (DDSN); South Carolina Department of Juvenile Justice (DJJ); South Carolina Department of Mental Health (DMH); and, South Carolina Department of Administration, Continuum of Care for Emotionally Disturbed Children Division (COC). On 01/06/2022, two (2) providers were approved to provide services through another state agency. DDSN is requesting approval to add these providers to the established fixed price contract. Currently there 39 providers that have been qualified to provide services under this multi-agency contract.

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.)



EXECUTIVE MEMO

TO: State Director Fry

FROM: CFO Pat Maley

SUBJECT: Finalize Planning on Midlands and Coastal Electrical Grids0

DATE: December 29, 2021

ATTACHMENTS: Attachment A – Director Tharin Memo to CFO Maley, dated 12/7/21;
Attachment B – Dominion Energy Letter to Director Tharin, dated 10/7/21;
Attachment C – Director Tharin email to CFO Maley, dated 12/29/21.
and Attachment D – Dominion Energy Total Billing Summaries.

The purpose of this memo is to request approval to contract with Dominion Energy pertaining to replacing the electrical grids at Midlands and Coastal Regional Centers.

Regardless if DDSN decides on a Dominion Energy take-over of its electrical grids or DDSN maintains state ownership, the project requires a two-phase approach. The first phase is site preparation by DDSN through CPIP funding of \$1.3 million for Coastal and \$1.5 million for Midlands, which have both been approved by the Commission. Phase two requires about an additional one million dollar investment at each campus. If DDSN maintains state ownership, it will need to self-fund these costs through additional CPIP requests. If Dominion Energy takes-over the electrical grids, then Dominion offers options for DDSN to pay these capital costs through increased monthly charges or through making large upfront payments for capital construction costs and lesser monthly payments.

Director Tharin sets out his analysis in Attachment A of this memo as to why it is DDSN's best interest for Dominion Energy to take-over the electrical grids at both campuses rather than DDSN continue ownership through its personnel or a contractor. I concur.

Dominion Energy sets out three options with 20-year payment terms for each campus. Director Tharin recommends Option 2 for Coastal. Option 2 is 3.8% higher in total 20 year costs than Option 3, \$2,880,360 and \$2,769,800, respectively. However, Option 3 has an \$800,000 up front payment with lower monthly payments, while Option 2 has no upfront costs and a higher monthly payment over 20 years. Less upfront costs is preferred given the marginal difference in 20 year costs. Director Tharin recommends Option 2 for Midlands for the same same reason. See Attachment D for the estimated annal cost of each option.

Director Tharin provided Attachment C, which sets out details if the contract is terminated prior to 20 years.

REQUEST: Set up a meeting with State Director Fry, Director Tharin, Associate State Director Britt, Chief Legal Office Holloway, and CFO Maley to be briefed by Director Tharin and arrive at a decision on how best to replace these two campuses' electrical grids. If Dominion Energy is selected, then decide on payment option.

Attachment A

Michelle G. Fry, J.D., PH.D.
State Director
Patrick Maley
Chief Financial Officer
Rufus Britt
Associate State Director
Operations
Lori Manos
Interim Associate State Director
Policy



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MEMORIANDUM

To: Pat Maley, Chief Financial Officer (CFO)

From: Andrew Tharin P.E., Director of Engineering & Planning

Date: 12/7/2021

Subject: Replacement of Electrical Power Grids at Midlands Center and Coastal Center

The purpose of this memo is to advise DDSN Executive staff of the urgent need to move forward with the power grid replacements at Midlands Center and Coastal Center. Currently DDSN owns and operates medium voltage electrical power grid infrastructure at each campus. The existing transformers and power cabling have aged well beyond their rated service life. Therefore, each of the two campuses could experience a catastrophic failure of their power grid due to the age and condition of the primary step-down transformers that feeds each power grid.

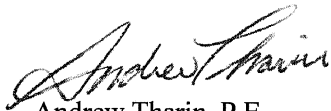
Dominion Energy South Carolina, Inc. (DESC) is offering several replacement options with different parameters for each campus. Option #1 would be for the Agency to move forward without DESC's involvement. This would require that DDSN purchase, install, and continue to maintain the power grids. The agency would also be responsible for all future replacements/upgrades to the campus electrical systems.

There is risk involved with this option. DDSN does not have maintenance staff that are qualified to operate and maintain the medium voltage electrical infrastructure. Any work that must be performed on the electrical systems has to be hired-out to qualified and licensed medium voltage contractors. Also, in the event of a system failure or environmental disaster (i.e. hurricane at Coastal Center) the Agency would be responsible for full repair or replacement of the systems. Approximate initial construction cost for Option #1 would be \$2.5 million – \$3 million per campus.

DESC offers three other options under a 20-year contract with different payment methods. Under this agreement DESC would assume some responsibility of the initial construction cost (approximately \$1 million of the initial investment per campus), take over ownership, and maintain the system for the life of the facilities. These options do add an additional surcharge to the Agency's current electric bill that will last for the duration of the contract. For DDSN, the surcharge is an insurance policy against routine maintenance, system failure, or a catastrophe environmental event. Having DESC involved will allow the Agency to exit the medium voltage electrical distribution business. Some advantages to having Dominion Energy install and maintain the power grid at each campus are as follows:

- 24x7 utility grade service/maintenance.
- Repair or replacement coverage for any failed equipment.
- Coverage for all future upgrades and replacements of the system.
- Mutual assistance agreement with other utilities to bring out-of-state crews to bolster DESC's work force in times of emergencies.

For reference a *Summary of DESC's Options* is included with this memo.



Andrew Tharin, P.E
SCDDSN Director of Engineering & Planning

CC: Rufus Britt, Associate State Director of Finance

Summary of DESC Options

		OPTION 1	OPTION 2	OPTION 3	OPTION 4
LOCATION	SYSTEM UPGRADE	STATE OWNERSHIP	DESC OWNERSHIP	DESC OWNERSHIP	DESC OWNERSHIP
		NO CHARGE (req'd by DESC)	FACILITY CHARGE (single meter)	OPERATING CHARGE (upfront payment)	ANNUAL MINIMUM (separate meters)
Midlands Center	23.9kV with 18 new xfmrs	Upgrade and/or Maintenance Agreement to be executed with a high-voltage electric contractor	\$14,700 / mon	\$840,000 down; \$8,400 /mon	\$403,086 in usage req'd; otherwise, pay difference each year
Coastal Center	23.9kV with 12 new xfmrs, abandon customer sub*		\$49,800 down; \$11,794 / mon	\$49,800 + \$800,000 down; \$8,000 / mon	\$49,800 down; \$485,156 in usage req'd; otherwise, pay difference each year
Midlands Center surcharge paid to DESC over a 20-year contract		\$0.00, DDSN would assume all initial construction cost and all maintenance and replacement cost into the future.	\$3,528,000	\$2,856,000	\$1,451,720; based off of current usage estimates.
Coastal Center surcharge paid to DESC over a 20-year contract		\$0.00, DDSN would assume all initial construction cost and all maintenance and replacement cost into the future.	\$2,880,360	\$2,769,800	\$4,410,720; based off of current usage estimates.

*\$49,800 required to terminate contract for existing service via dedicated customer substation at Coastal Center

Attachment B

October 7, 2021

Mr. Andrew M. Tharin, P. E.
Director of Engineering & Planning
SC Department of Disabilities & Special Needs (“SCDDSN”)
3440 Harden Street Extension, Suite 231
Columbia, South Carolina 29203-6835

RE: Dominion Energy South Carolina, Inc. (“DESC”) Electric Distribution System Take-over Options

Dear Andrew:

We are pleased to provide the following, updated proposal which includes three (3) DESC options that will allow SCDDSN to exit the high-voltage electric distribution business at your Midlands Center and Coastal Center campuses.

We realize that you will have to evaluate our proposal against the option of continued ownership using your own personnel or a contractor (Option 1). However, we would like to point out that while you may determine that continued ownership may be your least cost option, the DESC options will provide the State with utility grade service with many added benefits, including our mutual assistance agreement with other utilities to bring in out-of-state crews to bolster our work force in times of emergencies. The DESC options also include 24x7 service and repair or replacement coverage for any failed equipment at no additional charge to the State. This means that your facility personnel will simply call DESC to report an outage without concern of receiving an unexpected bill at the end of the month from a contractor providing similar service. DESC will treat these new systems as it does any other line on its system.

Under all DESC options, the State will be responsible for the removal, disposal and/or abandonment in place of its equipment, and other ancillary tasks including but not limited to those tasks listed below and as further outlined in DESC Three Phase Commercial Installation Guidelines (Attachment 1).

- Install all Primary and Secondary Conduits per DESC specification.
- Install Concrete Pads for Transformers per DESC’s specification.
- Install meter points for all existing Street lights. Option 3 only
- Responsible for owning and maintaining Street lights and wiring.
- Responsible for owning and maintaining all existing services beyond DESC’s service points. (Transformer secondary spades or DESC’s Handholes)
- Install Galvanized 90 degree bends 36” radius at Transformers and Dip poles.
- Install 10-foot stick of Galvanized conduit at Dip poles.
- Install pull string in all Conduits.
- Install 90-degree PVC bends 36” radius at Transformers and Handholes. (Secondary only)
- All primary conduit to be install at 42” deep and Secondary at 36” deep.

DESC is offering three additional options per location to meet your electric distribution needs, summarized as follows: Option 2 includes primary metering at 23.9 kV to be billed under a single account as you have today; Option 3 is essentially the same service configuration as Option 2 but allows the State to pay an



upfront, nonrefundable contribution-in-aid-of-construction (“CIAC”) for the construction cost to therefore reduce the required monthly service charge; and Option 4 includes a similar service loop configuration except rather than a primary metering point, DESC would install a meter on each transformer to be billed individually under the appropriate tariff rate per load served.

All DESC options will require a new contract with an initial term of 20 years with an annual evergreen provision. During the initial term or subsequent renewal term, Contract Termination would be subject to DESC’s standard termination provisions.

Neither options for Midlands Center nor Coastal Center include street or area lighting. However, all options will include a service point to which SCDDSN can tie your existing street lighting. In the case of Option 4, DESC would make such proposal in accordance with its standard practices. We welcome the opportunity to put together a DESC lighting plan if you elect to move forward with either of the DESC options.

Continuing State ownership and operation remains an option (Option 1) for both Midlands Center and Coastal Center locations. In the event the State elects to maintain ownership and solicit bids from contractors to upgrade and maintain its facilities, then DESC can provide a copy of its high-voltage electric distribution contractor bid list to assist in that process. Otherwise, all other options for DESC ownership are summarized by location below:

MIDLANDS CENTER PROPOSAL OPTIONS

DESC currently serves SCDDSN at Midlands Center from its 23.9 kV line that runs through the middle of your property. DESC owns a 2500 kVA padmounted transformer that steps this voltage down to 8.32 kV where it is primary metered before it enters your system to serve your campus. Beyond the meter, your overhead and underground 8.32 kV lines serve eighteen (18) padmounted transformers, many of which are fed with a single line into them (no option to back feed if this single line is unavailable).

DESC’s proposal is to build a new, separate 23.9 kV system from our overhead line, consisting of underground loops and radial lines feeding eighteen (18) new padmounted transformers. These padmounted transformers would be positioned as closely as possible to SCDDSN’s existing transformers to aid in the cutover process. DESC would be responsible for all new transformer terminations, including connecting your existing low voltage conductors in our transformers. The point of service would be on the load side of each of these transformers where your conductors are connected to the transformer. In reviewing the existing loads on each transformer (Attachment 2), we have determined that we can install smaller, more appropriately sized transformers at many locations (Attachment 3). This will reduce our construction cost and your transformer energy losses, which may also reduce the State’s total energy consumption, depending on the option chosen.

There are three options for DESC ownership at Midlands Center:



Option 2M

This option includes primary metering at 23.9 kV, one at each service loop as described above and shown in Attachment 4, where both primary meters are totalized to be billed under a single Stateline account as you have today.

The estimated installed cost for engineering, procurement, and construction for the facilities (“Option 2M Facilities”) is **\$840,000** (previously \$770,000). In consideration of DESC’s investment in these facilities and the expense incurred in owning, operating and maintaining them, SCDDSN would agree to pay DESC an additional monthly Facility Charge of **\$14,700** (previously \$12,866). This monthly Facility Charge would continue as long as the contract is enforced and would be subject to adjustment as described below.

The Facility Charge Rate, currently **1.75%** (previously 1.5317%) per month is subject to change from time to time, but not more often than once a year based on DESC’s related cost factors. The Cost Basis shall be equal to the installed cost of Option 2M Facilities along with adjustments for relocations, removals modifications and additions. The Facility Charge shall be equal to the product of the Facility Charge Rate times the Cost Basis.

Any relocations or removal of Option 2M Facilities would result in a change in the Cost Basis.

In the event SCDDSN decides to add another building beyond the primary metering that requires a new transformer or add load to an existing service point that requires a larger transformer, then DESC would estimate the cost to be added to the cost basis and establish the new monthly Facility Charge.

Option 3M

The facilities in Option 3M would be the same in Option 2M, except SCDDSN would agree to pay DESC a one-time, non-refundable CIAC of **\$840,000** (previously \$770,000), and a monthly Operating Charge of **\$8,400** (previously \$7,700) in consideration of DESC’s expense incurred in owning, operating and maintaining these facilities. This monthly Operating Charge would continue as long as the contract is enforced and would be subject to adjustment as described below.

The Operating Charge Rate, currently 1.0% per month, is subject to change from time to time, but not more often than once a year based on DESC’s related cost factors. As in Option 2M, the Cost Basis shall be equal to the installed cost of facilities along with adjustments for relocations, removals modifications and additions. The Operating Charge shall be equal to the product of the Operating Charge Rate times the Cost Basis.

One key difference between Option 2 and Option 3, is that under Option 3 SCDDSN would be responsible for paying for CIAC’s for future relocations, modifications or removal of Option 3 Facilities. This would also include CIAC’s for adding facilities to serve additional buildings beyond the primary metering that require a new transformer or load additions that require transformer upgrades.

Option 4M

This option includes a similar service loop configuration except rather than primary metering, DESC would install a meter on each transformer (18 total) and bill each meter separately under the appropriate tariff rate per load served.

The estimated installed cost for engineering, procurement, and construction for the facilities in this option (“Option 4M Facilities”) is **\$955,283** (previously \$800,000). Under this option, each transformer is metered separately (18 meters) and is billed under the appropriate retail rate on a separate account. The aggregated annual non-fuel portion of the all these separate accounts, would be subject to an Annual Minimum. This Annual Minimum would be equal to the sum of the current annual non-fuel revenue for Acct. 3-1898-0002-2273 for 2020 which was **\$164,266** (previously \$198,165 for 2019), plus one-fourth of the total installed cost of **\$238,821** (previously \$200,000) for a total of **\$403,086** (previously \$398,165). This Annual Minimum is permanent for all 18 of these accounts.

The Annual Minimum Charge shall be **\$403,086** (previously \$398,165), excluding the cost of fuel; any other provision within the contract or in the rate tariff notwithstanding. If the charge for actual consumption (less the cost of fuel) for any contract year is less than the Annual Minimum Charge, the difference shall be added to the bill for the twelfth billing period of that contract year. A contract year is defined as being a period of twelve consecutive months following the date of commencement of service and each anniversary thereof.

Any SCDDSN requested relocations and/or removal of DESC equipment would require a contribution-in-aid-of-construction.

In the event SCDDSN decides to add another building that requires a new transformer or load additions that require transformer upgrades, DESC would treat it as it would any other new retail load. In such case, there would be no adjustment to the Annual Minimum.

COASTAL CENTER PROPOSAL OPTIONS

DESC currently serves SCDDSN at Coastal Center from a dedicated customer substation which includes a 3.5 MVA transformer bank fed from our 23.9 kV distribution line. This transformer steps the voltage down to 12 kV, then provides primary metering at 12 kV to serve your campus. Beyond the meter, your overhead and underground lines feed twenty-six (26) padmounted transformers. Note, contract termination charges may also apply to abandon the dedicated customer substation, currently estimated at **\$49,780**, to be billed separately from construction costs provided for each option (Attachment 9).

DESC’s proposal is to build a new, separate 23.9 kV system from our overhead line, consisting of an underground loop and radial lines feeding eleven (11) new padmounted transformers. These padmounted transformers would be positioned as closely as possible to SCDDSN’s existing transformers to aid in the cutover process. DESC would be responsible for all new transformer terminations, including connecting your existing low voltage conductors to our transformers. In reviewing the existing loads on each transformer (Attachment 6), we have determined that we can install smaller, more appropriately sized



transformers at many locations. This will reduce our construction cost and your transformer energy losses which depending on the option chosen may reduce the State's energy usage.

There are three options for DESC ownership at Coastal Center:

Option 2C

This option includes primary metering at 23.9 kV at the proposed service loop as described above and shown in Attachment 7. This meter would maintain billing under tariff Rate 24 as you have today.

The estimated installed cost for engineering, procurement, and construction for the facilities ("Option 2C Facilities") is **\$800,000** (previously \$770,000). In consideration of DESC's investment in these facilities and the expense incurred in owning, operating and maintaining them, SCDDSN would agree to pay DESC an additional monthly Facility Charge of **\$14,000** (previously \$11,794). This monthly Facility Charge would continue as long as the contract is enforced and would be subject to adjustment as described below.

The Facility Charge Rate, currently **1.75%** (previously 1.5317%) per month is subject to change from time to time, but not more often than once a year based on DESC's related cost factors. The Cost Basis shall be equal to the installed cost of Option 2C Facilities along with adjustments for relocations, removals modifications and additions. The Facility Charge shall be equal to the product of the Facility Charge Rate times the Cost Basis.

Any relocations or removal of Option 2C Facilities would result in a change in the Cost Basis.

In the event SCDDSN decides to add another building beyond the primary metering that requires a new transformer or add load to an existing service point that requires a larger transformer, then DESC would estimate the cost to be added to the cost basis and to establish the new monthly Facility Charge.

Option 3C

The facilities in Option 3C would be the same in Option 2C, except SCDDSN would agree to pay DESC a one-time, non-refundable CIAC of **\$800,000** (previously \$770,000), and a monthly Operating Charge of **\$8,000** (previously \$7,700) in consideration of DESC's expense incurred in owning, operating, and maintaining these facilities. This monthly Operating Charge would continue as long as the contract is enforced and would be subject to adjustment as described below.

The Operating Charge Rate, currently 1.0% per month, is subject to change from time to time, but not more often than once a year based on DESC's related cost factors. As in Option 2C, the Cost Basis shall be equal to the installed cost of facilities along with adjustments for relocations, removals modifications and additions. The Facility Charge shall be equal to the product of the Operating Charge Rate times the Cost Basis.



One key difference between Option 2C and Option 3C, is that under Option 3C SCDDSN would be responsible for paying for CIAC's for future relocations, modifications or removal of Option 3C Facilities. This would also include CIAC's for adding facilities to serve additional buildings beyond the primary metering that require a new transformer or load additions that require transformer upgrades.

Option 4C

Option 4C includes a similar service loop configuration except rather than primary metering, DESC would install a meter on each transformer (12 total) and bill each meter separately under the appropriate tariff rate per load served.

The estimated installed cost for engineering, procurement, and construction for the facilities ("Option 4C Facilities") in this option is **\$1,113,939** (previously \$760,000). Under this option, each transformer is metered separately (12 meters) and is billed under the appropriate retail rate on a separate account. The aggregated annual non-fuel portion of the all these separate accounts, would be subject to an Annual Minimum. This Annual Minimum would be equal the sum of the current annual non-fuel revenue for Acct. 7-1898-0002-8547 for 2020 which was **\$206,671** (previously \$231,541 for 2019), plus one-fourth of the total installed cost of **\$278,485** (previously \$190,000) for a total of **\$485,156** (previously \$421,541). This Annual Minimum is permanent for all 12 of these accounts.

The Annual Minimum Charge shall be **\$485,156** (previously \$421,541), excluding the cost of fuel; any other provision within the contract or in the rate tariff notwithstanding. If the charge for actual consumption (less the cost of fuel) for any contract year is less than the Annual Minimum Charge, the difference shall be added to the bill for the twelfth billing period, of that contract year. A contract year is defined as being a period of twelve consecutive months following the date of commencement of service and each anniversary thereof.

Any SCDDSN requested relocations and/or removal of DESC equipment would require a contribution-in-aid-of-construction.

In the event SCDDSN decides to add another building that requires a new transformer or load additions that require transformer upgrades, DESC would treat it as it would any other new retail load. In such case, there would be no adjustment to the Annual Minimum.

SCDDSN SELECTION AND NEXT STEPS

If the State elects to pursue any of the DESC options, then we will require SCDDSN to sign a Letter of Intent ("LOI") which will authorize DESC to perform detailed engineering and contract development. Once DESC has completed the detailed engineering and contract development, then we will make a formal presentation with final cost totals. The final proposal will be available to SCDDSN for a period of 90 days. Should SCDDSN elect to terminate the LOI or fail to choose one of the DESC options during the 90-day window, SCDDSN agrees to reimburse DESC for all expenses incurred in the detailed engineering and contract development phase. We would anticipate the detailed engineering and contract development phase



to take approximately six (6) weeks per location, during which DESC will develop detailed construction plans and an Electric Service Contract ready for signature.

For reference, all options are summarized in the table below:

OPTIONS SUMMARY		OPTION 1	OPTION 2	OPTION 3	OPTION 4
LOCATION	SYSTEM UPGRADE	STATE OWNERSHIP	DESC OWNERSHIP	DESC OWNERSHIP	DESC OWNERSHIP
		NO CHARGE (req'd by DESC)	FACILITY CHARGE (single meter)	OPERATING CHARGE (upfront payment)	ANNUAL MINIMUM (separate meters)
Midlands Center	23.9kV with 18 new xfmrs	Upgrade and/or Maintenance Agreement to be executed with a high-voltage electric contractor	\$14,700 / mon	\$840,000 down; \$8,400 /mon	\$403,086 in usage req'd; otherwise, pay difference each year
Coastal Center	23.9kV with 12 new xfmrs, abandon customer sub*		\$49,800 down; \$11,794 / mon	\$49,800 + \$800,000 down; \$8,000 / mon	\$49,800 down; \$485,156 in usage req'd; otherwise, pay difference each year

*\$49,800 required to terminate contract for existing service via dedicated customer substation at Coastal Center

We estimate that once we have the Contract signed by SCDDSN, then the construction and load transfer phase will take approximately nine (9) to twelve (12) months to complete per location. It is understood that our schedule will be dependent upon SCDDSN's availability to allow an outage for each transformer while we disconnect the cables from the State's transformers and connect to the new DESC transformers. We would anticipate each transfer to take approximately eight (8) hours to complete, during which the buildings connected will be without power.

If you decide to proceed, then we will need your electronic AutoCAD 2014 files for your facilities, including a drawing showing your underground street lights and their feeding source. The overhead street lights will be metered from overhead wiring that you elect to maintain. We will also need a point of contact who can access each of your cabinets for our field survey, and who can assist with the development of required right-of-way easements. After reviewing this information, please advise how you would like to proceed.

Please do not hesitate to call if you have any questions or concerns.

Regards,

Connie S. Cain, P.E., CEM
 Account Manager, Large Customer Accounts & Services
 803-217-1447 (o) 803-608-3157 (m) 803-933-8774 (f)

ATTACHMENTS PROVIDED FOR REFERENCE

- Attachment 1 DESC Three Phase Commercial Installation Guidelines
- Attachment 2 SCDDSN Midlands Center individual building load history
- Attachment 3 SCDDSN Midlands Center transformer listing and proposed transformer sizes
- Attachment 4 Rough sketch of DESC design – Midlands Center
- Attachment 5 DESC Midlands Center pro forma billing analysis
- Attachment 6 SCDDSN Coastal Center individual building load history
- Attachment 7 Rough sketch of DESC design – Coastal Center
- Attachment 8 DESC Coastal Center pro forma billing analysis
- Attachment 9 Contract Termination Charge Calculations

Attachment C

Fw: DESC Contract Shell

Tharin, Andrew M <ATharin@ddsn.sc.gov>

Wed 12/29/2021 12:11 PM

To: Maley, Pat <pmaley@ddsn.sc.gov>

📎 1 attachments (42 KB)

State Distribution Take-over Shell.docx;


Pat, here is the termination verbage.

2) The contract termination language in the contract is as follows;

Termination: *Should Customer terminate this contract and disconnect service for any reason, either during the initial term or any extension thereof unless waived as provided for herein, Customer shall pay to the Company a facilities termination charge equal to (a) the total installed cost of facilities dedicated solely for serving Customer, (b) less any Customer contribution to construction, (c) less accumulated depreciation of the facilities funded by Company, (d) less salvage value of all facilities dedicated solely for serving Customer, (e) plus the cost of removal (including any associated environmental investigation/remediation costs related to a spill or release of hazardous substances caused by Customer or those paid or incurred by the Company which were not the result of negligence on the part of the Company), all as determined by Company in accordance with its standard accounting practices; provided, however, that the termination charge shall not be less than zero. Customers who terminate prior to the expiration of the initial term or any extension thereof may also be required to pay to Company a demand termination charge equal to 90% of the maximum demand set during the term times the demand rate in effect at the time of termination times the number of months remaining in the contract period*

ANDREW THARIN, P.E.

Director of Engineering and Planning

✉ ATharin@ddsn.sc.gov 
☎ 803-898-9423
📠 803-832-8188
📍 3440 Harden Street Ext, Columbia, SC 29203
🌐 www.ddsn.sc.gov



From: Tharin, Andrew M

Sent: Friday, December 10, 2021 1:17 PM


To: Maley, Pat <pmaley@ddsn.sc.gov>

Subject: FW: DESC Contract Shell

See attached.

ANDREW THARIN, P.E.

Director of Engineering and Planning

✉ ATharin@ddsn.sc.gov 
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📠 803-832-8188
📍 3440 Harden Street Ext, Columbia, SC 29203
🌐 www.ddsn.sc.gov

**Dominion Energy South Carolina, Inc.
CONTRACT FOR ELECTRIC SERVICE**

Effective Date: _____ **Contract No. :** _____

THE PARTIES HEREIN NAMED AGREE TO THE FOLLOWING

Customer’s Legal Name: _____

D/B/A: _____

Premises Served: _____

Service Address: _____

Billing Address: _____

Initial Term Ends: 20 _____ **Years from Effective Date;** **Service Date:** _____

Minimum Notice of Termination: 12 _____ **Months after initial term.**

Supply: 23.9/13.8 **kV** **Service Method:** Company-Owned Padmounted Transformers

Delivery: 480/277 **Volts,** Three (3) **Phase,** Four (4) **Wire,** Wye **Connected**

Point of Service: Load side of Company-Owned Padmounted Transformers

Metered Voltage: 480 **Volts;** **Meter Location:** Primary Metered

Billing Rate : See Exhibit “A” **Contract Demand:** N/A **Maximum Capacity:** _____ **kVA**

Build-up Period: N/A **SIC:** _____ **NAICS:** _____

Special Provisions/Extra Facilities/Explanations: (Account #s) _____

The purpose of this Contract is to establish new service for an existing customer as part of a distribution system take-over.

This contract incorporates all general, standard, and special terms hereafter or incorporated by reference, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the same services.

CUSTOMER

DOMINION ENERGY SOUTH CAROLINA, INC.

By: _____

By: _____

Print: _____

Print: Daniel F. Kassis

Title: _____

Title: GM, Strategic Partnerships & Renewable Energy,
Authorized Representative

EXHIBIT "A"
Contract for Electric Service between Dominion Energy South Carolina, Inc. and Customer

I. GENERAL

This Contract for Electric Service ("Contract") is being executed between Dominion Energy South Carolina, Inc. ("Company") and Customer ("Customer") for and on behalf of themselves, their successors and assigns, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the same services.

Billing Rate under this Contract shall be according to the provisions of the Contract validated by Act No. 440 of the General Assembly of South Carolina on March 24, 1925 and as subsequently amended on April 13, 1956 and February 17, 1970.

II. SPECIAL CONDITIONS

Service Facilities: Company served Customer at its main campus... from Company's 23.9 kV line via primary metering points. Beyond this meter, Customer's overhead and underground distribution lines served its three phase pad-mounted transformers.

Customer has requested and Company has agreed to build a new 23.9 kV system while maintaining primary metering. The point of service will be on the load side of the new transformers per Company's current Underground Commercial Electric Service specifications. Note: Customer is responsible for the disposal or abandonment of all equipment used in its current distribution system.

The new points of service are as follows:

Building Number	Transformer	Proposed Size
4001	Transformer #1	? kVA
4002	Transformer #2	? kVA
4003	Transformer #3	? kVA
4004	Transformer #4	? kVA
Etc...	Transformer #5	? kVA

Total = ? kVA

Facility Charge: In consideration of Customer's request for Company to own, operate, and maintain its newly constructed distribution system, Customer agrees to pay Company an additional monthly facility charge of XXXX, based on the cost incurred to replace the existing facilities to meet Company's specifications (This cost is hereby agreed to be \$XXXX).

The facility charge rate, currently 1.75% per month, is subject to change from time to time, but not more often than once a year based on Company's related cost factors. The cost basis shall be equal to the installed cost of the facilities along with adjustments for relocations, removals modifications and additions. The facility charge shall be equal to the product of the facility charge rate times the cost basis. Note, any relocations or removal of facilities would result in a change in the cost basis. In the event Customer decides to add another building beyond the primary metering that requires a new transformer

Approval Initials _____
For Customer For Company

or to add load to an existing service point that requires a larger transformer, then Company would estimate the cost to be added to the cost basis and establish the new monthly facility charge.

Distribution Facility Protection: Company owns and will maintain the pad-mounted transformers, primary cable, primary protective equipment, and metering equipment. Customer owns and will maintain the concrete transformer pad and all circuits and equipment on load side of transformer terminals. Customer agrees to keep transformers and primary cable unencumbered and accessible to Company's maintenance vehicles and to keep transformers protected from vehicular traffic. Customer agrees to distribute its internal secondary loads in such manner as not to overload any transformer.

Approval Initials _____
For Customer For Company

STANDARD CONDITIONS

Supply and Use: Company agrees to sell and Customer agrees to buy from Company all purchased electric energy, capacity, related transmission services and any related distribution services required by Customer for use on its premises covered hereunder. Resale by Customer of energy, capacity, related transmission or related distribution services is not permitted.

Creditworthiness: Company, in order to satisfy itself of the ability of the Customer to meet its obligations under the contract may conduct periodic reasonable credit reviews in accordance with standard commercial practices. Customer agrees to assist in these reviews by providing financial information and at the request of the Company, will maintain such credit support or surety including but not limited to, an unconditional and irrevocable letter of credit to provide adequate security for protection against the risk of nonpayment.

Service Application, Deposit and Release: Prior to receiving service, Customer or its Agent must: (a) Ensure that an application for service is made to Company, either in person at one of Company’s commercial offices or through the Company representative coordinating the service arrangements; (b) Post a service deposit with Company (as determined by Company in accordance with S.C. Public Service Commission regulations), unless waived by Company in favor of other satisfactory assurance for payment of bills; and (c) Ensure that any inspections required by governmental authorities having jurisdiction are completed and notice thereof is given to the Company.

Commencement of New Service: Company and Customer shall make every reasonable effort to have their respective facilities ready for service by the **Service Date** stated on Page 1. If conditions should change, the affected party shall immediately notify the other.

Assignment: Neither Party shall assign this Agreement or its rights hereunder without the prior written consent of the other Party, which consent may be withheld in the exercise of its sole discretion.

Term: This Contract shall commence on the **Effective Date** (the date on which this contract is fully executed) and shall continue for the full **Initial Term**, unless an early termination is mutually agreed upon. Thereafter, it will extend automatically until terminated by either party giving the other a written **Minimum Termination Notice**. Billing for service rendered hereunder shall commence on the **Service Date** (the date customer contracts for service under the tariff applicable to this contract) or the date that service is first made available, whichever is later, or in accordance with terms stated under **Special Provisions**.

Termination: Should Customer terminate this contract and disconnect service for any reason, either during the initial term or any extension thereof unless waived as provided for herein, Customer shall pay to the Company a facilities termination charge equal to (a) the total installed cost of facilities dedicated solely for serving Customer, (b) less any Customer contribution to construction, (c) less accumulated depreciation of the facilities funded by Company, (d) less salvage value of all facilities dedicated solely for serving Customer, (e) plus the cost of removal (including any associated environmental investigation/remediation costs related to a spill or release of hazardous substances caused by Customer or those paid or incurred by the Company which were not the result of negligence on the part of the Company), all as determined by Company in accordance with its standard accounting practices; provided, however, that the termination charge shall not be less than zero. Customers who terminate prior to the expiration of the initial term or any extension thereof may also be required to pay to Company a demand termination charge equal to 90% of the maximum demand set during the term times the demand rate in effect at the time of termination times the number of months remaining in the contract period.

Company may waive a portion or all of the termination charges where (1) a successor contract is executed prior to termination of this Contract, or (2) Customer is able to furnish Company with satisfactory evidence that a successor customer will occupy the premises within a reasonable time and contract for substantially the same service facilities. If deregulation should occur during the term of this contract, the above demand termination charge, after deregulation, will be determined by appropriate governing authority(ies) rules at that time. The termination charges above shall not preclude additional termination charges approved by the SCPSC or imposed by law.

Approval Initials _____
For Customer For Company

Impaired Service: Customer shall be responsible for installing and maintaining on its system such protective equipment as necessary for protecting its equipment from single phase conditions, momentary interruptions or voltage fluctuations arising from conditions on its system or from Company’s supply lines. Customer shall not operate its equipment of such nature and in such manner as to impose voltage flicker, surges, or harmonics on Company’s system that adversely affects the Company’s system or its service to other Customers. Adverse conditions verifiable as of Customer origin shall be corrected promptly by Customer or upon Notice Company may discontinue service until the conditions are corrected. Customer agrees to keep Company equipment unencumbered and accessible at all times.

Load Increase: If Customer contemplates a load increase which may exceed the **Maximum Capacity** stated on Page 1, Customer shall give Company written notice of planned increase, with sufficient lead time for Company to enlarge its facilities. In such cases this Contract may be amended by mutual consent of the parties to reflect any changes in the service characteristics, applicable charges or conditions of service.

Facility Relocation: Should Customer request Company to relocate any of its facilities, or take any action which will require Company to relocate its facilities, Customer shall reimburse Company for the costs incurred.

Hold Harmless: Company and Customer do respectively assume full responsibility for the maintenance and operation of the facilities owned and/or operated by each. Neither party shall be liable to the other in any event, whether in contract, tort or otherwise, for any loss of revenue, profits, use of production, costs of capital or purchased or replacement power, interest, business interruption, claims of customers or any other incidental, indirect or consequential damages of any nature whatsoever. Customer(s) acknowledge(s) the presence of overhead and/or underground power lines and understands that contact with them could cause serious injury or death.

South Carolina Public Service Commission: This Contract, the **Billing Rate** referenced on Page 1, and all services rendered hereunder, are subject to the Company’s “General Terms and Conditions” as approved by the Commission, and to the “Rules and Regulations” of the Commission, as the foregoing now exist or may be amended in the manner prescribed by law. The billing Rate and General Terms and Conditions are attached and made a part hereof; Rules and Regulations are made a part by reference and are available upon request. This contract is specifically intended to survive deregulation or retail access.

Bold Print Terms: Bold Print terms reference the corresponding completed blanks on Page 1.

Approval Initials _____
For Customer For Company

Attachment D

TOTAL BILLING SUMMARY OF OPTIONS FOR COASTAL CENTER

Current Billing

Non-Fuel Portion of Bill	\$206,671
Fuel Cost	<u>\$72,082</u>
DESC Energy Charges	\$278,753
O&M Cost of Distribution	?
Estimated Annual Cost	?

Option 2

Stateline Non-Fuel Portion of Bill	\$206,671
Termination Charges for Dedicated Substation	\$49,800
Annual Facilities Charge	\$168,000
Fuel Cost	<u>\$72,082</u>
Estimated Year 1 Cost	\$496,553
Estimated Annual Cost After Initial Year	\$446,753

Option 3

Stateline Non-Fuel Portion of Bill	\$206,671
Contribution in Aid of Construction	\$800,000
Termination Charges for Dedicated Substation	\$49,800
Annual Operating Charge	\$96,000
Fuel Cost	<u>\$72,082</u>
Estimated Year 1 Cost	\$1,224,553
Estimated Annual Cost After Initial Year	\$374,753

Option 4

Estimated Non-Fuel Billing under Individual Rates	\$267,110
Termination Charges for Dedicated Substation	\$49,800
Estimated Annual Minimum Charge	\$218,046
Fuel Cost	<u>\$90,107</u>
Estimated Year 1 Cost	\$625,063
Estimated Annual Minimum Charge	\$575,263

TOTAL BILLING SUMMARY OF OPTIONS FOR MIDLANDS CENTER

Current Billing

Non-Fuel Portion of Bill	\$164,266
Fuel Cost	<u>\$88,973</u>
SCE&G Energy Charges	\$253,238
O&M Cost of Distribution	?
Estimated Annual Cost	?

Option 2

Stateline Non-Fuel Portion of Bill	\$164,266
Annual Facilities Charge	\$176,400
Fuel Cost	<u>\$88,973</u>
Estimated Annual Cost	\$429,639

Option 3

Stateline Non-Fuel Portion of Bill	\$164,266
Contribution in Aid of Construction	\$840,000
Annual Operating Charge	\$100,800
Fuel Cost	<u>\$88,973</u>
Estimated Year 1 Cost	\$1,194,038
Estimated Annual Cost After Initial Year	\$354,038

Option 4

Estimated Non-Fuel Billing under Individual Rates	\$330,501
Estimated Annual Minimum Charge	\$72,586
Fuel Cost	<u>\$92,220</u>
Estimated Annual Cost	\$495,307

Michelle G. Fry, J.D., Ph.D.
State Director
Rufus Britt
Associate State Director
Operations
Lori Manos
Interim Associate State Director
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Reference Number: 535-10-DD

Title Document: Voter Registration and Voting Rights

Date of Issue: November 23, 1994

Date of Last Revision: January 20, 2022 (REVISED)

Effective Date: January 20, 2022

Applicability: DDSN, DDSN Regional Centers and Residential Habilitation Settings; Intake Providers; Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) Providers and Residential Habilitation Providers

PURPOSE

The purpose of this Directive is to implement the National Voter Registration Act (NVRA), S.C. Code Ann. § 7-5-110 through §7-5-340 (2019), and to provide guidance for assisting people who are eligible for DDSN services to exercise their right to vote.

VOTER REGISTRATION

Requirement:

The National Voter Registration Act (NVRA) requires that any office in a State that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. In accordance with NVRA, a State must designate the offices in the State as voter-registration agency. In South Carolina, the Department of Disabilities and Special Needs (DDSN) is designated as a voter-registration

agency. As a voter-registration agency, DDSN must provide the opportunity to register to vote to persons when (1) applying for DDSN services, (2) re-applying for DDSN services, and (3) changing the address used for DDSN services. As a voter-registration agency, DDSN must:

- Distribute voter-registration forms;
- Provide an “information” form that contains information on the voter-registration process;
- Provide the same level of assistance to all applicants in completing the voter-registration forms as is provided to the person when he/she is applying for DDSN services (unless the applicant refuses the assistance);
- Accept completed registration forms; and
- Transmit each completed voter-registration form to the appropriate State election official with the prescribed time frame.

Implementation – Voter Registration:

The NVRA requires that voter-registration services be offered when applying for or re-applying for services; therefore, Intake providers will be primarily responsible for performing these functions on behalf of DDSN. It is recommended that, as appropriate, each Intake provider designate one staff member to act as the coordinator of voter registration services. If designated, the coordinator would train new employees, ensure an adequate supply of forms, monitor voter registration activities, and resolve questions and problems that may arise. If a coordinator is designated, his/her responsibilities would be ongoing, but not full time.

Intake providers will be responsible for offering the opportunity to register to vote to those seeking eligibility for DDSN services (applicants) when the applicant:

- Is a citizen of the United States and of the State of South Carolina;
- Is eighteen (18) years of age or older;
- Is a resident in the county and in the polling precinct in which he/she offers to vote;
- Is not mentally incompetent as adjudicated by a court of competent jurisdiction;
- Is not serving a term of imprisonment resulting from a conviction of a crime;
- Has not been convicted of a felony or offenses against the election laws, unless the disqualification has been removed by the service of the sentence, including probation and parole time unless sooner pardoned.

Intake provider staff members (Intake workers) who offer the opportunity to register to vote are **strictly prohibited** from:

- Seeking to influence an applicant’s political preference or party affiliation, or
- Displaying any political preference or party allegiance, or
- Taking any action or making any statement to an applicant to discourage the applicant from registering to vote, or
- Taking an action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

Intake workers must:

1. Determine if the applicant:
 - (a) Is currently registered to vote at his/her current address, or
 - (b) Would like to register to vote, or
 - (c) Would like to decline to register to vote.

The Voter Registration Declination form (Attachment) should be presented and explained. The applicant should be asked to complete the form. If needed, assistance, to the same degree as given to complete forms for DDSN eligibility, should be provided. It should be noted that failure to check either box on the form constitutes declination to register. If the applicant declines to check a box he/she must be told, *“If you do not check either box, you will be considered to have decided not to register to vote at this time.”*

The Voter Registration Declination form (Attachment) has two (2) sections. The top section of the completed form should be retained by Intake worker as part of the person’s record. The top section of the declination form shall be kept in a confidential manner for one (1) year. The bottom section of the form should be separated from the top (along the dotted line) and given to the applicant. The provision of the form and the offering of the opportunity to register to vote must be documented as an Intake activity.

2. If the applicant is registered to vote at his/her current address, declines to register to vote, or fails to check a box on the Voter Registration Declination form, no additional actions by the Intake worker are required.
3. If the applicant chooses to register to vote at his/her current address or change his/her voter registration address, and the applicant possesses a valid South Carolina driver’s license or state identification card issued by the Department of Motor Vehicles, he/she may submit an application for voter registration electronically on the Internet website of the State Election Commission ([SC Votes](#)). Assistance, to the same degree provided for completing DDSN eligibility, can be provided to complete the registration electronically.
4. If the applicant chooses to register to vote at his/her current address or change his/her voter registration address but does not possess a valid South Carolina driver’s license or state identification card issued by the Department of Motor Vehicles, the completion of a paper voter-registration form is required. The paper/printed form should be given to the applicant and, if needed, assistance, to the degree provided in the completion of forms for DDSN eligibility, provided to complete it. Voter registration forms can be printed from the South Carolina Election Commission website ([Voter Registration Forms](#)).

When a paper voter registration form is completed, the completed form must be transmitted to the county board of voter registration and elections of the county in which the applicant resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)). Completed forms must be

transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All voter registration activities performed by the Intake worker must be documented. The documentation must specify mode used for registration (paper form or electronic). When a paper form is completed, the date and mode (e.g., mail, email, fax) of transmission of the completed form must be documented along with address or fax number to which the document was transmitted.

Implementation – Updating Voter Registration:

When someone who is eligible for DDSN services has moved / changed addresses, the person's case manager or Qualified Intellectual Disabilities Professional (QIDP) must be prepared to assist him/her with updating his/her voter registration. Assistance to update his/her voter registration should be provided by the case manager or QIDP as needed and to the degree provided in the completion of other forms required for service provision. Anyone assisting someone to update his/her voter registration is **strictly prohibited** from:

- Seeking to influence a person's political preference or party affiliation, or
- Displaying any political preference or party allegiance, or
- Taking any action or making any statement to the person to discourage the him/her from registering to vote, or
- Taking an action or making any statement that may lead the person to believe that updating his/her registration has any bearing on the availability of services or benefits.

People can be assisted to update their voter registration in the following ways:

1. If the person possesses a valid South Carolina driver's license or state identification card issued by the Department of Motor Vehicles (DMV), and has updated his/her address with the DMV, he/she may be assisted to complete the voter registration form electronically on the Internet website of the State Election Commission ([SC Votes](#)).
2. If the person moved from one address to another within the same county of the State, a change of address form and assistance to complete and transmit the form can be provided. Change of address forms can be found on the website of the State Election Commission ([SC Votes](#)). Completed forms may be transmitted by mail, e-mail, or fax and must be transmitted to the county board of voter registration and elections in which the person currently resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).
3. A paper voter registration form and assistance to complete and transmit the form can be provided. A paper voter registration form is required when the person moves from the

county in which he/she is registered to vote to another. A completed form must be transmitted to the county board of voter registration and elections of the county in which the person now resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).

4. If the person moved from one address within a county to another within the same county, assistance can be provided to fill out the back of the person's voter registration card and transmit it by mail to the county board of voter registration and elections in the county in which the person resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).

When the assistance provided to update voter registration includes the transmission of completed forms, those forms must be transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All activities provided to assist with updating voter registration information must be documented. The documentation must specify mode used for updating the registration. When a paper form or voter's registration card is used, the date and mode of transmission of the completed forms must be documented along with name of the entity and the mailing address, e-mail address or fax number to which the document was transmitted.

VOTING ASSISTANCE

General:

As citizens of the United States of America and the State of South Carolina, adults with disabilities have the right to vote. When an adult with disabilities needs assistance to exercise his/her right to vote, assistance can and should be provided. Assisting someone to vote may include but may not be limited to the following:

- Providing information about voting and the electoral process;
- Assisting with registering to vote or updating his/her voter registration;
- Providing information about how to vote, such as information about voting systems (e.g., machines), the roll of poll workers, the assistance (e.g., curbside voting, reading the ballot) that can be provided, how to get needed assistance at the poll, who can (e.g., friends, family, poll workers) and cannot (e.g., service provider staff, employer/boss) assist with casting a ballot;
- Helping the person to find information about upcoming elections and candidates (e.g., providing a printed sample ballot); and
- Helping the person with transportation to their polling place on election day.

While much support can and should be provided to people eligible for DDSN services to exercise their right to vote, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider are **strictly prohibited** from:

- Seeking to influence the person’s political preference or party affiliation,
- Seeking to influence the person’s choice of candidate or response to ballot measures.
- Taking any actions or making any statements to discourage the person from exercising his/her right to vote,
- Taking an action or making any statement that may lead the person to believe that a decision to vote or not vote has any bearing on the availability or continuation of services or benefits.
- Taking an action or making any statement that may lead the person to believe that a decision to vote for or against a specific candidate or ballot measure has any bearing on the availability or continuation of services or benefits, and
- Assisting the person to cast his/her ballot when voting in person.

Absentee Voting:

Registered voters with disabilities are qualified to vote absentee prior to Election Day. Absentee voting can be completed in-person or by mail. When a person eligible for DDSN services is a registered voter and requests assistance to vote absentee, the person should be asked if they prefer to vote absentee in-person or by mail.

If the person prefers to vote absentee in-person, assistance should be provided as needed to support their decision. This assistance may include sharing information about the in-person absentee voting process, or arranging for providing transportation to the office of the county board of voter registration and elections.

If the person is not receiving Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) services or Residential Habilitation, and prefers to vote absentee by mail, assistance should be provided as needed and appropriate. Any assistance provided must be documented. The person may, for example, be assisted to:

- Obtain an application form to request an absentee ballot by mail. Application forms can only be requested by the person (the voter), a member of the person’s immediate family, or an authorized representative acting on behalf of the person. Please note, for people who are not receiving ICF/IID services or Residential Habilitation, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider agency are **prohibited** from acting as the authorized representative of the person for the purpose of requesting an absentee ballot by mail.
- Complete the application for absentee voting and transmit the completed application to the county voter registration and elections office by the deadline which is 5:00 p.m. on the fourth (4th) day prior to the election. Applications can be transmitted by mail, e-mail, fax or personal delivery.
- Return/submit the completed ballot to the county board of voter registration and elections.

For DDSN, Disabilities and Special Needs Boards and DDSN-qualified providers of ICF/IID services or Residential Habilitation (agencies), information found on the South Carolina Election Commission website [“Absentee Voting at Residential Care Facilities”](#) should serve as a guide for assisting those supported in these settings to exercise their right to vote by casting an absentee ballot by mail. Employees of an agency who are designated by the agency as the voting coordinator may, for the sole purpose of absentee voting by mail, serve as an authorized representative of a person receiving ICF/IID services or Residential Habilitation from the agency. An agency may only designate a voting coordinator if the agency issues a policy on absentee voting which:

- Specifies the minimum qualifications of the employee who may serve as the voting coordinator,
- Specifies that the duties of the voting coordinator includes coordinating any absentee voting by mail efforts with the people supported (voters), their family members / representatives, and the county board of voter registration and election,
- Requires the written acknowledgement by the employee serving as the voting coordinator that it is unlawful to vote or attempt to vote for a voter, impersonate a voter, attempt to bribe a voter, provide assistance when not requested, and falsely take an authorized representative’s oath.
- Specifies that the agency will notify law enforcement if any unlawful actions (above) are witnessed by the voting coordinator or any agency staff member or contractor.

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>

RELATED FORM: SEC Form 2030-201004 Declination to Register to Vote

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



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Reference Number: 200-13-DD

Title of Document: Travel Regulations for Disabilities and Special Needs
Boards and Contracted Service Providers

Date of Issue: March 15, 2013

Date of Last Revision: January 20, 2022 **(REVISED)**

Effective Date: January 20, 2022

Applicability: All DSN Boards and Contracted Service Providers

I. PURPOSE

This departmental directive provides a uniform travel policy designed to achieve reasonable economy while traveling on administrative related business. A traveler on administrative business 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

The policy for administrative travel outlined in this directive should be followed by all providers of service for the Department of Disabilities and Special Needs (DDSN), otherwise referred to as

“providers.” Providers include contracted entities providing agreed upon services to individuals on behalf of DDSN.

III. POLICY

Travel expenses may be reimbursed for allowable items up to the amounts permitted according to the following referenced regulations, unless a more restrictive limit has been established by provider management. The 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

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). Notification of the current mileage rate is distributed to providers in January each year by the DDSN Finance Office.

Lodging

Overnight travel requests require prior approval by the provider’s Executive Director, or his/her designee. 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).

Meals

Reimbursement for employee meal expenses will be allowed only when there is overnight travel. Exceptions may be approved by the provider’s Executive Director. 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.

Barry D. Malphrus
Vice-Chairman

Stephanie M. Rawlinson
Chairman

Reference Number: 300-04-DD

Title of Document: Maintenance of Physical Plant/Repair/Construction of DDSN Owned Facilities

Date of Issue: February 10, 1988

Date of Last Revision: March 14, 2016XXXX, 2021 (REVISED)

Effective Date: February 10, 1988XXXX, 2021

Applicability: DDSN Owned Facilities

PURPOSE

This directive establishes policies relative to the proper maintenance of South Carolina Department of Disabilities and Special Needs (DDSN) owned facilities, including capital improvements, minor modifications and renovations repairs, and preventive maintenance. This directive also establishes the roles and responsibilities of DDSN’s personnel who manage and oversee these policies.

Definition

~~For the purpose of this directive, maintenance is defined as including minor renovations such as installation of handicapped accessible devices, wall relocation, repair, and preventive maintenance, which are the responsibility of the DDSN Regional Center. Renovation work shall not be commenced until approved by Engineering and Planning.~~

Responsibility

~~Except as provided for community residential facilities under management contract with DDSN, this directive covers maintenance of all physical plant facilities owned by DDSN.~~

~~Maintenance of structural, mechanical, electrical, and life safety components of buildings, on a repair or scheduled basis, to maintain a safe, comfortable and livable environment shall be the responsibility of the DDSN Regional Center, in accordance with Agency Procurement Manual and State Guidelines.~~

~~Minor renovations or modifications/upgrades cited as deficiencies shall be the responsibility of the DDSN Regional Center and shall be scheduled to be done from the DDSN Regional Center operating budget or as a preventive maintenance or accessibility project if approved.~~

~~Major renovation and upgrade of facilities shall be requested through the permanent improvement project process.~~

Procedures

~~Except as provided for community residences under management contract, all general maintenance work, including maintenance of mechanical, electrical and fire alarm systems and fixed equipment, shall be done by the sub-District/Regional Center maintenance staff. Maintenance may be done by outside contracts under one or more of the following conditions:~~

- ~~A. The facility requiring maintenance is located more than 20 miles of travel from the DDSN Regional Center.~~
- ~~B. The urgency of the maintenance is such that it is a life safety hazard to the consumers, and the sub-District/Regional Center staff cannot complete the work in an acceptable timely manner.~~
- ~~C. Major work requiring funding through a permanent improvement project.~~
- ~~D. The type work is performed so infrequently that it is impractical to maintain an adequate staff including:
 - ~~(1) Major roof replacement or repair.~~
 - ~~(2) Vinyl wall covering, tile and carpet installation.~~
 - ~~(3) Asphalt and concrete paving work.~~
 - ~~(4) Elevator service and repair.~~
 - ~~(5) Servicing of major food preparation/service and laundry equipment.~~~~
- ~~E. Life safety systems such as fire alarm and fire sprinkler that require a licensed technician to perform service.~~

~~All contracted maintenance work shall be procured in accordance with the department procurement manual and the state consolidated procurement code.~~

~~Each DDSN Regional Center shall budget for and carry out a planned preventive maintenance program to maintain the physical plant in good repair. Preventive maintenance done with DDSN Regional Center maintenance staff or contractually, within the DDSN Regional Center procurement limit, shall be the responsibility of the District or as approved for a preventive maintenance project.~~

Maintenance Staff

~~DDSN Regional Centers shall have properly qualified and licensed personnel in the areas of plumbing, electrical and HVAC to maintain the technically sophisticated systems.~~

~~The engineering and planning division shall provide technical assistance to the DDSN Regional Center maintenance staff to trouble shoot problems, to insure compliance with building codes and regulations and for procurement of construction services.~~

DDSN CENTRAL OFFICE'S ENGINEERING AND PLANNING DEPARTMENT ROLES AND RESPONSIBILITIES

The Engineering and Planning Department (EPD) is responsible for management of the professional design and construction process of DDSN owned facilities according to State law and industry standards. This process includes:

• Capital Improvements

Capital improvements shall follow the Capital Permanent Improvement Project (CPIP) process as administered by the South Carolina Department of Administration. EPD will prioritize, plan and coordinate CPIP projects with DDSN Regional Center staff and Central Office Executive Staff.

• Minor Renovations

Minor renovations are projects within DDSN's authority and not regulated by the South Carolina Department of Administration. The purpose of these projects are to maintain the useful life of DDSN owned facilities by upgrading deteriorating conditions and modernize facilities to best accommodate the needs of those who live and work in DDSN owned facilities. EPD will prioritize, plan and coordinate minor renovation projects with DDSN Regional Center staff and Central Office Executive Staff.

• Repairs of Complex Systems and Equipment

EPD will assist with and/or manage repairs of complex systems or equipment beyond the established approvals of DDSN Regional Center maintenance staff. Repairs that require EPD's involvement may include, but not be limited to, the following:

- Repairs that exceed DDSN Regional Center procurement authority or the limits set by EPD.
- Repairs or replacements of conditions/equipment that may require specific contractor's knowledge and licenses such as fire and life safety equipment.
- Repairs that require professional architectural or engineering services.
- Repairs or replacement that may affect licensing.

- **Provider Network**

Providers are responsible for complying with all state and local laws, as well as DDSN requirements when performing any design, construction, or maintenance of DDSN owned facilities that the provider operates. EPD is available to all Providers for guidance in the design and construction process of their DDSN owned facilities. There are DDSN owned properties operated by providers for which DDSN is responsible for maintenance for which EPD maintains this responsibility. During Fiscal Year 2021, EPD and executive staff intend to develop a Memorandum of Understanding with each operating Provider for the Provider to take over future maintenance after addressing delayed maintenance on the properties or commit to plans to sell the property.

For DDSN owned facilities, EPD will coordinate and obtain needed approval for its future strategy in capital and maintenance projects, as well as corresponding budgetary needs.

DDSN REGIONAL CENTER MAINTENANCE STAFF ROLES AND RESPONSIBILITIES

Under the supervision of the DDSN Regional Center Facility Administrators, EPD has a programmatic oversight role of DDSN Regional Center maintenance staff through standards, procurement authorities, and budget authorities, but EPD does not directly supervise maintenance staff.

DDSN Regional Center maintenance staff shall be responsible for all day-to-day operations within their set approvals while following all DDSN Fiscal and Procurement processes and the limits set by EPD. Maintenance on DDSN owned facilities and equipment shall be conducted according to the best industry standards and practices. Adequate and reliable records and documentation shall be maintained to assist in the future planning and budgeting of facility maintenance projects. Specific day-to-day duties responsibilities include:

- **DDSN Regional Center Maintenance Staffing**

DDSN Regional Centers shall have properly qualified and capable personnel in the areas of electrical, HVAC, and plumbing to maintain campus equipment. DDSN Regional Centers shall maintain an adequate level of staff to properly maintain the buildings and the grounds in a safe and livable condition.

- **Preventive Maintenance**

DDSN Regional Center maintenance staff shall manage and coordinate all preventive maintenance, and develop maintenance schedules for each DDSN facility located at their Regional Center. Preventive maintenance shall include the servicing, cleaning, and proactive repair of facilities and fixed equipment. Preventive maintenance shall be based on industry standards, specific requirements of equipment, or an as needed based as determined by maintenance staff. Maintenance staff shall preform all preventive

maintenance within their technical capabilities. Preventive maintenance on specialized building elements or equipment shall utilize outside contractors as warranted.

• **Required Inspections**

DDSN Regional Center maintenance staff shall manage and coordinate all required inspections of DDSN facilities and fixed equipment. DDSN Regional Center maintenance shall perform all inspections within their technical capabilities and within their established approvals. These inspections include, but are not limited to:

- Annual HVAC inspections per DHEC licensing requirements;
- Annual electrical inspections required for DHEC; and
- Monthly generator testing, and annual load bank testing.

Other inspections of specialized building elements or equipment shall utilize outside licensed contractors such as:

- The annual testing of fire and life safety equipment;
- Annual inspections of medical gas equipment.

• **Repairs**

DDSN Regional Center maintenance staff will manage and coordinate all repairs that are within their set approvals while following all DDSN Fiscal and Procurement processes and within the limits set by EPD. Maintenance staff should handle repairs that are within their technical capabilities and outsource when staff lack adequate technical skills absent a compelling reason.

PROCUREMENT

All design, construction, maintenance, and repairs on DDSN state owned facilities shall be in accordance with DDSN’s Procurement Manual and State Guidelines.

Tom Waring
Associate State Director Administration
(Originator)
Barry D. Malphrus
Vice Chairman

Beverly A.H. Buseemi, Ph.D.
State Director
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Stephanie M. Rawlinson
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Home Page: www.ddsn.sc.gov

Reference Number: 300-04-DD
Title of Document: Maintenance/Repair/Construction of DDSN Owned Facilities
Date of Issue: February 10, 1988
Date of Last Revision: January 20, 2022 (REVISED)
Effective Date: January 20, 2022
Applicability: DDSN Owned Facilities

PURPOSE

This directive establishes policies relative to the proper maintenance of South Carolina Department of Disabilities and Special Needs (DDSN) owned facilities, including capital improvements, minor modifications repairs, and preventive maintenance. This directive also establishes the roles and responsibilities of DDSN’s personnel who manage and oversee these policies.

DDSN CENTRAL OFFICE’S ENGINEERING AND PLANNING DEPARTMENT
ROLES AND RESPONSIBILITIES

The Engineering and Planning Department (EPD) is responsible for management of the professional design and construction process of DDSN owned facilities according to State law and industry standards. This process includes:

- **Capital Improvements**

Capital improvements shall follow the Capital Permanent Improvement Project (CPIP) process as administered by the South Carolina Department of Administration. EPD will

prioritize, plan and coordinate CPIP projects with DDSN Regional Center staff and Central Office Executive Staff.

- **Minor Renovations**

Minor renovations are projects within DDSN’s authority and not regulated by the South Carolina Department of Administration. The purpose of these projects are to maintain the useful life of DDSN owned facilities by upgrading deteriorating conditions and modernize facilities to best accommodate the needs of those who live and work in DDSN owned facilities. EPD will prioritize, plan and coordinate minor renovation projects with DDSN Regional Center staff and Central Office Executive Staff.

- **Repairs of Complex Systems and Equipment**

EPD will assist with and/or manage repairs of complex systems or equipment beyond the established approvals of DDSN Regional Center maintenance staff. Repairs that require EPD’s involvement may include, but not be limited to, the following:

- Repairs that exceed DDSN Regional Center procurement authority or the limits set by EPD.
- Repairs or replacements of conditions/equipment that may require specific contractor’s knowledge and licenses such as fire and life safety equipment.
- Repairs that require professional architectural or engineering services.
- Repairs or replacement that may affect licensing.

- **Provider Network**

Providers are responsible for complying with all state and local laws, as well as DDSN requirements when performing any design, construction, or maintenance of DDSN owned facilities that the provider operates. EPD is available to all providers for guidance in the design and construction process of their DDSN owned facilities. There are DDSN owned properties operated by providers for which DDSN is responsible for maintenance for which EPD maintains this responsibility. During Fiscal Year 2021, EPD and executive staff intend to develop a Memorandum of Understanding with each operating provider for the provider to take over future maintenance after addressing delayed maintenance on the properties or commit to plans to sell the property.

For DDSN owned facilities, EPD will coordinate and obtain needed approval for its future strategy in capital and maintenance projects, as well as corresponding budgetary needs.

DDSN REGIONAL CENTER MAINTENANCE STAFF ROLES AND RESPONSIBILITIES

Under the supervision of the DDSN Regional Center Facility Administrators, EPD has a programmatic oversight role of DDSN Regional Center maintenance staff through standards, procurement authorities, and budget authorities, but EPD does not directly supervise maintenance staff.

DDSN Regional Center maintenance staff shall be responsible for all day-to-day operations within their set approvals while following all DDSN Fiscal and Procurement processes and the limits set by EPD. Maintenance on DDSN owned facilities and equipment shall be conducted according to the best industry standards and practices. Adequate and reliable records and documentation shall be maintained to assist in the future planning and budgeting of facility maintenance projects. Specific day-to-day duties responsibilities include:

- **DDSN Regional Center Maintenance Staffing**

DDSN Regional Centers shall have properly qualified and capable personnel in the areas of electrical, HVAC, and plumbing to maintain campus equipment. DDSN Regional Centers shall maintain an adequate level of staff to properly maintain the buildings and the grounds in a safe and livable condition.

- **Preventive Maintenance**

DDSN Regional Center maintenance staff shall manage and coordinate all preventive maintenance, and develop maintenance schedules for each DDSN facility located at their Regional Center. Preventive maintenance shall include the servicing, cleaning, and proactive repair of facilities and fixed equipment. Preventive maintenance shall be based on industry standards, specific requirements of equipment, or an as needed bases as determined by maintenance staff. Maintenance staff shall preform all preventive maintenance within their technical capabilities. Preventive maintenance on specialized building elements or equipment shall utilize outside contractors as warranted.

- **Required Inspections**

DDSN Regional Center maintenance staff shall manage and coordinate all required inspections of DDSN facilities and fixed equipment. DDSN Regional Center maintenance shall perform all inspections within their technical capabilities and within their established approvals. These inspections include, but are not limited to:

- Annual HVAC inspections per DHEC licensing requirements;
- Annual electrical inspections required for DHEC; and
- Monthly generator testing, and annual load bank testing.

Other inspections of specialized building elements or equipment shall utilize outside licensed contractors such as:

- The annual testing of fire and life safety equipment;
- Annual inspections of medical gas equipment.

- **Repairs**

DDSN Regional Center maintenance staff will manage and coordinate all repairs that are within their set approvals while following all DDSN Fiscal and Procurement processes and within the limits set by EPD. Maintenance staff should handle repairs that are within their technical capabilities and outsource when staff lack adequate technical skills absent a compelling reason.

PROCUREMENT

All design, construction, maintenance, and repairs on DDSN state owned facilities shall be in accordance with DDSN's Procurement Manual and State Guidelines.

Barry D. Malphrus
Vice Chairman

Stephanie M. Rawlinson
Chairman

Reference Number: 600-10-DD

Title of Document: ~~Individual~~ Clothing and Other Personal Property ~~Regional Centers~~ of Persons Served in DDSN Regional Centers

Date of Issue: June 1, 1998

Date of Last Revision: ~~April 27, 2015~~ XXXX, 2021 (~~NO REVISIONS~~ REVISED)

Effective Date: ~~June 1, 1998~~ XXXX, 2021

Applicability: DDSN Regional Centers

I. PURPOSE:

To establish procedures for the handling, purchase, maintenance, and accountability of selection, purchase, accountability, maintenance, and disposition of clothing and other personal property items of ~~individuals~~ persons served in South Carolina Department of Disabilities and Special Needs (DDSN) Regional Centers.

II. POLICY:

~~It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that all individuals residing in DDSN Regional Centers be~~ Persons served are to be clothed in accordance with general accepted standards of age, size, gender, culture, and season. It is also recognized clothing requirements and preferences are not common to every person. Modification or adaptations to clothing should be considered based on the needs of each person to protect their rights and preferences.

~~All personal possessions, regardless of their apparent value to others, must be treated with respect for what they may represent to the individual. As appropriate, each individual's program plan should maximize opportunities for choice and self-direction with regards to choosing and shopping for clothing and personal property items. It is also our policy that the family or~~

guardian of the individual assist as needed, in the purchase and disposition of clothing and personal property items.

BACKGROUND:

DDSN recognizes the purchase, care and maintenance of clothing and personal property items is an important concern and will strive to insure that concerns are proactively addressed to protect the rights of all individuals served. It is also recognized that clothing requirements are not common to every individual. Modification or adaptations to clothing should be considered based on the needs of the individual.

It is possible for each individual to dress in appropriate, seasonal and stylish items if the individual, their family or guardian and facility staff work together.

III. PROCEDURES:

These procedures cover the following: pre admission notification; inventory at admission and inventory maintenance; family/guardian orientation; laundering of clothing; storage of clothing; daily selection of clothing items; clothing replacement; clothing repair; unserviceable clothing disposition; travel away from living residence; discharge of individual; and death of individual.

A copy of the policy will be given to the individual and their family or guardian at the time of the admission.

A. Pre Admission Notification:

The individual and their family or guardian will be notified, in writing, as to the type and quantities of clothing desired to accompany them on admission day. Six (6) changes of clothing are suggested, five (5) changes of everyday, comfortable clothes and one (1) dress outfit, in addition to underwear, shoes, socks, sleepwear, rain gear, coat(s), gloves, and swimsuit. Appropriate personal care and hygiene items are also recommended. As appropriate, personal effects (i.e., wheelchair, CD player, coin collection), should also accompany the person on admission day.

B.A. Clothing and Other Personal Property Inventory at Admission and Inventory Maintenance:

Staff will be responsible to see that a joint an inventory of the individual person's property is performed at the time of admission (e.g., individual, their family or guardian and staff) in cooperation with the person or their surrogate. The "Personal Property Record" (See Attachment A and Attachment A Sample) will be used for this inventory and filed in the "Personal Needs" section of the individual's record. Attachment A is a "Personal Property Record" to be used to document the inventory. The "Personal Property Record" will be kept current and will reflect at least a quarterly inventory of the individual person's personal property. The quarterly inventory can be completed by any staff member within the residence. Items valued at \$100 or greater must be inventoried.

An audit of the individual person's personal property and the inventory record will be conducted by a staff member who is not responsible for maintaining the inventory or purchase of the individual person's personal property. This audit will be conducted at least once every three (3) years. ~~Only items of \$50.00 or more will be inventoried unless otherwise recommended.~~

~~C.B.~~ Labeling of Clothing and Other Personal Property:

It is the responsibility of ~~the individual staff~~ to ~~insure~~ ensure ~~that~~ all personal items are labeled for identification purposes. A method of labeling should be used that is inconspicuous and does not damage the item. The individual person's ~~family/guardian surrogate~~ or staff will provide assistance as needed.

~~D.~~ Orientation:

~~Each individual and their family or guardian will be oriented to procedures listed in this policy. The orientation should include an explanation of the inventory procedure; clothing record; storage method/labeling; maintenance/repair; replacement of items; travel away from the residence; and disposition of items.~~

~~E.C.~~ Laundering of Clothing:

All clothing will be laundered as needed to ~~e~~insure clothes are clean and in good repair. As appropriate, each individual person's program plan should maximize opportunities for choice and self-direction with regards to washing, drying, folding, ironing, and putting up their own clothes. Staff will provide assistance as needed.

~~F.D.~~ Storage of Clothing and Other Personal Property:

Bedrooms will have enough space for a reasonable amount of personal items to be stored. Staff are to ~~e~~insure ~~that~~ closet racks and shelves are accessible to individuals persons who use wheelchairs or have other physical challenges. If additional storage space is needed outside of the bedroom area, the individual person's property will be securely stored and labeled with the individual person's name. Those items stored outside the bedroom area will be included in the quarterly inventory.

~~G.E.~~ Daily Selection of Clothing:

Individuals Persons served will have free access to their own clothing. Individuals Persons served will be dressed in their own clothes as appropriate; ~~e.~~ Each individual person's program plan should maximize opportunities for choice and self-direction with regards to choosing clothes and dressing needs. Staff will assist individuals as needed. Individuals who are ~~If a person served is~~ unable to access and use personal possessions and clothing appropriately, the person will be involved in programs to learn the necessary skills to do so. Appropriate sleeping apparel will be used.

~~H.F.~~ Clothing and Other Personal Property Replacement:

The individual person will be responsible for purchasing clothing and other personal property items. The individual person's family, guardian or advocate surrogate will provide assistance as needed. When assistance is needed, insure-ensure purchases meet the individual person's needs, interests, and choices.

The priority order for funding the purchase of personal items is as follows by: (1) the individual, (2) the individual's family/guardian or (3) state:-

1. Individual Purchase Person's Personal Funds: Funds for replacement clothing or personal property will be taken from the individual person's personal account. Facility staff will initiate a Personal Funds Draft (PFD) and will coordinate with the Regional Finance Accounting Office. All parties should ensure responses are made in a timely manner. If said purchase would cause the balance in the individual person's account to drop below \$100, then proceed to next funding source. Facility staff will communicate with the individual person and his/her surrogate family prior to purchase of items using individual personal funds to assure that the purchase is consistent with individual person's needs, interests, and choices/desires.
2. Surrogate Funds Purchase Family/Guardian: Phone, e-mail, text, or letter contact should be made to the surrogate family/guardian to request a specific amount of funding for specific replacement item(s). If the surrogate family/guardian is unable to, refuses to, or does not respond within ten (10) days, then proceed to next funding source.
3. State DDSN Funds Purchase: After exhausting the prior two funding sources, DDSN will ensure that persons served have the items they need. If there is an identified need where other resources are not identified, the fFacility staff will initiate the purchase. request and will coordinate with the Regional Finance Accounting Office. All parties should ensure responses are made in a timely manner.

I.G. Clothing or Other Personal Property Repair:-

The individual person or surrogate will make the decision whether to repair damaged items or not. The individual person's family/guardian or advocate surrogate will assist in the decision as needed. If an item is sent-removed from the residence for repair, a note shall be entered on the "Personal Property Record" noting the item article is "deleted" and reference the article as "out for repair." When returned to the residence, note "returned" and reference the item as "repaired." These entries can be made in the next blank column.

J.H. Disposition of Unserviceable/Undesirable Clothing and Other Personal Property:-

The individual person or surrogate will identify personal property items that are unserviceable or undesirable and need to be disposed of. The individual person's family/guardian or advocate surrogate will assist in the decision as needed. If the individual does not person no longer wants to keep the item(s), staff will notify staff appropriate management staff the Director of Purchasing and Supply for disposition instructions. In no case will unserviceable clothing/personal property be taken or disposed of by unauthorized personnel (e.g., DDSN and

non-DDSN persons). All disposition transactions must be entered on the “Personal Property Record” as a “Deletion” (See Attachment A sSample form). If the property is transferred to another person served by DDSN, then the transfer of ownership process should be followed.

~~K.I.~~ Transfer of Ownership

Transfers of personal property must be approved by the person that owns the item, with assistance from the person’s surrogate as needed, and completed as follows:

1. The appropriate parties shall establish a fair market appraisal of the personal property. To assist in establishing the fair market value, staff may reference the variety of donation value guides available on the internet. Example sources are Goodwill, Salvation Army, Habitat for Humanity, etc.
2. A bill of sale signed by the person transferring the item and/or surrogate shall be prepared for the items being transferred.
3. The Personal Property Records of each person shall be updated to reflect the transaction.

~~K.~~ Travel Away from Residence:

~~The individual is responsible for seeing that he/she has sufficient suitable clothing for all trips and home visits. Staff will assist individuals as needed. Request from the individual’s family or guardian for specific clothing items will be honored, if possible. A separate listing of items will be made prior to the trip or visit and checked upon return (See Attachment B). Differences will be reflected on the “Personal Property Record.”~~

~~L.J.~~ Transfer or Discharge of Individual Person:

All clothing and personal property items will accompany the individual person upon transfer or discharge. The individual person, with assistance from their surrogate as needed, should insure ~~ensure~~ he/she has all of their sufficient/suitable clothing and personal property prior to transfer or discharge. Staff will assist individuals/people as needed. The “Personal Property Record” ~~will be posted accordingly.~~ will document this final transaction.

~~M.K.~~ Death of Individual Person:

~~Administrative staff~~ The Qualified Intellectual Disability Professional (QIDP) will contact the individual person’s family or guardian/surrogate to determine the disposition of all clothing and other personal property items. The “Personal Property Record” will be posted accordingly. Items that are not able to be returned should follow the disposition or transfer procedures noted in this directive. Any disposition of clothing and other personal property must be in accordance with all applicable Probate Court authority.

~~STAFF IN SERVICE: Staff will be trained on these procedures, and the contents of this directive will be made a part of the new employee orientation program for appropriate staff.~~

INDIVIDUAL'S PERSONAL PROPERTY

~~Transfer of Ownership must be approved by the individual, with as needed assistance from the individual's family/guardian or advocate, and completed as follows:~~

- ~~A. The appropriate department shall establish a fair market appraisal of the equipment.~~
- ~~B. A bill of sale endorsed by the individual and/or guardian shall be prepared for that equipment and forwarded to the Business Office following the standard procedures for purchasing equipment.~~
- ~~C. The Personal Property Record shall be updated to reflect these transactions.~~

 Susan Kreh Beck, Ed.S, NCSP
 Associate State Director Policy
 (Originator)

 Beverly A.H. Busecemi, Ph.D.
 State Director
 (Approved)

 David A. Goodell
 Associate State Director Operations

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: Personal Property Record
- ~~Attachment B: Inventory of Personal Property for Overnight Visits~~

INSTRUCTIONS FOR USE OF “PERSONAL PROPERTY RECORD”

1. Single (one each) personal property items with a purchase cost of less than \$100.00 will not be listed on the person’s personal property record, unless otherwise recommended. New purchases will be logged on the “Personal Property Record” immediately after purchase(s) have been made.
 2. The serial numbers of items such as television sets, bicycles, game consoles, stereo units, etc. will be listed either on the same line with the item or on the line immediately below the listed item.
 3. The dollar value of high cost items such as jewelry will be noted along with the item description. Dollar values may be determined from purchase receipts or professional estimates if necessary.
 4. When an item of personal property is deleted due to normal wear and tear, loss, etc., the date item(s) are deleted and the initials of the staff member taking the deletion action will be entered in the specified columns at the time of the personal property item(s) are deleted.
 5. ~~1.~~ 1.—Quarterly (or more frequently as determined by the habilitation team) an inventory or actual count of all personal property items will be ~~accomplished~~completed.
 6. ~~2.~~ 2.—The date of the inventory and the initials of the staff member conducting the inventory will be entered at the top of the form in the specified columns used for each inventory.
 - ~~3.~~ 3.—~~All entries require the date and initials of the staff member who conducts the inventory.~~
 7. ~~4.~~ 4.—This form will be retained ~~for one (1) year~~ in the “Personal Needs” section of each person~~individual~~’s chart. ~~Forms removed from the individual’s personal folder will be retained within the residence for an additional two (2) years. After two (2) years, the forms will be retained with the Regional Center Business Office and subsequently disposed of in accordance with DDSN records retention policy.~~
 8. Additional forms may be used to properly account for the person’s personal property. Each sheet should be labeled to indicate how many sheets are being maintained for the person.
 9. New forms should be completed when all columns are utilized. The “Balance on Hand” quantity along with all of the other information related to the item should be transferred to the new sheet.
 - ~~5.~~ 5.—~~New purchases will be logged on the “Personal Property Record” immediately after purchase(s) have been made.~~
 - ~~6.~~ 6.—~~When an item of personal property is deleted due to normal wear and tear, loss, etc., the date item(s) are deleted and the initials of the staff member taking the deletion action will be entered in the specified columns at the time of the personal property item(s) are deleted.~~
 - ~~7.~~ 7.—~~Single (one each) personal property items with a purchase cost of \$49.99 or less will not be listed on the individual’s personal property record, unless otherwise recommended.~~
 - ~~8.~~ 8.—~~The serial numbers of items such as television sets, bicycles, stereo units, etc. will be listed either on the same line with the item or on the line immediately below the listed item.~~
- ~~The dollar value of high cost items such as jewelry will be noted along with the item description. Dollar value may be determined from purchase receipts or professional estimates if necessary.~~

PERSONAL PROPERTY RECORD
Clothing &and Non-Clothing Items \$50 or Greater

NAME: _____

RESIDENCE: _____

INDIVIDUAL ID#: _____

FREQUENCY OF INVENTORY:
 (Monthly, Quarterly, etc.)

SSN: _____

Item Description	Date Acquired <u>Purchase</u>	Cost or FMV of Item	Balance Brought Forward	Add MRK 1/2/96	Qtr Inv MRK 1/4/96	Qtr Inv MRK 4/3/96	Deletion MRK 5/3/96	Add MRK 5/30/96	Qtr Inv MRK 7/1/96	Balance on Hand
Motorized Wheelchair Ser # RX345S3RM4	3/9/ <u>0594</u>	\$2,567	1		1	1			1	1
Sony Portable Tape Player, Ser # 3456754	1/2/ <u>0695</u>	\$115	1		1	1			1	1
Harley 2 Wheel Bicycle - Red, Ser # #M37RSTR4	3/10/ <u>0695</u>	\$115	1		1	1			1	1
XL100 25" RCA Color TV, Ser # 0027R356A	1/2/ <u>0796</u>	\$555	0	1	1	1			1	1
Panasonic Portable CD Player, Ser # #127345	1/2/ <u>0796</u>	\$129	0	1	1	1	(1) Broken, cannot repair			0
Reebok Jump High Tennis Shoes (black & white)	5/30/ <u>0796</u>	\$87	0					1	1	1
Black 3 Piece Sears Suit	5/30/ <u>0796</u>	\$159	0					1	1	1

Inventory of Personal Property for Overnight Visits

	Write In Each Item	Quantity Sent with Individual	Quantity returned with Individual	Quantity Missing or Damaged	Balance
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
Quantity Totals:		_____	_____	_____	_____

Comments: _____

Visit Departure _____ Visit Completion

Signature of Staff Member _____ Signature of Staff Member

Date _____ Date

Signature of Person Responsible for Individual _____ Signature of Person Returning Individual to the
_____ Residence

Date _____ Date

Attachment B

INSTRUCTIONS FOR USE OF “INVENTORY OF CLOTHING FOR INDIVIDUAL’S DEPARTING ON OVERNIGHT VISITS” FORM

1. ~~When an individual leaves their assigned residence for an overnight visit, a staff member must complete the inventory form listed as Attachment B. The inventory must be accomplished prior to the individual’s departure from the residence.~~
2. ~~The item description and quantity of each personal property item that is accompanying the departing individual will be written in on the form in the appropriate columns. All entries must be entered in ink.~~
3. ~~The staff member and the person who will be responsible for the individual during the overnight visit will sign and date the form at the bottom under the section designated as “Visit Departure”.~~
4. ~~When the individual returns to their residence, a staff member must **count and inspect** each item of personal property being returned. The quantity of all returned items must be written in on the form in the appropriate columns. All entries must be entered in ink.~~
 - a. ~~Any items that are missing or damaged must be noted in the “Missing or Damaged” column and explained under “Comments”. In these situations, the Service Coordinator/QIDP is to be notified at the earliest possible time.~~
 - b. ~~Any newly acquired personal property items with a cost of \$50.00 or more will be entered on the “Personal Property Record” (Attachment A).~~
 - c. ~~The staff member who checks in the personal property and the person who returns the individual to their assigned residence will sign and date the section designated as “Visit Completion”.~~
5. ~~The Attachment B form will be retained in the individual’s folder for a period of three (3) months. Forms removed from an individual’s folder will be retained for an additional two (2) year period. After two (2) years the forms will be retained with the Regional Center Business Office and subsequently disposed of in accordance with DDSN records retention policy.~~

Michelle G. Fry, J.D., Ph.D.
State Director
Rufus Britt
Associate State Director
Operations
Lori Manos
Interim Associate State Director
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Reference Number: 600-10-DD
Title of Document: Clothing and Other Personal Property of Persons Served in DDSN Regional Centers
Date of Issue: June 1, 1998
Date of Last Revision: January 20, 2022 (REVISED)
Effective Date: January 20, 2022
Applicability: DDSN Regional Centers

I. PURPOSE:

To establish procedures for the handling, purchase, maintenance, and accountability of clothing and other personal property items of persons served in South Carolina Department of Disabilities and Special Needs (DDSN) Regional Centers.

II. POLICY:

Persons served are to be clothed in accordance with general accepted standards of age, size, gender, culture, and season. It is also recognized clothing requirements and preferences are not common to every person. Modification or adaptations to clothing should be considered based on the needs of each person to protect their rights and preferences.

III. PROCEDURES:

A. Clothing and Other Personal Property Inventory

Staff will be responsible to see an inventory of the person's property is performed at the time of admission in cooperation with the person or their surrogate. Attachment A is a "Personal Property Record" to be used to document the inventory. The "Personal Property Record" will be kept current and will reflect at least a quarterly inventory of the person's personal property. The quarterly inventory can be completed by any staff member within the residence. Items valued at \$100 or greater must be inventoried.

An audit of the person's personal property and the inventory record will be conducted by a staff member who is not responsible for maintaining the inventory or purchase of the person's personal property. This audit will be conducted at least once every three (3) years.

B. Labeling of Clothing and Other Personal Property

It is the responsibility of staff to ensure all personal items are labeled for identification purposes. A method of labeling should be used that is inconspicuous and does not damage the item. The person's surrogate or staff will provide assistance as needed.

C. Laundering of Clothing

All clothing will be laundered as needed to ensure clothes are clean and in good repair. As appropriate, each person's program plan should maximize opportunities for choice and self-direction with regards to washing, drying, folding, ironing, and putting up their own clothes. Staff will provide assistance as needed.

D. Storage of Clothing and Other Personal Property

Bedrooms will have enough space for a reasonable amount of personal items to be stored. Staff are to ensure closet racks and shelves are accessible to persons who use wheelchairs or have other physical challenges. If additional storage space is needed outside of the bedroom area, the person's property will be securely stored and labeled with the person's name. Those items stored outside the bedroom area will be included in the quarterly inventory.

E. Daily Selection of Clothing

Persons served will have free access to their own clothing. Persons served will be dressed in their own clothes as appropriate. Each person's program plan should maximize opportunities for choice and self-direction with regards to choosing clothes and dressing needs. Staff will assist as needed. If a person served is unable to access and use personal possessions and clothing appropriately, the person will be involved in programs to learn the necessary skills to do so. Appropriate sleeping apparel will be used.

F. Clothing and Other Personal Property Replacement

The person will be responsible for purchasing clothing and other personal property items. The person's surrogate will provide assistance as needed. When assistance is needed, ensure purchases meet the person's needs, interests, and choices.

The priority order for funding the purchase of personal items is as follows:

1. **Person's Personal Funds:** Funds for replacement clothing or personal property will be taken from the person's personal account. Facility staff will initiate a Personal Funds Draft (PFD) and will coordinate with the Regional Finance Office. All parties should ensure responses are made in a timely manner. If said purchase would cause the balance in the person's account to drop below \$100, then proceed to next funding source. Facility staff will communicate with the person and his/her surrogate prior to purchase of items using personal funds to assure that the purchase is consistent with person's needs, interests, and choices.
2. **Surrogate Funds Purchase:** Phone, e-mail, text, or letter contact should be made to the surrogate to request a specific amount of funding for specific replacement item(s). If the surrogate is unable to, refuses to, or does not respond within ten (10) days, then proceed to next funding source.
3. **DDSN Funds Purchase:** After exhausting the prior two funding sources, DDSN will ensure that persons served have the items they need. If there is an identified need where other resources are not identified, the facility staff will initiate the purchase. All parties should ensure responses are made in a timely manner.

G. Clothing or Other Personal Property Repair

The person or surrogate will make the decision whether to repair damaged items or not. The person's surrogate will assist in the decision as needed. If an item is removed from the residence for repair, a note shall be entered on the "Personal Property Record" noting the item article is "deleted" and reference the article as "out for repair." When returned to the residence, note "returned" and reference the item as "repaired." These entries can be made in the next blank column.

H. Disposition of Unserviceable/ Clothing and Other Personal Property

The person or surrogate will identify personal property items that are unserviceable and need to be disposed of. The person's surrogate will assist in the decision as needed. If the person no longer wants to keep the item(s), staff will notify appropriate management staff for disposition instructions. In no case will unserviceable clothing/personal property be taken or disposed of by unauthorized personnel (e.g., DDSN and non-DDSN persons). All disposition transactions must be entered on the "Personal Property Record" as a "Deletion" (See Attachment A sample form). If the property is transferred to another person served by DDSN, then the transfer of ownership process should be followed.

I. Transfer of Ownership

Transfers of personal property must be approved by the person that owns the item, with assistance from the person’s surrogate as needed, and completed as follows:

1. The appropriate parties shall establish a fair market appraisal of the personal property. To assist in establishing the fair market value, staff may reference the variety of donation value guides available on the internet. Example sources are Goodwill, Salvation Army, Habitat for Humanity, etc.
2. A bill of sale signed by the person transferring the item and/or surrogate shall be prepared for the items being transferred.
3. The Personal Property Records of each person shall be updated to reflect the transaction.

J. Transfer or Discharge of Person

All clothing and personal property items will accompany the person upon transfer or discharge. The person, with assistance from their surrogate as needed, should ensure he/she has all of their clothing and personal property prior to transfer or discharge. Staff will assist people as needed. The “Personal Property Record” will document this final transaction.

K. Death of Person

The Qualified Intellectual Disability Professional (QIDP) will contact the person’s family or surrogate to determine the disposition of all clothing and other personal property items. The “Personal Property Record” will be posted accordingly. Items that are not able to be returned should follow the disposition or transfer procedures noted in this directive. Any disposition of clothing and other personal property must be in accordance with all applicable Probate Court authority.

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: Personal Property Record

INSTRUCTIONS FOR USE OF “PERSONAL PROPERTY RECORD”

1. Single (one each) personal property items with a purchase cost of less than \$100.00 will not be listed on the person’s personal property record, unless otherwise recommended. New purchases will be logged on the “Personal Property Record” immediately after purchase(s) have been made.
2. The serial numbers of items such as television sets, bicycles, game consoles, stereo units, etc. will be listed either on the same line with the item or on the line immediately below the listed item.
3. The dollar value of high cost items such as jewelry will be noted along with the item description. Dollar values may be determined from purchase receipts or professional estimates if necessary.
4. When an item of personal property is deleted due to normal wear and tear, loss, etc., the date item(s) are deleted and the initials of the staff member taking the deletion action will be entered in the specified columns at the time of the personal property item(s) are deleted.
5. Quarterly (or more frequently as determined by the habilitation team) an inventory or actual count of all personal property items will be completed.
6. The date of the inventory and the initials of the staff member conducting the inventory will be entered at the top of the form in the specified columns used for each inventory.
7. This form will be retained in the “Personal Needs” section of each person’s chart.
8. Additional forms may be used to properly account for the person’s personal property. Each sheet should be labeled to indicate how many sheets are being maintained for the person.
9. New forms should be completed when all columns are utilized. The “Balance on Hand” quantity along with all of the other information related to the item should be transferred to the new sheet.

PERSONAL PROPERTY RECORD
Clothing and Non-Clothing Items \$50 or Greater

NAME: _____

RESIDENCE:

FREQUENCY OF INVENTORY:

(Monthly, Quarterly, etc.)

Item Description	Date Acquired	Cost or FMV of Item	Balance Brought Forward	Add MRK 1/2/96	Qtr Inv MRK 1/4/96	Qtr Inv MRK 4/3/96	Deletion MRK 5/3/96	Add MRK 5/30/96	Qtr Inv MRK 7/1/96	Balance on Hand
Motorized Wheelchair Ser # RX345S3RM4	3/9/05	\$2,567	1		1	1			1	1
Sony Portable Tape Player, Ser # 3456754	1/2/06	\$115	1		1	1			1	1
Harley 2 Wheel Bicycle - Red, Ser #M37RSTR4	3/10/06	\$115	1		1	1			1	1
XL100 25" RCA Color TV, Ser # 0027R356A	1/2/07	\$555	0	1	1	1			1	1
Panasonic Portable CD Player, Ser #127345	1/2/07	\$129	0	1	1	1	(1) Broken, cannot repair			0
Reebok Jump High Tennis Shoes (black & white)	5/30/07	\$87	0					1	1	1
Black 3 Piece Sears Suit	5/30/07	\$159	0					1	1	1



Employment Services Standards

Group

Commission Approved: January 20, 2022
Effective Date: July 1, 2022

EMPLOYMENT SERVICES - GROUP

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Employment Services - Group is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their individual life and employment goals.

[DDSN Directive 700-07 DD](#): Employment First Approach to Provision of Services: While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

DEFINITIONS:

Employment Services - Group are the ongoing supports to individuals who, because of their disabilities, need intensive on-going support to obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. Employment Services - Group are provided in group settings, such as mobile work crews or enclaves, and employees may be paid directly by the employer/business or by the Employment Services – Group provider.

Transportation will be provided from the individual's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the individual's habilitation site to their residence when the service start time is after 12:00 Noon.

Employment Services – Group is not a prerequisite for Employment Services – Individual.

Core Activities related to Employment Services-Group include:

- Communication
- Community Participation/Safety
- Coping Skills
- Health and Hygiene
- Interests /Preferences
- Mobility/Transportation
- Money Management
- Personal Responsibilities
- Pre-Employment
- Self-Esteem
- Strength/Abilities
- Self-Advocacy/Self-Determination
- Skills
- Socialization
- Supports

Competitive Integrated Employment is defined by the Workforce Innovation and Opportunity Act (WIOA) as work that:

- i. Is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that:
 - A. Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
 - B. Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
 - C. In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
 - D. Is eligible for the level of benefits provided to other employees; and
- ii. Is at a location:
 - A. Typically found in the community (a setting in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market.); and
 - B. Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- iii. Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

Day Services: Day Services are services delivered in/or originating from a DDSN Licensed Day Facility. Day Services include Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

MODELS:

- Enclave: A small group of people who work under the supervision of an employee of the provider agency in a community business/industry that is not operated by a provider agency and alongside non-disabled employees to produce goods or services controlled by the

community business/industry (i.e., retail stocking/inventory/fulfillment at a specific business/industry etc.). The contractual relationship is typically between the business/industry and the provider agency, whereby the provider agency then pays the employee. It is acceptable for the business/industry to pay the individual directly if this best fits their business model; however, the provider agency continues to provide supervision and training for the employee. Enclaves must originate from a facility licensed by the state.

- Mobile Work Crew: A small group of people who work under the supervision of an employee of the provider agency as a self-contained business who typically move to different work sites by selling a service (i.e., landscape maintenance, power washing, restaurant/vending) to purchasers within the community. The contractual relationship is typically between the business/industry and the provider agency, whereby the provider agency then pays the employee. It is acceptable for the business/industry to pay the individual directly if this best fits their business model; however, the provider agency continues to provide supervision and training for the employee. Mobile Work Crews must originate from a facility licensed by the state.

ANTICIPATED OUTCOMES:

Employment Services - Group provides skills and support for people who desire to work, but for whom competitive employment is currently not achievable. All people, regardless of their disabilities, should have the opportunity and support to achieve work. Employment Services - Group is an avenue whereby people with disabilities can engage in meaningful work, sustain a wage paid at or above minimum wage and contribute to society while receiving the support they need to be successful. Employment Services - Group provides the opportunity for individuals to gain skills, exposure and experience which focuses on their interest, strengths, preferences and abilities with the eventual outcome of competitive integrated employment. It is expected that Employment Services - Group be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice, control and responsibility.
- Relationships with family and friends and community connections.
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration.

It is also expected that Employment Services - Group reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based, and results-oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

Standard		Guidance
1	Employment Services - Group will be provided in accordance with all state and federal laws.	
2	When Employment Services - Group are provided, the services must originate from a facility licensed by DDSN as a Day Facility.	On site attendance at the licensed facility is not required to receive services that originate from the facility. Please refer to DDSN Standards for Licensing Day Facilities .
3	Employment Services - Group will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Employment Services - Group will only be provided by DDSN qualified Employment Services – Group providers.	
5	The Employment Services - Group provider must designate a Program Director who: <ul style="list-style-type: none"> • Is at least 21 years of age. • Has at least a baccalaureate degree from an accredited college or university in the human services or related field and two (2) years of experience in administration or supervision in the human services field or has a master’s degree from an accredited college or university in the human services or related field and one (1) year of experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
6	Staff/anyone contracted to provide direct support in Employment Services – Group: <ul style="list-style-type: none"> • Is at least 18 years of age. • Has a valid high school diploma or its 	Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to: <ol style="list-style-type: none"> a. Read and comprehend written instructions in English which may include health care information;

	Standard	Guidance
	<p>certified equivalent.</p> <ul style="list-style-type: none"> • Has references from past employment if the person has a work history. • Is capable of aiding in the activities of daily living and implementing the Group: Individual Plan of Supports for Employment (GIPSE) of each person for whom they are responsible. • And has a valid driver's license if duties require transportation of individuals. 	<p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and</p> <p>c. Communicate verbal or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff/or contracted employee's file.</p>
7	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Checks must be done in accordance with DDSN Directive 406-04-DD : Criminal Record Checks and Reference Checks of Direct Caregivers
8	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff/anyone contracted to provide direct supports ability to perform required duties.
9	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN Directive 603-06-DD .	Pass = no evidence of communicable disease. TB tests must meet requirements of DDSN Directive 603-06-DD : Tuberculosis Screening.
10	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
11	There will be a staff development/in-service education program operated by each Employment Services – Group provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support/should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff to identify annual personal and professional goals.</p>

	Standard	Guidance
12	<p>Each Employment Services - Group provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Termination of participants from the program which include: <ul style="list-style-type: none"> ○ A list of reasons for dismissal. ○ Methods of averting the termination. ○ When consultation and concurrence with the Department prior to termination will be sought; and • Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	
13	<p>Individuals receiving Employment Services - Group are free from abuse, neglect and exploitation.</p>	<p>DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
14	<p>Individuals receiving Employment Services - Group are:</p> <ul style="list-style-type: none"> • Informed of their rights; • Supported to learn about their rights; 	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> • Each individual's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted.

Standard		Guidance
	<ul style="list-style-type: none"> Supported to exercise their rights. 	<ul style="list-style-type: none"> Personal freedoms are not restricted without due process. Individuals are expected to manage their own funds to the extent of their capability. Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms. Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.
15	<p>Employment Services - Group will only be provided to those who are authorized by a DDSN qualified Case Manager.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are <u>not</u> reimbursable.</p> <p>Individuals may be authorized a maximum of 520 Day Services units annually.</p>	<p>Case Management will provide the chosen Employment Services - Group provider with an authorization that, at a minimum, includes the following information:</p> <ul style="list-style-type: none"> Individual’s information: name, address, DOB, authorization date, Social Security number, Medicaid number (if applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name with contact information of referring Case Manager and Case Management provider; Type of service authorized, number of authorized units, effective date of the authorization and the expiration date of the authorization; and A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service. <p>Additional information: critical and emergency information, relevant health/medical information, and care and supervision information;</p>
16	<p>Psychological evaluations are required. Adults shall be tested using a restrictive test of intelligence administered by a licensed or certified psychologist on program entry, re-entry or at age 22</p>	<p>For adults, at the time of program entry, a psychological evaluation that was completed at age 22 or is less than three (3) years old must be available for new program participants. In lieu of a psychological evaluation, a current (i.e., within one (1) year of</p>

	Standard	Guidance
	<p>whichever occurs first, unless there is a valid psychological evaluation completed within three (3) years of admission on record.</p>	<p>program entry) Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) Determination that indicates the LOC criteria were met may be used. For example, if a 35-year old participant were entering the program on March 25, 2021 one of the following could be accepted:</p> <ul style="list-style-type: none"> • A psychological evaluation completed when he/she was 22 in 2008 [on program entry, re-entry or at age 22 whichever occurs <u>first</u>]; • One completed within the last three (3) years (2018-2021) [unless there is a valid psychological evaluation completed within three (3) years]; • Or a current LOC Determination that is based on a psychological evaluation completed from 2008 and forward.
17	<p>Individuals receiving Employment Services - Group are supported to make decisions and exercise choice regarding their work.</p>	<p>Decisions and choices made by the individual related to employment must be documented in the Comprehensive Vocational Service Assessment, Group: Individual Plan of Supports for Employment (GIPSE) and/or ISP/SC Group Employment Log.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
18	<p>Within 15 business days of receipt of the authorization, the Employment Services – Group provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service with start date; • Information that the individual will be placed on the provider’s waiting list; or • Information that the referral is being rejected with reason for rejection. 	<p>If the referral is rejected, an explanation must be documented and be available to the Case Manager.</p> <p>Determining an individual is not “ready” for employment should not be a reason for rejection of the referral. All individuals referred should be given the opportunity to try employment.</p>
19	<p>After acceptance into service, but prior to providing Employment Services - Group,</p>	<p>The Preliminary Plan must include essential information to ensure appropriate services and</p>

	Standard	Guidance
	a Preliminary Plan must be developed that outlines the care, supervision and skills training/interventions to be provided.	<p>supports are in place to assure health, safety, supervision and rights protection.</p> <p>It is suggested that Employment Services - Group provider secure information regarding legal guardianship and criminal history if applicable.</p>
20	On the first day of attendance in Employment Services - Group, the Preliminary Plan must be implemented.	Preliminary Plan is to be implemented on the first day of attendance in Employment Services - Group. When assessments are completed and training needs/priorities have been identified, the Group: Individual Plan of Support for Employment (GIPSE) will be completed and will replace the Preliminary Plan.
21	<p>Within 30 calendar days of the first day of attendance and every 365 days thereafter, the Comprehensive Vocational Service Assessment (CVSA) will be completed and available in Therap. The assessment that identifies the abilities/strengths, interests/preferences and needs/supports of the person in the following areas:</p> <ul style="list-style-type: none"> • Self-advocacy/self-determination • Self-esteem • Coping skills • Personal responsibility • Personal health and hygiene • Socialization • Community participation • Mobility and transportation • Community safety • Money management • Pre-employment • Job search • Communication • Skills • Supports 	<p>At a minimum, assessments must be completed every 365 days.</p> <p>The annual assessment must reflect that the Employment Services - Group being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Comments that have been documented in the Individual's ISP from the previous year should be utilized when completing the annual CVSA to document any progress made toward their goals, preferences expressed and needed supports. Upon completion, the CVSA will be attached to the Individual Home Page in Therap.</p>

	Standard	Guidance
22	<p>Based on the results of the Comprehensive Vocational Service Assessment, within 30 calendar days of the first day of attendance and every 365 days thereafter, a Group: Individual Plan of Supports for Employment (GIPSE) is developed by the Program Director or his/her designee with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>At a minimum, the Group: Individual Plan of Supports for Employment (GIPSE) must be completed every 365 days.</p> <p>The ISP: SC Group Employment Log is designed to provide an ongoing account of activities demonstrating progression toward the individual’s Employment Goal(s).</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule:</p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contribute to the assurance of health and welfare.</p>
23	<p>The plan must include:</p> <ul style="list-style-type: none"> • The Employment Goal(s) specific to the individual, based on their interests, preferences, strengths, and experience, with the eventual outcome of sustained independent competitive integrated employment at a job that meets the individual’s personal and career goals. • A description of goal(s)/activities identified to support the employment outcome. • Type and frequency of supervision needed based on assessment. • Emergency contact information. • Relevant medical information. • Any information necessary to support the person in an employment setting. 	<p>Goal(s) /activities must focus on the individual’s abilities/strengths, interests/preferences, and needs/supports with the eventual outcome of independent competitive integrated employment.</p> <p>Coaching strategies should be provided at the employment site and may include the use of job duty, task analyses, assistive technology, natural supports, prompting procedures and reinforcement and self-management procedures. These goal(s) /activities are provided in the least intrusive method of support.</p> <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services:</p> <p>Services provided shall include the provision of any interventions and supervision needed by the individual which include dining/eating.</p> <p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p>

	Standard	Guidance
		<p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Group Individual Plan of Supports for Employment (GIPSE), and the IPS: SC Group Employment Log and must be available in Therap for review.</p> <p>DDSN Directive 603-13-DD: Medication Technician Certification, must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>
24	<p>The goal(s)/activities in the plan must support the provision of Employment Services - Group as defined in these standards.</p>	<p>Goal(s)/activities designed to prepare individuals for competitive integrated employment may include, but are not limited to:</p> <ul style="list-style-type: none"> • Interviewing skills training, • Exposure/exploration activities (Community Based Assessments) conducted in competitive, integrated and natural settings. (For example, assessment of skills in bagging groceries should be done in a business where groceries are bagged, not in a non-employer, simulated setting.) • Computer skills training, and • Skills training/classes conducted in individual or group settings that may include: <ul style="list-style-type: none"> ○ Communication ○ Community participation/safety ○ Coping skills ○ Health and hygiene ○ Interests and preferences ○ Mobility and transportation ○ Money management ○ Personal responsibility ○ Self-esteem, strengths and abilities ○ Self-advocacy/self-determination ○ Skills ○ Socialization

Standard		Guidance
		Community Based Assessments are utilized to assess and provide information on the individual’s aptitudes, abilities, behaviors and preferences to determine if a specific employment opportunity would be an appropriate match.
25	As soon as the plan is developed, it must be implemented.	
26	<p>For each group employment work site at which the individual begins working, details regarding this job must be documented to include:</p> <ul style="list-style-type: none"> • Start date. • Work site. • Paid by. • Location (address). • Wage. • Hours per week (schedule). • Wage reporting responsibility. • If/when the job ends, the end date and reason. 	A Record of Employment must be completed in the GISPE to reflect the employer and type of work being performed at the worksite (i.e., manufacturing, landscaping, dining hall, recycling, etc.).
27	Upon work site placement, if the individual receives Social Security benefits or other government assistance, a plan for reporting wages to the appropriate agency(s) must be documented to ensure the best interests of the individual are served.	<p>Documentation must be completed on the Record of Employment in the GIPSE.</p> <p>Examples of assistance provided in the management of monies may include:</p> <ul style="list-style-type: none"> • Ensuring wages are reported to SSA, SNAP, HUD, Section 8, and any other government agency (if applicable); • Annual income taxes; and/or • Other earned income related responsibilities.
28	<p>Documentation of goals(s)/activities must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of goal(s) and activities is to be completed on the Therap IPS: SC Group Employment Log.</p>	A written description of the service identifying the objectives/activities and the training and supports that were provided, the date these were provided and signature of the staff/person providing the service must be documented in the ISP/SC Group Employment Log.

	Standard	Guidance
	<ul style="list-style-type: none"> • The date of service provision; begin time/end time of service provision (exact times); and • A detailed description noted in the comments section of the activity/training/supports provided. • Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5th) business day of the following month to support service utilization. 	<p>For each unit of service reported, documentation must be present to show the activities/training/supports received on the day the service was provided.</p> <p>Documentation for more than one (1) unit provided during a day can be completed within the same narrative by noting first unit: narrative; second unit: narrative.</p> <p>**The Employment Services – Group ISP may not meet the documentation needs of those receiving ICF/IID services.</p>
29	<p>Documentation must be:</p> <ul style="list-style-type: none"> • True and accurate; • Complete; • Logically sequenced; • Typed or handwritten in permanent dark ink; and • Dated and signed by the person making the entry. 	<p>Electronic entries, initials and/or signatures on the ISP: SC Group Employment Log are sufficient.</p> <p>In extenuating circumstances when there are technical difficulties, documentation must be secured and entered into Therap when available.</p>
30	<p>At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.</p>	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Group Employment Log as evidenced by either:</p> <ul style="list-style-type: none"> • An electronic copy of the signed “Clinician Report” saved in Therap or, • A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Group Employment Log noting progress and/or recommendations. <p>When monitoring the individual’s goal(s), their satisfaction with their progress/outcomes must be considered.</p>

	Standard	Guidance
		<p>Lack of participation/progress after three (3) months should result in a review of the individual's goals. Career Preparation Services can be considered at this time to re-evaluate an individual's employment goals, skills and abilities.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient.</p>
31	<p>The Program Director or his/her designee must ensure that all billable units of Employment Services – Group are entered into the Day Supports Attendance Log by the fifth (5) business day of the following month.</p>	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered within by the established deadline may result in nonpayment.</p> <p>**This may need to be updated due to THERAP billing.</p>
32	<p>The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goal(s)/activities are no longer appropriate; • Goal(s)/activities no longer support progress, and/or • The individual's employment goal(s) or life situation has changed. <p>Amendments are documented on the ISP: SC Group Employment Log with notation of the individual's and/or his/her legal guardian's participation and agreement (if applicable).</p>
33	<p>If termination of Employment Services – Group is being considered, an exit interview is conducted to discuss termination.</p> <p>The results of the exit interview are documented and must be made available to the individual's Case Manager within five (5) business days of the interview.</p>	<p>An exit interview is conducted when an individual no longer wants the service, relocates, chooses another Employment Services - Group provider for supports, is admitted to a nursing home, moves into a correctional facility, or refuses to cooperate with the terms listed in the Partnership Agreement - Terms and Conditions. An exit interview must be conducted prior to termination of Employment Services – Group which includes notation of the reason for termination and includes the individual's signature. If an exit interview and/or signature is not possible, notation on the exit interview form must be made explaining the need to terminate service and the reason an interview/signature is not possible.</p>

	Standard	Guidance
34	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Comprehensive Vocational Service Assessment (CVSA); • Group: Individual Plan of Supports for Employment (GIPSE); • Record of Employment; • ISP: SC Group Employment Log that supports the provision of Employment Services - Group; • Documentation and entries shall be completed by the individual providing the service, the Day Director or their designee. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Record of unusual behavior incidents which are recorded at the time of occurrence; • Report of a medical examination which was performed not more than 12 months prior to admission; • Report of psychological evaluation(s) as required by these standards; • Record of illness and accidents; • Authorization for emergency medical service and medication administration; and • Record of critical incidents. 	<p>Records, either electronic in Therap as specified or on paper, shall be maintained for each individual. Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the Employment Services - Group provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p> <p>All employment documentation [Comprehensive Vocational Service Assessment, Group: Individual Plan of Support for Employment (GIPSE)], should be attached to the Individual Home Page. The ISP: SC Group Employment Log and all documentation must be available in Therap.</p>
35	<p>Any evidence of illness or injury shall be documented in the participant's record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.</p>	

	Standard	Guidance
36	Reporting requirements are performed per DDSN policies and Directives.	Including, but not limited to: <ul style="list-style-type: none"><li data-bbox="776 268 1422 342">• DDSN Directive 100-09 DD: Critical Incident Reporting<li data-bbox="776 384 1471 457">• DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN<li data-bbox="776 499 1433 636">• DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Service Provider



Employment Services Standards

Individual

Commission Approved: January 20, 2022
Effective: July 1, 2022

EMPLOYMENT SERVICES - INDIVIDUAL

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Employment Services – Individual is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their individual life and employment goals.

DEFINITIONS:

Employment Services-Individual: These services are the ongoing supports to individuals who, because of their disabilities, need intensive on-going support to obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Employment Services – Individual are provided at a 1:1 staffing ratio using an Individual Community Placement Model.

Core Activities:

- Vocational/job-related discovery or assessment;
- Person-centered employment planning;
- Job placement;
- Job development;
- Negotiation with prospective employers;
- Job analysis;
- Job carving;
- Training and systematic instruction;
- Job coaching (to be conducted on the job, including developing natural supports);
- Identifying assistive technology supports;
- Benefits support;
- Training and planning;
- Coordination of transportation;
- Workplace accommodation assistance;
- Self-employment assistance;
- Asset development and career advancement services; and
- Other workplace support services including services not specifically related to job skill training that enable the individual to be successful in integrating into the job setting.

Competitive Integrated Employment, as defined by the [Workforce Innovation and Opportunity Act \(WIOA\)](#), competitive, integrated employment is work that:

- i. Is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that:
 - A. Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
 - B. Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
 - C. In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
 - D. Is eligible for the level of benefits provided to other employees; and
- ii. Is at a location:
 - A. Typically found in the community (a setting in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market.); and
 - B. Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors) who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- iii. Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

Employment First: DDSN adopted the definition of employment as set by WIOA. [DDSN Directive 700-07 DD](#): Employment First Approach to Provision of Services.

While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e. Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

Customized Employment: As defined by CMS, Customized Employment means individualizing the employment relationship between employees and employers in ways that meet the needs of both. It is based on an individualized determination of the strengths, needs and interests of the person with a disability, and is also designed to meet the specific needs of the employer. It may include employment developed through job carving, self-employment or entrepreneurial initiatives, or other job development or restructuring strategies that result in job responsibilities being customized and individually negotiated to fit the needs of the individual with the disability. [CMCS Informational Bulletin 9/16/2011](#)

Follow Along: Follow Along is ongoing supports and identification of long-term natural supports imperative for the worker to participate in competitive employment and ensure job stabilization and career advancement. Employment Services – Individual may also include support to establish and/or maintain self-employment, including home-based self-employment.

ANTICIPATED OUTCOMES:

It is expected that Employment Services - Individual will support individuals to achieve sustained independent employment, paid at or above minimum wage, in a community integrated employment setting among the general workforce at a job that meets the individual's personal and career goals.

It is expected that Employment Services - Individual be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice, control and responsibility.
- Relationships with family and friends and community connections.
- Personal growth, meaningful experiences and individual accomplishments.
- Independence and community integration.

It is expected that Employment Services - Individual reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based and results-oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

Standard		Guidance
1	Employment Services – Individual will be provided in accordance with all state and federal laws.	
2	Employment Services - Individual will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
3	Employment Services - Individual will only be provided by DDSN qualified Employment Services - Individual providers.	
4	<p>The Employment Services - Individual provider must designate a Program Director who:</p> <ul style="list-style-type: none"> • Is at least 21 years of age. • Has at least a baccalaureate degree from an accredited college or university in the human services or related field and two (2) years of experience in administration or supervision in the human services field or has a master’s degree from an accredited college or university in the human services or related field and one (1) year of experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
5	<p>Staff/anyone contracted to provide direct support in Employment Services – Individual:</p> <ul style="list-style-type: none"> • Are at least 18 years of age. • Have a valid high school diploma or its certified equivalent. 	<p>Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to:</p> <ol style="list-style-type: none"> a. Read and comprehend written instructions in English which may include health care information.

	Standard	Guidance
	<ul style="list-style-type: none"> • Have references from past employment if the person has a work history. • Are capable of aiding in the activities of daily living and implementing the Individual Plan of Supports for Employment (IPSE) of each individual for whom they are responsible. • Have a valid driver’s license if duties require transportation of individuals. 	<p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation.</p> <p>c. Communicate verbal or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff’s file.</p>
6	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Checks must be done in accordance with DDSN Directive 406-04-DD : Criminal Record Checks and Reference Checks of Direct Caregivers:
7	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff’s ability to perform required duties.
8	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN Directive 603-06-DD.	Pass = no evidence of communicable disease. TB tests must meet requirements of DDSN Directive 603-06-DD : Guidelines for Screening for Tuberculosis
9	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	DDSN Directive 567-01-DD : Employee Orientation, Pre-Service and Annual Training Requirements
10	There will be a staff development/in-service education program operated by each Employment Services - Individual provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff/anyone contracted to provide direct support to identify annual personal and professional goals.</p>

	Standard	Guidance
11	<p>Each Employment Services - Individual provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees, if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	
12	<p>Individuals receiving Employment Services - Individual are free from abuse, neglect and exploitation.</p>	<p>DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
13	<p>Individuals receiving Employment Services - Individual are:</p> <ul style="list-style-type: none"> • Informed of their rights. • Supported to learn about their rights. • Supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> • Each individual's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted. • Personal freedoms are not restricted without due process. • Individuals are expected to manage their own funds to the extent of their capability. • Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms.

	Standard	Guidance
		<ul style="list-style-type: none"> Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them. <p>Supports regarding rights and responsibilities provided to individuals receiving Employment Services – Individual must be employment related.</p>
14	<p>Employment Services - Individual will only be provided to those who are authorized by a DDSN qualified Case Manager.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>In accordance with 42 CFR §441.302, the State must assure that prevocational, educational, or supported employment services, or a combination of these services, if provided as habilitation services under the waiver are: (1) not otherwise available to the individual through a local educational agency under the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973; and, (2) furnished as part of expanded habilitation services.</p> <p>Therefore, the Employment Specialist must coordinate with the individual’s Case Manager to ensure that services are not available through IDEA or the Rehabilitation Act of 1973. The individual requesting Employment Services - Individual can verify that there is no open case/not eligible for SC Vocational Rehabilitation Department* services by the following: providing a signed Form 438 or a letter from VR stating the individual is not eligible for services, or by securing a completed VR Closure (on Business Tools > Forms > Case Management) prior to authorizing Employment Services – Individual.**</p> <p>This completed form showing no current open case should be attached to the authorization sent to the employment provider.</p> <p>The Employment Specialist should upload the VR closure to the Employment History Module when received.</p> <p>*Reference: S.C. Code Ann. Regs. 88-210 (2012).</p> <p>**Employment Services-Individual provides long-term job supports after stabilization.</p>

Standard	Guidance
	<p>Case Managers may only authorize services based on the following authorization schedule:</p> <p>Assessment: 20 units Employment Activities: 280 units</p> <ul style="list-style-type: none"> -Community Based Assessment -Benefits Analysis -Job Development -Coaching -Other (per service definition) <p>Follow Along: 120 units</p> <p>Discovery Assessment 60 units</p> <p>Additional service units may be authorized after the following criteria have been met:</p> <ul style="list-style-type: none"> • All previous service units have been exhausted • Documentation is provided as justification to support the need for additional units. <p>Case Management will provide the chosen Employment Services - Individual provider with an authorization that at a minimum includes the following information:</p> <ul style="list-style-type: none"> • Individual’s information: name, address, DOB, authorization date, Social Security number, Medicaid Number (if applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name with contact information of referring Case Manager and Case Management provider. • Type of service authorized, number of authorized units, effective date of the authorization and the expiration date of the authorization. • Additional information: critical and emergency information, relevant health/medical information, and care and supervision information. <p>All employment documentation (Comprehensive Vocational Service Assessment, Individual Plan of</p>

	Standard	Guidance
		<p>Supports for Employment (IPSE), Record of Employment/Job Detail, the ISP: SC Individual Employment Log) and required fields in the Employment History Module must be available in Therap for review by the Case Manager.</p> <p>Most people with disabilities can be successfully employed through the utilization of traditional supported employment strategies. Traditional supported employment strategies are employed as the model for DDSN Employment Services - Individual and outlined in the CUSTOMIZED EMPLOYMENT STRATEGIES section of this document (pg.3-4).</p> <p>Customized Employment may include in depth Discovery Assessment for an individual or based on an assessed need, for those with the most significant disability in Employment Services – Individual. The Discovery Profile is to be completed within 90 days and is limited to 1 unit. The Discovery Profile Template must be completed for this activity and uploaded to Therap Employment History Module under Assessment Score.</p> <p>Discovery Assessment can be provided in Career Preparation Services.</p>
15	<p>Individuals receiving Employment Services - Individual are supported to make decisions and exercise choice regarding their work.</p>	<p>Decisions and choices made by the individual related to employment must be documented in the Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment (IPSE) and/or ISP/SC Individual Employment Log.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or plan meeting(s).</p>
16	<p>Within 15 business days of receipt of an authorization, the Employment Services - Individual provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service; 	<p>An Initial Interview must be conducted to explain independent competitive integrated employment and its benefits. Participants must understand the scope of Employment Services – Individual to include fading through natural supports and/or assistive technology.</p> <p>If the referral is rejected, an explanation must be documented and be available to the Case Manager.</p>

	Standard	Guidance
	<ul style="list-style-type: none"> • Information that the individual will be placed on the provider’s waiting list; or • Information that the referral is being rejected with reason for rejection. 	<p>Determining an individual is not “ready” for employment should not be a reason for rejection of the referral. All individuals referred should be given the opportunity to pursue employment in an area that matches their interests, strengths and preferences.</p>
17	<p>Within 30 calendar days of the service authorization date, the Comprehensive Vocational Service Assessment will be completed and available in Therap. The assessment identifies the abilities/strengths, interests/preferences, paid and unpaid work experience and needs/supports of the individual in the following areas:</p> <ul style="list-style-type: none"> • Self-advocacy/self- determination. • Self-esteem. • Coping skills. • Personal responsibility. • Personal health and hygiene. • Socialization. • Community participation. • Mobility and transportation. • Community safety. • Money management. • Pre-employment. • Job search. • Communication. • Skills. • Supports. 	<p>Annual assessments are not required.</p> <p>It is suggested that Employment Services - Individual providers secure information regarding legal guardianship and criminal history if applicable.</p> <p>The ISP: SC Individual Employment Log is designed to provide an ongoing account of activities, demonstrating progression toward independent competitive integrated employment.</p>

	Standard	Guidance
18	<p>Based on the results of the Comprehensive Vocational Services Assessment, within 30 calendar days of the service authorization date, an Individual Plan of Supports for Employment (IPSE) is developed by the Program Director or his/her designee with participation from the individual and/or his/her legal guardian (if applicable). The IPSE will be made available in Therap.</p>	<p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or plan meeting(s).</p> <p>The ISP: SC Individual Employment Log is designed to provide an ongoing account of activities, demonstrating progression toward independent competitive integrated employment.</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule</p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contribute to the assurance of health and welfare.</p>
19	<p>The plan must include:</p> <ul style="list-style-type: none"> • The Employment Goal specific to the individual, based on their interests, preferences, strengths, and experience, with the expected outcome of sustained independent competitive integrated employment, at a job that meets the individual's personal and career goals. • A description of objectives/activities identified to support the employment outcome. • Type and frequency of supervision needed based on assessment. • Emergency contact information. • Relevant medical information. • Any information necessary to support the person in an employment setting. 	<p>Objectives/activities must focus on the individual's Employment Goal developed and based on their abilities/strengths, interests/preferences, and needs/supports with the expected outcome of independent competitive integrated employment.</p> <p>According to the WIOA definition of competitive integrated employment, the employment setting must be in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market. The individual's wages in competitive integrated employment must not be dependent on their waiver or state funding.</p> <p>Coaching strategies, if needed, should be provided at the employment site and may include the use of job duty, task analyses, assistive technology, natural supports, prompting procedures, and reinforcement and self-management procedures. These objectives/activities are provided with the goal of fading supports and in the least intrusive method.</p> <p>During the job development phase of Employment Services – Individual, the individual must be</p>

	Standard	Guidance
		<p>supported/assisted to arrange for his/her transportation to/from work. Assisting/supporting to arrange for transportation is the responsibility of the Employment Services – Individual provider. Transporting the individual to/from work is not the responsibility of the Employment Services – Individual provider.</p> <p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Known medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate). All known relevant medication information must be documented including specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented.</p> <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services:</p> <p>Services provided shall include the provision of any interventions and supervision needed by the person which include dining/eating.</p> <ul style="list-style-type: none"> • The supervision to be provided must be based on assessed needs. • The Employment Services - Individual provider will provide supervision but will not serve as the employer of record or supervisor of individuals in their employment situation. Individuals in employment situations will maintain a natural employee/employer relationship with their employer.
20	<p>The goals/objectives/activities in the plan focus on the employment outcome and must support the provision of Employment Services - Individual as defined in these standards.</p> <p>Documentation of goals, objectives and activities is completed on the Therap ISP: SC Individual Employment Log.</p>	<p>Goals/objectives/activities designed to prepare individuals for competitive, integrated employment are not reimbursable as Employment Services – Individual. Examples of employment preparation goals/objectives/activities include, but are not limited to:</p> <ul style="list-style-type: none"> • Mock interviewing skills training not focused on a specific scheduled interview;

	Standard	Guidance
		<ul style="list-style-type: none"> • Simulated work outside of a natural work setting. All exposure/exploration activities shall be conducted in competitive, integrated and natural settings. For example, assessment of skills in bagging groceries should be done in a business where groceries are bagged, not in a non-employer, simulated setting; • Computer skills training with the sole objective to complete applications; • Skills training/classes conducted in group settings, and • Community Based Assessments that are not individualized and not focused on the individual’s employment goal. <p>Community Based Assessments are utilized to assess and provide information on the individual’s aptitudes, abilities, behaviors and preferences to determine if a specific employment opportunity would be an appropriate match.</p> <p>Numerous community-based assessments should not be standard practice for onboarding individuals into Employment Services – Individual to determine job interests but should be provided in the Career Preparation Services through exposure and/or exploration.</p>
21	As soon as the plan is developed, it must be implemented.	
22	<p>When independent competitive integrated employment is secured for the individual, details regarding this job placement must be documented to include:</p> <ul style="list-style-type: none"> • Start date • Employer • Supervisor 	<p>The required fields in the Employment History Module must be completed to document the Record of Employment for each position secured. For each additional position, a new Record of Employment must be completed.</p> <p>For any new position obtained after 3/2020, a copy of a pay stub must be secured and attached to the Employment History Module.</p>

	Standard	Guidance
	<ul style="list-style-type: none"> • Phone • Location (address) • Employee’s position • Wage • Hours per week (schedule) • Transportation arrangements • Wage reporting responsibility • If/when the job ends, the end date and reason 	
23	<p>Upon job placement, if the individual receives Social Security benefits or other government assistance, the plan for reporting wages to the appropriate agency(s) must be documented to ensure the best interests of the individual are served.</p>	<p>Documentation must be completed on the Record of Employment in the IPSE.</p> <p>Examples of assistance provided in the management of monies may include:</p> <ul style="list-style-type: none"> • Ensuring wages are reported to SSA, SNAP, HUD, Section 8 and any other governmental entity, if applicable; • Annual income taxes; and/or • Other earned income related responsibilities.
24	<p>Upon job placement, a strategy for coaching to include fading through natural supports or assistive technology is developed. Minimal, long term supports to assist with maintaining the job, employee/employer satisfaction, facilitating advancement, wage reporting and general monitoring are available based on need.</p>	<p>It is expected that Employment Services – Individual will be needed throughout the individual’s career. Once stable on the job, follow along services will be provided until these are no longer desired.</p>
25	<p>Documentation of activities directly related to achieving independent competitive employment must be entered into the ISP/SC Individual Employment</p>	<p>For each unit of service reported, documentation must be present to show the activity/training/supports received on the day the service was provided.</p>

	Standard	Guidance
	<p>Log to support each unit of service reported.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of the service provision. • Begin Time /End time for each activity (exact times). • Contact type. • The location of the activity. • With whom the activity took place. • And a detailed description noted in the comments section, of the activity/training/supports provided. • Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5) business day of the following month to support service utilization. 	<p>This service is to be provided at a one-to-one staffing ratio.</p> <p>Best practices protocol include that employment activities (Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment, Record of Employment/Job Detail, the ISP: SC Individual Employment Log and required fields in the Employment History Module) be documented by the person providing the service.</p>
26	<p>The Program Director or his/her designee must ensure that all billable units of Employment Services – Individual are entered into the Day Supports Attendance Log by the fifth business day of the following month.</p>	<p>The Day Supports Attendance Log is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered within by the established deadline may result in nonpayment.</p> <p>**This may change with Therap billing.</p>
27	<p>Documentation must be:</p> <ul style="list-style-type: none"> • True and accurate; • Complete; • Logically sequenced; 	<p>Electronic entries, initials and/or signatures on the ISP/SC Individual Employment Log are sufficient.</p> <p>Documentation requirements, guidelines and instructions are available on the Therap website under South Carolina Employment Services – Individual.</p> <p>In extenuating circumstances when there are technical</p>

	Standard	Guidance
	<ul style="list-style-type: none"> • Typed or handwritten in permanent dark ink; and • Dated and signed by the person making the entry. 	difficulties, documentation must be secured and entered into Therap when available.
28	At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness in achieving the individual's employment goal.	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP/SC Individual Employment Log.</p> <ul style="list-style-type: none"> • An electronic copy of the saved and signed clinician report saved in Therap, or • A non-billable monthly entry made by the Program Director or his/her designee in each individual's ISP: SC Individual Employment Log noting progress and/or recommendations.
29	The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goals/objectives/activities are no longer appropriate; • Goals/objectives/activities no longer support progress; and/or • The individual's employment goal or life situation has changed. <p>Amendments are documented on the ISP/SC Individual Employment Log with notation of the individual's and/or his/her personal representative or legal guardian's participation and agreement (if applicable).</p>
30	<p>If termination of Employment Services – Individual is being considered, an exit interview is conducted to discuss termination.</p> <p>The results of the exit interview are documented and must be available to the individual's Case Manager within five (5) business days of the interview.</p>	<p>An exit interview is conducted when an individual no longer wants the service, relocates, chooses another Employment Services - Individual provider for supports, is admitted to a nursing home, moves into a correctional facility, or refuses to cooperate with the terms listed in the Partnership Agreement - Terms and Conditions.</p> <p>An exit interview must be conducted prior to termination of Employment Services - Individual which includes notation of the reason for termination</p>

	Standard	Guidance
		<p>and includes the individual’s signature. If an exit interview and/or signature is not possible, notation on the exit interview form must be made explaining the need to terminate service and the reason an interview/signature is not possible.</p>
31	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below. The documents identified below justify conditions of payment:</p> <ul style="list-style-type: none"> • Comprehensive Vocational Services Assessment. • Individual Plan of Supports for Employment (IPSE). • All required elements of the Employment History Module and supporting documentation (post 3/2020 the SCVRD Closure and copy of paycheck), must be available in the Record of Employment. • ISP/SC Individual Employment Log that supports the provision of Employment Services – Individual. • Record of unusual behavior incidents which are recorded at the time of occurrence. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Record of unusual behavior incidents which are recorded at the time of occurrence • Record of illness and accidents • Record of critical incidents. 	<p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the Employment Services - Individual provider.</p> <p>All employment documentation (Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment, Record of Employment/Job Detail, the ISP: SC Individual Employment Log and required fields in the Employment History Module) must be available in Therap for review.</p> <p>All handwritten documentation shall be legible, dated, and signed by the person providing the service.</p> <p>How To’s and Required Elements for the Employment History Module can be located on the Therap SC State Home page.</p>

Standard		Guidance
32	Reporting requirements are performed per DDSN policies and Directives.	Including, but not limited to: <ul style="list-style-type: none">• DDSN Directive 100-09 DD: Critical Incident Reporting• DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN• DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency



DAY ACTIVITY SERVICES STANDARDS

Revised March 15, 2016

Commission Approved: January 20, 2022

Effective: July 1, 2022

DAY ACTIVITY SERVICES STANDARDS

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist individuals with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with agency's mission, the intent of DDSN Day Activity Services is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their life goals.

Per DDSN Directive 700-07 DD: Employment First Approach to Provision of Services, while all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

DEFINITIONS:

Day Activity Services: These services are supports and services provided in therapeutic settings to enable participants to achieve, maintain, improve, or decelerate the loss of personal care, social or adaptive skills. Services are provided in non-residential settings that are licensed by the state. Community activities that originate from a facility licensed by the state will be provided and billed as Day Activity Services. On site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the individual's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the individual's habilitation site to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Core Activities related to Day Activity Services include:

- Increase and maintain independence in daily living skills;
- Learn appropriate social behaviors and coping skills;
- Experience greater community integration and participation;
- Expand social networks, develop reciprocal relationships and enhance natural supports;
- Express personal choice and satisfaction regarding services, interests, preferences, skills and dreams.

Day Services: Day Services are services delivered in/or originating from a DDSN Licensed Day Facility. Day Services include Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

ANTICIPATED OUTCOMES:

The primary goal/outcome of Day Activity Services is to assist each individual achieve/maintain maximum independence through participation in purposeful and meaningful activities designed to foster the acquisition, maintenance or deceleration of the loss of daily living skills, appropriate behaviors, enhanced community integration, expanded social networks and personal choice and satisfaction.

Activities must be age appropriate, offer variety and choice, emphasize community experiences and focus on small groups and individual interactions/experiences. Activities should be individualized based on likes, dislikes, areas of interests, desires, dreams, etc. as documented in the individual's assessment and plan.

Services are based upon the preferences and choices of each individual and designed to measure progress toward outcomes specified in the individual's Day Services Plan. Regardless of skill level, adults with disabilities will experience activities of their choice that help to enrich their days and make a meaningful difference in their lives.

Activities can occur in natural settings that do not isolate participants from others without disabilities.

It is expected that Day Activity Services be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/ family/legal guardian participation, choice, control and responsibility.
- Relationships with family, friends and community connections.
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration.

It is also expected that Day Activity Services reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based and results-oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

Standard		Guidance
1	Day Activity Services will be provided in accordance with all state and federal laws.	
2	Day Activity Services will only be provided in or originate from facilities licensed by DDSN as Day Facilities.	On-site attendance at the licensed facility is not required to receive services that originate from the facility. Please refer to DDSN Standards for Licensing Day Facilities
3	Day Activity Services will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Day Activity Services will only be provided by DDSN qualified Day Services providers.	
5	The Day Activity Services provider must designate a Program Director who: <ul style="list-style-type: none"> • Is at least 21 years old. • Has a four (4) year, baccalaureate, degree from an accredited college or university in the human services or related field and two (2) years experience in administration or supervision in the human services field or have a master’s degree from an accredited college or university in the human services or related field and one (1) year experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
5	Staff/anyone contracted to provide direct support in Day Activity Services: <ul style="list-style-type: none"> • Is at least 18 years old; 	Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to: <ol style="list-style-type: none"> a. Read and comprehend written instructions in English

	Standard	Guidance
	<ul style="list-style-type: none"> • Has a valid high school diploma or its certified equivalent; • Has references from past employment if the person has a work history; • Is capable of aiding in the activities of daily living and implementing the Day Services Plan of each individual for whom they are providing supports; and • Has a valid driver’s license if duties require transportation of individuals. 	<p>which may include health care information;</p> <p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and</p> <p>c. Communicate verbal and/or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff’s/ or contracted employee’s file.</p>
6	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Background Checks should be done in accordance with DDSN Directive 406-04-DD : Criminal Record Checks and Reference Checks of Direct Caregivers.
7	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = no documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff’s /anyone contracted to provide direct support’s ability to perform required duties.
8	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN 603-06-DD.	Pass = no evidence of communicable disease; Meets requirements of DDSN Directive 603-06-DD : Tuberculosis Screening.
9	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
10	There will be a staff development/in-service education program operated by each Day Activity Services provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/ anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to</p>

	Standard	Guidance
		provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff/anyone contracted to provide direct support to identify annual personal and professional goals.
11	<p>Each Day Activity Services provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees, if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Termination of participants from the program which include: <ul style="list-style-type: none"> ○ A list of reasons for dismissal. ○ Methods of averting the termination. ○ When consultation and concurrence with DDSN prior to termination will be sought. • Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	

	Standard	Guidance
12	<p>Individuals receiving Day Activity Services are free from abuse, neglect and exploitation.</p>	<p>DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
13	<p>Individuals receiving Day Activity Services are:</p> <ul style="list-style-type: none"> • Informed of their rights; • Supported to learn about their rights, and • Supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights.</p> <ul style="list-style-type: none"> • Each individual’s right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted. • Personal freedoms are not restricted without due process. • Individuals are expected to manage their own funds to the extent of their capability. • Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms. • Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.
14	<p>Day Activity Services will only be provided to those who are authorized by a DSN Board or contracted Case Manager.</p> <p>Individuals may be authorized a maximum of 520 Day Services units annually.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>Case Management will provide the chosen Day Activity Services provider with an authorization that at a minimum includes the following information:</p> <ul style="list-style-type: none"> • Individual’s information: name, address, DOB, referral date, Medicaid number (if applicable), and name of court appointed legal guardian (if applicable), emergency contact information, and name of referring Case Manager and Case Management agency. • Type of service authorized, number of authorized units; effective date and expiration date of the authorization; and, • A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service.

	Standard	Guidance
		<ul style="list-style-type: none"> Additional information: critical and emergency information, health/medical information, and care and supervision information.
15	<p>Psychological evaluations are required. Adults shall be tested using a restrictive test of intelligence administered by a licensed or certified psychologist on program entry, re-entry or at age 22 whichever occurs first, unless there is a valid psychological evaluation completed within three (3) years of admission on record.</p>	<p>For adults, at the time of program entry, a psychological evaluation that was completed at age 22 or is less than three (3) years old must be available for new program participants. In lieu of a psychological evaluation, a current (i.e., within one (1) year of program entry) Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) Determination that indicates the LOC criteria were met may be used. For example, if a 35-year-old participant were entering the program on March 25, 2021, one of the following could be accepted:</p> <ul style="list-style-type: none"> A psychological evaluation completed when he/she was 22 (2008) [on program entry, re-entry or at age 22 whichever occurs <u>first</u>]. One completed within the last three (3) years (2018-2021) [unless there is a valid psychological evaluation completed within three (3) years]. Or a current LOC Determination that is based on a psychological evaluation completed from 2008 and forward.
16	<p>Individuals receiving Day Activity Services are supported to make decisions and exercise choice regarding the specific training, activities and supports to be provided.</p>	<p>Decisions and choices made by the individual related to Day Activity Services must be documented in the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) and the Day Services Plan.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
17	<p>Within 15 business days of receipt of an authorization, the Day Activity Services provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> Confirmation of the acceptance into the service with a start date; 	<p>If the referral is rejected, an explanation must be documented and made available to the Case Manager.</p>

Standard	Guidance
<ul style="list-style-type: none"> • Information that the individual will be placed on the provider's waiting list; or • Information that the referral is being rejected with reasons for the rejection. 	
<p>19 After acceptance into service, but prior to providing Day Activity Services, a Preliminary Plan must be developed that outlines the care and supervision to be provided.</p>	<p>The Preliminary Plan must include essential information to ensure appropriate services and supports are in place to assure health, safety, supervision and rights protection.</p>
<p>19 On the first day of attendance in Day Activity Services, the Preliminary Plan must be implemented.</p>	<p>The Preliminary Plan is to be implemented on the first day of attendance in Day Activity Services.</p> <p>After assessments are completed, and activities, training and supports have been identified, the Day Services plan will be completed and will replace the Preliminary Plan.</p>
<p>20 Within 30 calendar days of the first day of attendance in Day Activity Services and every 365 days thereafter, the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) will be completed that identifies the abilities/strengths, interests/preferences and needs/supports of the individual in the following areas:</p> <ul style="list-style-type: none"> • Supervision and supports. • Relevant medical information. • Health and hygiene. • Behavior supports. • Interests. • Preferences. • Skills. 	<p>At a minimum, assessments must be completed every 365 days.</p> <p>The annual assessment must reflect that the Day Activity Services being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Comments that have been documented in the individual's ISP from the previous year should be utilized when completing the annual CVSA or CDSA to document any progress made toward their goals, preferences expressed and needed supports.</p>

	Standard	Guidance
	<ul style="list-style-type: none"> • Self-Advocacy/Self-determination. • Self-esteem. • Coping skills. • Personal responsibility. • Personal health and hygiene. • Socialization. • Community participation. • Mobility and transportation. • Community safety. • Money management. 	
21	<p>Based on the results of the assessment, within 30 calendar days of the first day of attendance in Day Activity Services and every 365 days thereafter, the Day Services Plan for Day Activity Services is developed with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>At a minimum, the plan must be completed every 365 days.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p> <p>Individuals are encouraged to participate in the development of their goals.</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule:</p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contribute to the assurance of health and welfare.</p>

	Standard	Guidance
22	<p>The plan must include:</p> <ul style="list-style-type: none"> • A description of activities/training/supports to be provided including time limited and measurable goals/objectives; • Type and frequency of supervision needed based on assessment; • Emergency contact information; • Current and comprehensive medical information; and • Any information necessary to support the individual in Day Activity Services. 	<p>The Day Activity Plan is developed to identify activity interests; goal(s) the individual desires to achieve; objective(s) for each goal identified; and essential information to maintain the individual's health, safety and welfare during the course of the program.</p> <p>Documentation must include description of how each intervention must be provided, indicate the data to be collected, and schedule for implementation.</p> <p>Long-Term Goal:</p> <p>The primary goal/outcome of Day Activity Services is to assist each individual achieve maximum independence through participation in purposeful and meaningful activities designed to foster the acquisition, maintenance or deceleration of the loss of daily living skills, appropriate behaviors, enhanced community integration, expanded social networks and personal choice and satisfaction.</p> <p>Activities must be age appropriate, offer variety and choice, emphasize community experiences and focus on small groups and individual interactions/experiences. Activities should be individualized based on likes, dislikes, areas of interests, desires, dreams, etc. as documented in the individual's assessment and plan.</p> <p>Services are based upon the preferences and choices of each individual and designed to measure progress toward outcomes specified in the individual's Day Services Plan. Regardless of skill level, adults with disabilities will experience activities of their choice that help to enrich their days and make a meaningful difference in their lives.</p> <p>Preferred short-term goals/outcomes of Day Activity Services include:</p> <ul style="list-style-type: none"> • Develop increased independence in daily living skills. <ul style="list-style-type: none"> ○ Examples may include meal preparation, shopping, laundry, cleaning, proper hygiene, nutrition, exercise, reading/writing, assistive technology and money management. • Learn appropriate social behaviors and coping skills. <ul style="list-style-type: none"> ○ Examples may include social/conversation skills, behavior supports, social etiquette.

Standard	Guidance
	<ul style="list-style-type: none"> • Experience greater community integration and participation. <ul style="list-style-type: none"> ○ Examples may include leisure activities, hobbies, volunteering, taking classes, using public transportation, safety instruction. • Expand social networks, develop reciprocal relationships and enhance natural supports. <ul style="list-style-type: none"> ○ Examples may include volunteering, memberships in local clubs and organizations, meeting neighbors and helping others • Express personal choice and satisfaction regarding services, interests, preferences, skills and dreams. <ul style="list-style-type: none"> ○ Examples may include self-advocacy, communication, informed choice, and assistive technology <p>DDSN Directive 510-01-DD: Supervision of People Receiving Services:</p> <p>Services provided shall include the provision of any interventions and supervision needed by the individual which includes dining/eating.</p> <p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Day Services Plan and the IPS: SC Day Activity Log and must be available in Therap for review.</p> <p>Medication Technician Certification program must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>

	Standard	Guidance
23	<p>The activities, training, and support should be consistent with Day Activity Services as defined in these standards.</p>	<p>Day Activity Services are fluid with the flexibility to provide a wide variety of activities/opportunities to enhance:</p> <ul style="list-style-type: none"> • Develop increased independence in daily living skills. • Learn appropriate social behaviors and coping skills. • Experience greater community integration and participation. • Expand social networks, develop reciprocal relationships and enhance natural supports. • Express personal choice and satisfaction regarding services, interests, preferences, skills and dreams.
24	<p>As soon as the plan is developed, it must be implemented.</p>	
25	<p>Documentation of goal(s)/activities must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of participation in goals/activities/training/supports received is completed on the Therap ISP: SC Day Activity Log and/or other appropriate ISP.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of service provision; • Begin time/end time of service provision (exact times); and • A detailed description, noted in the comments section, of the activity/training/supports provided. <p>Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of</p>	<p>For each unit of service reported, documentation in the ISP: SC Day Activity Log must be present to show the activity/training/supports received on the day the service was provided.</p> <p>Documentation for more than one unit provided during a day can be completed within the same narrative by noting 1st unit: narrative; 2nd unit: narrative.</p> <p>**The Day Activity Services ISP may not meet the needs of those receiving ICF/IID services.</p>

	Standard	Guidance
	the month, all documentation must be entered by the fifth (5th) business day of the following month to support billing.	
26	<p>Data entries must be:</p> <ul style="list-style-type: none"> • True and accurate; • Complete; • Typed; • Logically sequenced; and • Dated and signed by the staff making the entry. 	<p>Electronic entries, initials and/or signatures on the Therap ISP are sufficient.</p> <p>In extenuating circumstances, when there are technical difficulties, documentation must be secured and entered into Therap when available.</p>
27	<p>At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.</p>	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Day Activity Log as evidenced by either:</p> <ul style="list-style-type: none"> • An electronic copy of the signed “Clinician Report” saved in Therap, or • A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Day Activity Log noting progress and/or recommendations. <p>When monitoring the individual’s goal(s), their satisfaction with their progress/outcomes must be considered.</p> <p>Lack of participation/progress after three (3) months should result in a review of the individual’s goals and their current interest in receiving Day Activity Services.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient.</p>
28	<p>The Program Director or his/her designee must ensure that all billable units of Day Activity Services are entered into the Day Supports Attendance Log by the fifth (5th) business day of the following month.</p>	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered by the established deadline may result in non-payment.</p> <p>**This info may need to be updated due to Therap billing.</p>

	Standard	Guidance
29	<p>The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goal(s)/activities are no longer appropriate; • Goal(s)/activities no longer support progress; and/or • The individual's Day Activity Services goal or life situation has changed. <p>Amendments are documented on the ISP: Day Activity Log with notation of the individual's and/or his/her legal guardian's participation and agreement (if applicable).</p>
30	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Current Comprehensive Vocational Service Assessment or Comprehensive Day Services Assessment; • Current Day Services Plan that supports the provision of the Day Activity Services; • ISP: Day Activity Log that supports the provision of the Day Activity Services provided. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Report of a medical examination which was performed not more than 12 months prior to admission; • Report of psychological evaluation(s) as required by these standards; • Record of unusual behavior incidents which are recorded at the time of occurrence; 	<p>Records, either electronic in Therap as specified or on paper, shall be maintained for each individual.</p> <p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p> <p>All Day Activity documentation must be available in Therap. The Comprehensive Vocational Service Assessment (CVSA) or the Comprehensive Day Services Assessment (CDSA) and the Day Services Plan must be attached to the Individual Home Page. The ISP: SC Day Activity Log must be available in Therap for review.</p>

Standard		Guidance
	<ul style="list-style-type: none"> Record of illness and accidents; Authorization for emergency medical service and medication administration; Record of critical incidents. 	
31	Any evidence of illness or injury shall be documented in the individual’s record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.	
32	Reporting requirements are completed per DDSN policies and directives.	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> DDSN Directive 100-09 DD: Critical Incident Reporting DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency



CAREER PREPARATION SERVICES STANDARDS

Revised April 7, 2016

Commission Approved: January 20, 2022

Effective: July 1, 2022

CAREER PREPARATION SERVICES STANDARDS

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist individuals with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Career Preparation Services is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their life goals and employment goals.

[DDSN Directive 700-07 DD](#): Employment First Approach to Provision of Services. While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

DEFINITIONS:

Career Preparation Services: These services are time-limited and aimed at preparing individuals for competitive employment. These services can include experiences and exposure to careers and teach such concepts as attendance, task completion, problem solving, interpersonal relations, and safety as outlined in the individual's person-centered plan. Services are designed to create a path to integrated community based employment for which an individual is compensated at or above minimum wage. On site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the individual's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the individual's habilitation site to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

In accordance with [42 CFR §441.302](#), the State must assure that prevocational, educational, or supported employment services, or a combination of these services, if provided as habilitation services under the waiver are: (1) not otherwise available to the individual through a local educational agency under the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973; and, (2) furnished as part of expanded [habilitation services](#).

Career Preparation Services is **not** a prerequisite for Employment Services – Individual or Group.

Core Activities related to Career Preparation Services may include:

- Exploration
- Work Incentive Education
- Job Seeking Skills and Tools
- Volunteering

- Transportation
- Assistive Technology Supports
- Group Discovery
- Community Based Assessment
- Successful Career Habits
- Paid Work Experiences (per Department of Labor regulations). To note: Paid Work Experiences may not account for more than 50% of Career Preparation Services delivered to the individual.

Commensurate/Sub-Minimum Wage: Employment of Workers with Disabilities [Section 14\(c\) of the Fair Labor Standards Act](#) authorizes employers, after receiving a certificate from the Wage and Hour Division, to pay special minimum wages — wages less than the federal minimum wage — to workers who have disabilities for the work being performed.

The [Fact Sheet #39H: The Workforce Innovation and Opportunity Act and Limitations on Payment of Subminimum Wages under Section 14\(c\) of the Fair Labor Standards Act](#) provides general information concerning the impact of the Workforce Innovation and Opportunity Act (WIOA) limitations on the payment of subminimum wages (SMWs) to workers with disabilities under section 14(c) of the Fair Labor Standards Act (FLSA).

Day Services: Day Services are services delivered in or originating from a DDSN licensed day facility. Day Services include: Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

ANTICIPATED OUTCOMES:

The primary goal/outcome of Career Preparation Services is to prepare individuals for competitive integrated employment/micro-enterprise based on their choice and abilities/strengths, interests/preferences, and needs/supports to facilitate greater independence and community integration.

Services are based upon the preferences and choices of each individual and designed to measure progress toward outcomes specified in the individual’s Day Services Plan in the Career Preparation section. Regardless of skill level, adults with disabilities will experience activities of their choice that help to enrich their days and make a meaningful difference in their lives.

Most activities should occur in natural settings that do not isolate participants from others without disabilities.

Expected goals/outcomes of Career Preparation services include:

- Informed choice regarding competitive integrated employment/micro-enterprise;
- Identification of interests, preferences, strengths and abilities regarding employment;
- Development of workplace skills;
- Support habits that promote successful careers;
- Creation of job seeking tools/portfolio;

- resolution of common employment barriers;
- obtaining needed assistive technology; and
- facilitation of greater independence through community integration including opportunities to develop relationships.

It is expected that Career Preparation Services be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice control and responsibility.
- Relationships with family, friends and community connections.
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration.

It is also expected that Career Preparation Services reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based, and results oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

Standard		Guidance
1	Career Preparation Services will be provided in accordance with all state and federal laws.	
2	Career Preparation Services will only be provided in or originate from facilities licensed by DDSN as Day Facilities.	On site attendance at the licensed facility is not required to receive services that originate from the facility. Please refer to DDSN Standards for Licensing Day Facilities
3	Career Preparation Services will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Career Preparation Services will only be provided by DDSN qualified Day Services providers.	
5	The Career Preparation Services provider must designate a Program Director who: <ul style="list-style-type: none"> • Is at least 21 years old. • Has a four (4) year degree from an accredited college or university in the human services or related field and two (2) years' experience in administration or supervision in the human services field or has a master's degree from an accredited college or university in the human services or related field and one (1) year experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.

	Standard	Guidance
6	<p>Staff/anyone contracted to provide direct support in Career Preparation Services:</p> <ul style="list-style-type: none"> • Is at least 18 years old. • Has a valid high school diploma or its certified equivalent. • Has references from past employment if the person has a work history. • Is capable of aiding in the activities of daily living and implementing the Day Services Plan of each individual for whom they are responsible. • And has a valid driver's license if duties require transportation of individuals. 	<p>Competency in the following areas may be considered the equivalent to a high school diploma. Staff/ anyone contracted to provide direct support must be able to:</p> <ol style="list-style-type: none"> a. Read and comprehend written instructions in English which may include health care information; b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and c. Communicate verbal and/or written information in English effectively to others. <p>Documentation demonstrating competencies in items a – c must be maintained in the staff's/ or contracted employee's file.</p>
7	<p>Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.</p>	<p>Background checks should be done in accordance with DDSN Directive 406-04-DD: Criminal Record Checks and Reference Checks of Direct Caregivers.</p>
8	<p>Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.</p>	<p>Pass = no documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff's/anyone contracted to provide direct support and their ability to perform required duties.</p>
9	<p>Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN 603-06-DD.</p>	<p>Pass = no evidence of communicable disease. TB tests must meet requirements of DDSN Directive 603-06-DD: Tuberculosis Screening.</p>

	Standard	Guidance
10	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
11	There will be a staff development/in-service education program operated by each Career Preparation provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff to identify annual personal and professional goals.</p>
12	<p>Each Career Preparation Services provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Termination of participants from the program which include: <ul style="list-style-type: none"> ○ A list of reasons for dismissal ○ Methods of averting the termination 	

	Standard	Guidance
	<ul style="list-style-type: none"> ○ When consultation and concurrence with the Department prior to termination will be sought, and ● Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	
13	Individuals receiving Career Preparation Services are free from abuse, neglect and exploitation.	DDSN Directive 534-02 DD : Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency
14	<p>Individuals receiving Career Preparation Services are:</p> <ul style="list-style-type: none"> ● Informed of their rights; ● Supported to learn about their rights; and ● Supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> ● Each individual's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted. ● Personal freedoms are not restricted without due process. ● Individuals are expected to manage their own funds to the extent of their capability. ● Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms. ● Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.
15	Career Preparation Services will only be provided to those who are authorized by a DDSN qualified Case Manager.	<p>Case Management will provide the chosen Career Preparation Services provider with an authorization that at a minimum includes following information:</p> <ul style="list-style-type: none"> ● Individual's information: name, address, DOB, authorization date, Medicaid number (if applicable), name of court appointed legal guardian (if

Standard		Guidance
	<p>Individuals may be authorized a maximum of 520 Day Services units annually.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>applicable), emergency contact information, and name with contact information of referring Case Manager and case management provider.</p> <ul style="list-style-type: none"> • Type of service authorized , number of authorized units, effective day and expiration date of the authorization. • A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service. • Additional information: Critical and emergency information, health/medical information, and care and supervision information.
16	<p>Psychological evaluations are required. Adults shall be tested using a restrictive test of intelligence administered by a licensed or certified psychologist on program entry, re-entry or at age 22 whichever occurs first, unless there is a valid psychological evaluation completed within three (3) years of admission on record.</p>	<p>For adults, at the time of program entry, a psychological evaluation that was completed at age 22 or is less than three (3) years old must be available for new program participants. In lieu of a psychological evaluation, a current (i.e., within one (1) year of program entry) Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) determination that indicates the LOC criteria were met may be used. For example, if a 35 year old participant were entering the program on March 25, 2021, one of the following could be accepted:</p> <ul style="list-style-type: none"> • A psychological evaluation completed when he/she was 22 (2008) [on program entry, re-entry or at age 22 whichever occurs <u>first</u>]. • One completed within the last three (3) years (2018-2021) [unless there is a valid psychological evaluation completed within three (3) years]. • Or a current LOC Determination that is based on a psychological evaluation completed from 2008 and forward.
17	<p>Individuals receiving Career Preparation Services are supported to make decisions and exercise choice</p>	<p>Decisions and choices made by the individual related to Career Preparation Services must be documented in the</p>

Standard		Guidance
	regarding the specific training, activities and supports to be provided.	<p>Comprehensive Vocational Service Assessment (CVSA) and the Day Services Plan.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
18	<p>Within 15 business days of receipt of an authorization, the Career Preparation Services provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service with start date; • Information that the individual will be placed on the provider's waiting list; or • Information that the referral is being rejected with reasons for the rejection. 	<p>If the referral is rejected, an explanation must be documented and made available to the Case Manager.</p> <p>Determining an individual is "not ready" for employment should not be a reason for rejection of the referral. All individuals referred should be given the opportunity to try employment.</p>
19	After acceptance into the service, but prior to providing Career Preparation Services, a Preliminary Plan must be developed that outlines the care, and supervision to be provided.	The Preliminary Plan must include essential information to ensure appropriate services and supports are in place to assure health, safety, supervision and rights protection.
20	On the first day of attendance in Career Preparation Services, the Preliminary Plan must be implemented.	The Preliminary Plan is to be implemented on the first day of attendance in Career Preparation Services. After assessments are completed and training needs/priorities have been identified, the Day Services Plan will be completed and will replace the Preliminary Plan.
21	Within 30 calendar days of the first day of attendance in Career Preparation Services and every 365 days thereafter, the Comprehensive Vocational Service Assessment (CVSA) will be completed that identifies abilities/strengths, interests/preferences and needs/supports of the individual.	<p>At a minimum, the assessment must be completed every 365 days. The annual assessment must reflect that the Career Preparation Services being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Comments that have been documented in the individual's ISP from the previous year should be utilized when completing the annual CVSA to document any progress</p>

	Standard	Guidance
	<p>The assessment will:</p> <ul style="list-style-type: none"> • Assess the individual’s desire to work in the community based on informed choice; • Determine possible barriers to employment; and • Identify the abilities/strengths, interests/preferences and needs/supports of the individual in the following areas: <ul style="list-style-type: none"> ○ Supervision and supports ○ Relevant medical information ○ Health and hygiene ○ Behavior supports ○ Interests ○ Preferences ○ Skills ○ Self-advocacy/self-determination ○ Self-esteem ○ Coping skills ○ Personal responsibility ○ Socialization ○ Community participation ○ Mobility and transportation ○ Community safety ○ Money management ○ Pre-employment ○ Job search 	<p>made toward their goals, preferences expressed and needed supports.</p>
22	<p>Based on the results of the assessment, within 30 calendar days of the first day of attendance in Career Preparation Services and every 365 days thereafter, the Day Services Plan for Career Preparation Services is developed with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>At a minimum, the Day Services Plan must be completed every 365 days.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p> <p>Individuals are encouraged to participate in the development of their goals.</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule:</p>

	Standard	Guidance
		<p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contributes to the assurance of health and welfare.</p>
23	<p>The plan must include:</p> <ul style="list-style-type: none"> • A description of activities/training/supports to be provided including time limited and measurable goals/objectives; • Type and frequency of supervision needed based on the assessment; • Emergency contact information; • Current and comprehensive medical information; and • Any information necessary to support the individual in Career Preparation Services. 	<p>Long Term Goal:</p> <p>The Day Services Plan in Career Preparation Services should prepare an individual for competitive integrated employment/micro-enterprise based on the individual’s choice and abilities/strengths, interests/preferences, and needs/supports to facilitate greater independence and community integration.</p> <p>Expected short term goal(s)/core activities include:</p> <ul style="list-style-type: none"> • Informed choice regarding competitive integrated employment/micro-enterprise; • Identification of interests, preferences, strengths and abilities regarding employment; • Development of workplace skills; • Support habits that promote successful careers; • Creation of job seeking tools/portfolio; • Resolution of common employment barriers; and • Facilitation of greater independence through community integration including opportunities to develop relationships. <p>Documentation in the ISP/SC Career Prep Log should provide evidence of training, activities, and supports demonstrating progression towards competitive integrated employment.</p> <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services. Services provided shall include the provision of any interventions and supervision needed by the individual which include dining/eating.</p>

	Standard	Guidance
		<p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p> <p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Day Services Plan and the ISP: SC Career Preparation Log and must be available in Therap for review.</p> <p>Medication Technician Certification program must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>
24	<p>The activities, training and supports should be consistent with Career Preparation Services as defined in these standards.</p> <p>Paid Work Experiences may not account for more than 50% of Career Preparation Services delivered to the individual.</p>	<p>Career Preparation Services have flexibility to provide a wide variety of activities/opportunities to enhance:</p> <ul style="list-style-type: none"> • Informed choice regarding competitive employment/micro-enterprise; • Identification of interests, preferences, strengths and abilities regarding employment; • Development of workplace skills; • Habits that promote successful careers; • Creation of job seeking tools/portfolio; • Resolution of common employment barriers; and • Facilitation of greater independence through community integration including opportunities to develop relationships.

Standard	Guidance
	<p>Activities are recommended to occur in natural settings that do not isolate participants from others without disabilities. Examples of natural settings might include: VR offices, DEW offices, volunteer sites, community businesses and educational facilities.</p> <p>Core activities in Career Preparation Services include:</p> <p><u>Exploration</u></p> <p>Career Exploration is used to assist an individual in exploring specific employment options and to help them make an informed choice about whether he/she wishes to pursue employment or microenterprise employment as defined in Employment Services standards. Exploration provides opportunities to identify a person’s specific interests and abilities for paid work including transferable skills and previous experiences. Activities may include exploring the local community to identify individuals’ interests, skills and preferences through business tours and job shadows. It may also include conducting informational interviews with individuals or employers who are actually performing the duties of the identified occupation to ask questions about the job tasks, training required, and compensation. If possible, the individual should be given an opportunity to actually attempt the job tasks.</p> <p><u>Work Incentive Education</u></p> <p>Work Incentive Education is an introductory education on work incentives for individuals receiving publicly funded benefits. Information should include addressing any concerns, hesitations, or objections of the person and/or his/her legal guardian (if applicable) regarding the loss of benefits if the individual becomes employed. This may also include information on being referred to SCVRD for employment services and referral to a Community Work Incentive Coordinator (CWIC) for benefits analysis.</p> <p><u>Job Seeking Skills and Tools</u></p> <p>Job seeking activities should include activities that aid in developing skills as well as creating tools and supporting</p>

Standard	Guidance
	<p>documents for a portfolio/file to be used in securing employment. Supports may involve the creation of documents including a resume, references sheet, photos of marketable skills, review of appropriate new hire orientation paperwork including identification documents for the I-9 (Birth Certificate, Social Security Card, etc.) and tax withholdings (W-4). Training should include interviewing skills, dressing for success, social skills for the desired workplace setting, identifying transportation options and enhancing marketable skills with the goal of employability in the individual’s expressed area of interest.</p> <p><u>Volunteering</u></p> <p>Volunteering helps a person acquire, retain and improve skills that assist in pursuing his/her personal goals related to employment. Exposure to and participation in the greater community can act as a springboard to discover and pursue an individual’s interests and provide better informed choice. It also provides opportunities to develop non-job-task-specific strengths and skills that lead to paid employment in individual community settings. Volunteering allows for avenues to build and maintain relationships with community members who do not have disabilities.</p> <p>Volunteering must occur in a non-profit organization and must adhere to the guidelines set by the Department of Labor regarding no compensation.</p> <p><u>Transportation</u></p> <p>Transportation activities may include providing supports for learning to navigate the local community, including public transportation and/or private transportation available in the local area.</p> <p><u>Assistive Technology Supports</u></p> <p>Assistive technology supports may include evaluation and assessment of assistive technology and adaptive equipment (both high and low tech) to increase, maintain or improve functional abilities and to support the individual’s increased independence with a focus on employment or microenterprise. This may include, but is</p>

Standard	Guidance
	<p>not limited to, communication devices and aids that augment communication, hearing or vision loss; computer equipment and/or cell phones and apps.</p> <p><u>Group Discovery</u></p> <p>Group Discovery is a process to expose and assess information regarding an individual’s interests, preferences, skills and abilities to assist in their career planning. This may include Group Discovery classes, activities and educational opportunities related to successful job acquisition and working successfully in individualized integrated employment or self-employment. It is recommended that these supports be conducted in appropriate natural settings (e.g. Job Centers, businesses, post-secondary education campuses, libraries, etc.). Settings must not isolate individuals from others who do not have disabilities.</p> <p><u>Community Based Assessment</u></p> <p>Community Based Assessment (CBA) is designed to determine if a specific employment opportunity would be an appropriate match for the individual and the employer. The CBA should be conducted in competitive, integrated and natural settings where the work typically occurs. (For example, assessment of skills in bagging groceries should be done in a business where groceries are bagged, not in a non-employer, simulated setting.) The outcome of the CBA is to assess the individual’s aptitudes, abilities, behaviors, preferences, interests, readiness, and recommendations for future services.</p> <p><u>Successful Career Habits</u></p> <p>Individuals may request supports in developing successful career habits. These may include, but are not limited to, support with coping methods, health/hygiene, improved communication, self-advocacy/self-determination/self-esteem and interpersonal skills.</p> <p><u>Paid Work Experiences</u></p> <p>All paid work experiences (commensurate wage/sub-minimum wage) must meet the Department of Labor and Work Incentive Opportunity Act (WIOA) regulations.</p>

	Standard	Guidance
		<p>Paid Work Experiences may not account for more than 50% of Career Preparation Services delivered to the individual.</p> <p><u>Other</u></p> <p>Other activities and supports may be needed occasionally and might include personal and/or unusual circumstances that prevent the individual from focusing on typical employment related activities. “Other” might be needed to document a change in supports due to weather emergencies, death of a loved one, a sudden illness, mandatory imposed restrictions, and other situations that require unique supports and take priority temporarily.</p>
25	<p>Career Preparation Services focusing on The Discovery Tool and/or the Career Planning Portfolio Tool should be provided to the individual.</p>	<p>The Discovery Tool/Career Planning Portfolio Tool is designed to collect career preparation core activity outcomes/feedback with the goal of providing more guidance and support as the individual moves toward competitive integrated employment.</p>
26	<p>As soon as the plan is developed, it must be implemented.</p>	
27	<p>Documentation of goal(s)/activities must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of participation in goals/activities/training/supports received is completed on the Therap ISP: SC Career Prep Log.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of service provision; • Begin time/end time of service provision (exact times); and • A detailed description, noted in the comments section, of the activity/training/supports provided. 	<p>For each unit of service reported, documentation in the ISP: SC Career Prep Log must be present to show the activity/training/supports received on the day the service was provided.</p> <p>Documentation for more than one unit provided during a day can be completed within the same narrative by noting 1st unit: narrative; 2nd unit: narrative.</p> <p>**The Career Preparation Services ISP may not meet the needs of those receiving ICF/IID services.</p>

Standard		Guidance
	Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5th) business day of the following month to support billing.	
28	Data entries must be: <ul style="list-style-type: none"> • True and accurate; • Complete; • Logically sequenced; and • Dated and signed by the staff making the entry. 	Electronic entries, initials and/or signatures on the Therap ISP are sufficient. In extenuating circumstances, when there are technical difficulties, documentation must be secured and entered into Therap when available.
29	Participation in core activities will be summarized and documented in The Discovery Tool and/or Career Planning Portfolio Tool.	Participation in core activities provided to identify an individual's career goals should be documented in The Discovery Tool and/or Career Planning Portfolio. These tools document the individual's interests, preferences, abilities and marketable skills should they communicate an interest in Employment Services – Individual and/or competitive integrated employment. Examples might include, but are not limited to Exploration, Work Incentive Education, Job Seeking Skills and Tools, Volunteering, Transportation, Assistive Technology, Group Discovery, Community Based Assessments and Paid Work Experience. The Discovery Tool and/or Career Planning Portfolio should be made available to the individual upon their request or exit from service. Upon completion, The Discovery Tool and/or The Career Planning Portfolio will be attached to the Individual Home Page in Therap.
30	At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.	The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Career Prep Log as evidenced by either: <ul style="list-style-type: none"> • An electronic copy of the signed "Clinician Report" saved in Therap; or

	Standard	Guidance
		<ul style="list-style-type: none"> • A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Career Preparation Log noting progress and/or recommendations. <p>When monitoring the individual’s goal(s), their satisfaction with their progress/outcomes must be considered.</p> <p>Lack of participation/progress after 3 months should result in a review of the individual’s goals and their current interest in receiving Career Preparation Services.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient</p>
31	<p>The Program Director or his/her designee must ensure that all billable units of Career Preparation Services are entered into the Day Support Attendance Log by the fifth (5th) business day of the following month.</p>	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered by the established deadline may result in nonpayment.</p> <p>**This may need to be updated due to Therap billing.</p>
32	<p>The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goal(s)/activities are no longer appropriate; • Goal(s)/activities no longer support progress; and/or • The individual’s employment goal or life situation has changed. <p>Amendments are documented on the ISP: SC Career Prep Log with notation of the individual’s and/or his/her legal guardian’s participation and agreement (if applicable).</p>
33	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Current Comprehensive Vocational Service Assessment. • Current Day Services Plan that supports the provision of the service provided. 	<p>Records, either electronic in Therap as specified or on paper, shall be maintained for each individual.</p> <p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p>

Standard		Guidance
	<ul style="list-style-type: none"> • ISP: SC Career Prep Log that supports the provision of Career Preparation Services. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Report of a medical examination which was performed not more than 12 months prior to admission. • Report of psychological evaluation(s) as required by these standards. • Record of unusual behavior incidents which are recorded at the time of occurrence. • Record of illness and accidents. • Authorization for emergency medical service and medication administration. • Record of critical incidents. 	<p>All Career Preparation Services documentation must be available in Therap. The Comprehensive Vocational Service Assessment (CVSA) and The Day Services Plan must be attached to the Individual Home Page. The ISP: SC Career Prep Log must be available in Therap for review.</p>
34	<p>Any evidence of illness or injury shall be documented in the individual's record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.</p>	
34	<p>Reporting requirements are completed per DDSN polices and directives.</p>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> • DDSN Directive 100-09 DD: Critical Incident Reporting • DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN • DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency



COMMUNITY SERVICES STANDARDS

Revised March 14, 2016

Commission Approved: January 20, 2022

Effective: July 1, 2022

COMMUNITY SERVICES STANDARDS

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist individuals with disabilities and their families through choice in meeting needs, pursuing possibilities; and achieving life goals and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Community Service is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their life goals.

DDSN Directive 700-07 DD: Employment First: While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

DEFINITIONS:

Community Services are aimed at developing one's awareness of interaction with and/or participation in their community through exposure to and experience in the community and through teaching such concepts as self-determination, self-advocacy, socialization and the accrual of social capital. Services will be provided in facilities licensed by the state. On site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the individual's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the individual's habilitation site to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Fifty percent (50%) of the total units received in Community Services must be delivered in a community location/setting (i.e. outside the facility and not in the individual's home).

Core Activities related to Community Services include:

- Assistive Technology Supports.
- Independent Living Skills.
- Informed Choice.
- Social Capital.
- Community Engagement.

Day Services: Day Services are services delivered in/or originating from a DDSN Licensed Day Facility. Day Services include Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

ANTICIPATED OUTCOMES:

The primary goal/outcome of Community Services is to enhance the individual's independence, support informed choice and develop real life skills through participation in natural settings within the community while working to expand relationships and natural supports.

Services are based upon the preferences and choices of each individual and designed to measure progress toward outcomes specified in the individual's Day Services Plan. Regardless of skill level, adults with disabilities will experience activities of their choice that help to enrich their days and make a meaningful difference in their lives.

Activities should occur in natural settings that do not isolate participants from others without disabilities.

Expected goals/outcomes of Community Services include:

- Demonstrated increased independent living skills in natural settings within the community.
- Communicate, through informed choice, interests and preferences.
- Establishment of social capital by expanding relationships and cultivating natural supports.
- Obtaining needed assistive technology.
- Greater community engagement and participation.

It is expected that Community Services be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice control and responsibility.
- Relationships with family, friends and community connections.
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration.

It is also expected that Community Services reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based and results oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

Standards		Guidance
1	Community Services will be provided in accordance with all state and federal laws.	
2	Community Services will only be provided in or originate from facilities licensed by DDSN as Day Facilities.	On site attendance at the licensed facility is not required to receive services that originate from the facility. Please refer to DDSN Standards for Licensing Day Facilities .
3	Community Services will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Community Services will only be provided by DDSN qualified Day Services providers.	
5	The Community Services provider must designate a Program Director who: <ul style="list-style-type: none"> • Is at least 21 years old. • Has a four (4) year, baccalaureate degree from an accredited college or university in the human services or related field and two (2) years experience in administration or supervision in the human services field or have a master’s degree from an accredited college or university in the human services or related field and one (1) year experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
6	Staff/anyone contracted to provide direct support in Community Services: <ul style="list-style-type: none"> • Is at least 18 years old; • Has a valid high school diploma or its certified equivalent; • Has references from past 	Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to: <ol style="list-style-type: none"> a. Read and comprehend written instructions in English which may include health care information; b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and

Standards		Guidance
	<p>employment if the person has a work history;</p> <ul style="list-style-type: none"> • Is capable of aiding in the activities of daily living and implementing the Day Services Plan of each individual for whom they are providing supports; and • Has a valid driver's license if duties require transportation of individuals. 	<p>c. Communicate verbal and/or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff's/or contracted employee's file.</p>
7	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Background checks should be done in accordance with DDSN Directive 406-04-DD : Criminal Records Checks and Reference Checks of Direct Caregivers.
8	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = no documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff's/anyone contracted to provide direct support and their ability to perform required duties.
9	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN Directive 603-06-DD.	Pass = no evidence of communicable disease; meets requirements of DDSN Directive 603-06-DD : Tuberculosis Screening.
10	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
11	There will be a staff development/in-service education program operated by each Community Services provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff to identify annual personal and professional goals.</p>

	Standards	Guidance
12	<p>Each Community Services provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees, if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Termination of participants from the program which include: <ul style="list-style-type: none"> ○ A list of reasons for dismissal. ○ Methods of averting the termination. ○ When consultation and concurrence with DDSN prior to termination will be sought. • And keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	
13	<p>Individuals receiving Community Services are free from abuse, neglect and exploitation.</p>	<p>DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency.</p>
14	<p>Individuals receiving Community Services are:</p> <ul style="list-style-type: none"> • Informed of their rights. • Supported to learn about their rights. • And supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> • Each individual's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted.

	Standards	Guidance
		<ul style="list-style-type: none"> • Personal freedoms are not restricted without due process. • Individuals are expected to manage their own funds to the extent of their capability. • Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms. • Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.
15	<p>Community Services will only be provided to those who are authorized by a DDSN Board or contracted Case Manager.</p> <p>Individuals may be authorized a maximum of 520 Day Services units annually.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>Case Management will provide the chosen Community Services provider with an authorization that at a minimum includes the following information:</p> <ul style="list-style-type: none"> • Individual’s information: name, address, DOB, authorization date, Medicaid number (if applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name with contact information of referring Case Manager and Case Management provider. • Type of service authorization, number of authorized units; effective date and expiration date of the authorization. • A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must be 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service. • Additional information: Critical and emergency information, health/medical information, and care and supervision information.
16	<p>Psychological evaluations are required. Adults shall be tested using a restrictive test of intelligence administered by a licensed or certified psychologist on program entry, re-entry or at age 22 whichever occurs first, unless there is a valid psychological evaluation completed within three (3) years of admission on record.</p>	<p>For adults, at the time of program entry, a psychological evaluation that was completed at age 22 or is less than three (3) years old must be available for new program participants. In lieu of a psychological evaluation, a current (i.e., within one (1) year of program entry) Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) Determination that indicates the LOC criteria were met may be used. For example, if a 35-year-old participant</p>

Standards		Guidance
		<p>were entering the program on March 25, 2021, one of the following could be accepted:</p> <ul style="list-style-type: none"> • A psychological evaluation completed when he/she was 22 (2008) [on program entry, re-entry or at age 22 whichever occurs <u>first</u>]. • One completed within the last three (3) years (2008-2021) [unless there is a valid psychological evaluation completed within three (3) years]. • Or a current LOC Determination that is based on a psychological evaluation completed from 2008 and forward.
17	<p>Individuals receiving Community Services are supported to make decisions and exercise choice regarding the specific training, activities and support to be provided.</p>	<p>Decisions and choices made by the individual related to Community Services must be documented in the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) and the Day Services Plan.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
18	<p>Within 15 business days of receipt of an authorization, the Community Services provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service with a start date; • Information that the individual will be placed on the provider’s waiting list; or • Information that the referral is being rejected with reasons for the rejection. 	<p>If the referral is rejected, an explanation must be documented and made available to the Case Manager.</p>
19	<p>After acceptance into service, but prior to providing Community Services, a Preliminary Plan must be developed that outlines the care and supervision to be provided.</p>	<p>The Preliminary Plan must include essential information to ensure that appropriate services and supports are in place to assure health, safety, supervision and rights protection.</p>

Standards		Guidance
20	<p>On the first day of attendance in Community Services, the Preliminary Plan must be implemented.</p>	<p>The Preliminary Plan is to be implemented on the first day of attendance in Community Services.</p> <p>After assessments are completed and activities, training and supports have been identified, the Day Services Plan will be completed and will replace the Preliminary Plan.</p>
21	<p>Within 30 calendar days of the first day of attendance in Community Services and every 365 days thereafter the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) will be completed that identifies the abilities/strengths, interests/preferences and needs/supports of the individual in the following areas:</p> <ul style="list-style-type: none"> • Supervision and supports. • Relevant medical information. • Health and hygiene. • Behavior supports. • Interests. • Preferences. • Skills. • Self-advocacy/Self-determination. • Self-esteem. • Coping skills. • Personal responsibility. • Money management. • Socialization. • Community participation/safety. • Mobility and transportation. • Communication. 	<p>At a minimum, the assessment must be completed every 365 days.</p> <p>The annual assessment must reflect that the Community Services being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Comments that have been documented in the individual's ISP from the previous year should be utilized when completing the annual CVSA or CDSA to document any progress made toward their goals, preferences expressed and needed supports.</p>

Standards		Guidance
22	<p>Based on the results of the assessment, within 30 calendar days of the first day of attendance in Community Services and every 365 days thereafter, the Day Services Plan for Community Services is developed with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>At a minimum, the Day Services Plan must be completed every 365 days.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p> <p>Individuals are encouraged to participate in the development of their goals.</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule:</p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contributes to the assurance of health and welfare.</p>
23	<p>The plan must include:</p> <ul style="list-style-type: none"> • A description of the activities/training/supports to be provided including time limited and measurable goals/objectives; • Type and frequency of supervision; based on the assessment; • Emergency contact information; • Current and comprehensive medical information; and • Any information necessary to support the individual in Community Services. 	<p>Long Term Goal:</p> <p>The Day Services Plan in Community Services should identify activities/supports/training to enhance the individual’s independence, support informed choice and develop real life skills through participation in natural settings within the community while working to expand relationships and natural supports.</p> <p>Expected short term goal(s) include:</p> <ul style="list-style-type: none"> • Demonstrated increased independent living skills in natural settings within the community; • Communicate, through informed choice, interest and preferences; • Establishment of social capital by expanding reciprocal relationships and cultivating natural supports; • Obtaining needed assistive technology; and • Greater community engagement and participation. <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services:</p>

Standards		Guidance
		<p>Services provided shall include the provision of any interventions and supervision needed by the individual which include dining/eating.</p> <p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p> <p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Day Services Plan and on the IPS: SC Community Services Log and must be available in Therap for review.</p> <p>Medication Technician Certification program must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>
24	<p>The activities, training and support should be consistent with Community Services as defined in these standards.</p> <p>50% of the total units received in Community Services must be delivered in a community location/setting (i.e. outside the facility and not in the individual's home).</p>	<p>Community Services are fluid with the flexibility to provide a wide variety of core activities/opportunities to enhance:</p> <ul style="list-style-type: none"> • Demonstrated increased independent living skills in natural settings within the community. • Communicate, through informed choice, interest and preferences. • Establishment of social capital by expanding relationships and cultivating natural supports. • Greater community engagement and participation. <p>Core activities in Community Services include:</p>

Standards	Standards	Guidance
		<p><u>Assistive Technology Supports</u></p> <p>Assistive technology supports may include evaluation and assessment of assistive technology and adaptive equipment (both high and low tech) to increase, maintain or improve functional abilities and to support the individual’s increased independence with a focus on employment or microenterprise. This may include, but is not limited to, communication devices and aids that augment communication, hearing or vision loss, computer equipment and/or cell phones and apps.</p> <p><u>Independent Living Skills</u></p> <p>Demonstrated increased independent living skills in natural settings within the community. (Examples include using a cell phone, public transportation, community safety, social skills and self-advocacy.)</p> <p><u>Informed Choice</u></p> <p>Communicate, through informed choice, interest and preferences regarding employment, community engagement, skill building and relationships. (Examples include exploring interest in employment, identifying areas of skill development and or interest/preferences.)</p> <p><u>Social Capital</u></p> <p>Establishment of social capital by expanding relationships and cultivating natural supports. (Examples include developing reciprocal relationships with neighbors, church members, local business owners/workers, and making friends with others without disabilities.)</p> <p><u>Community Engagement</u></p> <p>Greater community engagement and participation. [Examples include attending community events (festivals, sporting events, and concerts), utilizing community resources (library, museum, and parks), participating in clubs/organizations (support groups, bowling league, and exercise classes) and volunteering.]</p>
25	As soon as the plan is developed, it must be implemented.	

	Standards	Guidance
26	<p>Documentation of goal(s)/activities must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of participation in goals/activities/training/supports received is completed on the Therap ISP: SC Community Services Log.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of service provision; • Begin time/end time of service provision (exact times); and • A detailed description, noted in the comments section, of the activity/training/supports provided. <p>Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5th) business day of the following month to support billing.</p>	<p>For each unit of service reported, documentation in the ISP: SC Community Services Log must be present to show the activity/training/supports received on the day the service was provided.</p> <p>Documentation for more than one unit provided during a day can be completed within the same narrative by noting 1st unit: narrative; 2nd unit: narrative.</p> <p>**The Community Services ISP may not meet the needs of those receiving ICF/IID services.</p>
27	<p>Data entries must be:</p> <ul style="list-style-type: none"> • True and accurate; • Complete; • Typed; • Logically sequenced, and • Dated and signed by the staff making the entry. 	<p>Electronic entries, initials and/or signatures on the Therap ISP are sufficient.</p> <p>In extenuating circumstances when there are technical difficulties, documentation must be secured and entered into Therap when available.</p>
28	<p>At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.</p>	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Community Services Log as evidenced by either:</p> <ul style="list-style-type: none"> • An electronic copy of the signed “Clinician Report” saved in Therap, or

Standards		Guidance
		<ul style="list-style-type: none"> • A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Community Services Log noting progress and/or recommendations. <p>When monitoring the individual’s goal(s), their satisfaction with their progress/outcomes must be considered.</p> <p>Lack of participation/progress after three (3) months should result in a review of the individual’s goals and their current interest in receiving Community Services.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient.</p>
29	The Program Director or his/her designee must ensure that all billable units of Community Services are entered into the Day Supports Attendance Log by the fifth (5 th) business day of the following month.	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered by the established deadline may result in nonpayment.</p> <p>**This may need to be updated due to Therap billing.</p>
30	The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goal(s)/activities are no longer appropriate; • Goal(s)/activities no longer support progress; and/or • The individual’s Community Services goal or life situation has changed. <p>Amendments are documented on the ISP: SC Community Services Log with notation of the individual’s and/or his/her legal guardian’s participation and agreement (if applicable).</p>
31	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Current Comprehensive Vocational Service Assessment or Comprehensive Day Services Assessment. • Current Day Services Plan that 	<p>Records, either electronic in Therap as specified or on paper, shall be maintained for each individual.</p> <p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p>

Standards		Guidance
	<p>supports the provision of the service provided.</p> <ul style="list-style-type: none"> • ISP: SC Community Services Log that supports the provision of the services provided. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Report of a medical examination which was performed not more than 12 months prior to admission. • Report of psychological evaluation(s) as required by these standards. • Record of unusual behavior incidents which are recorded at the time of occurrence. • Record of illness and accidents. • Authorization for emergency medical service and medication administration. • Record of critical incidents. 	<p>All Community Services documentation must be available in Therap. The Comprehensive Vocational Service Assessment (CVSA) or the Comprehensive Day Services Assessment and The Day Services Plan must be attached to the Individual Home Page. The ISP: SC Community Services Log must be available in Therap for review.</p>
32	<p>Any evidence of illness or injury shall be documented in the individual’s record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.</p>	
33	<p>Reporting requirements are completed per DDSN policies and directives.</p>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> • DDSN Directive 100-09 DD: Critical Incident Reporting • DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving DDSN Services • DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency



SUPPORT CENTER SERVICES STANDARDS

Revised April 8, 2016

Commission Approved: January 20, 2022

Effective: July 1, 2022

SUPPORT CENTER SERVICES STANDARDS

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist individuals with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Support Center Services is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their life goals.

Per [DDSN Directive 700-07 DD: Employment First](#): While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

DEFINITIONS:

Support Center Services include non-medical care, supervision and assistance provided in a non-institutional, group setting outside of the participant's home to individuals who, because of their disability, are unable to care for and supervise themselves. Services provided are necessary to prevent institutionalization and maintain the participants' health and safety. The care, supervision and assistance will be provided in accordance with a plan of care. An array of non-habilitative activities and opportunities for socialization will be offered throughout the day but not as therapeutic goals.

Support Center Services is not available for those receiving Residential Habilitation Services.

Activities can occur in natural settings that do not isolate participants from others without disabilities.

Transportation will be provided from the participant's residence to the service provision site when the service start time is before 12:00 Noon. Transportation will be available from the participant's service provision site to his/her residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Day Services: Day Services are services delivered in/or originating from a DDSN Licensed Day Facility. Day Services include Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

ANTICIPATED OUTCOMES:

For a limited number of individuals (i.e., elderly, those with significant medical conditions, those with significant psycho-social risk factors), other day support options may be inappropriate or undesirable. As an alternative, Support Center Services allows individuals to spend time away from home in a supervised setting where person-centered and community integrated activities

enable them to actualize their potential, have their needs met and enjoy new experiences. Services provided are necessary to maintain the participants' health and safety.

This service may also be appropriate for those with community jobs receiving Employment Services who may require supports outside of their work schedule.

It is expected that Support Center Services be provided in a manner that promotes:

- Dignity and respect
- Health, safety and well-being
- Individual/family/legal guardian participation, choice control and responsibility
- Relationships with family, friends and community connections
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration

It is also expected that Support Center Services reflects the principles of DDSN and therefore services should:

- Be person centered
- Be responsive, efficient, and accountable
- Be individually focused, strengths-based and results oriented
- Maximize potential based on an individual's interests, preferences and choices
- Be based on best and promising practices

Standards		Guidance
1	Support Center Services will be provided in accordance with all state and federal laws.	
2	Support Center Services will only be provided in or originate from facilities licensed by DDSN as Day Facilities.	On site attendance at the licensed facility is not required to receive services that originate from the facility. Please refer to DDSN Standards for Licensing Day Facilities .
3	Support Center Services will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Support Center Services will only be provided by DDSN qualified Day Services providers.	
5	The Support Center Services provider must designate a Program Director who: <ul style="list-style-type: none"> • Is at least 21 years old. • Has a four (4) year, baccalaureate degree from an accredited college or university in the human services or related field and two (2) years experience in administration or supervision in the human services field or have a master’s degree from an accredited college or university in the human services or related field and one (1) year experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
6	Staff/anyone contracted to provide direct support in Support Center Services: <ul style="list-style-type: none"> • Is at least 18 years old; 	Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to: <ol style="list-style-type: none"> a. Read and comprehend written instructions in English

Standards		Guidance
	<ul style="list-style-type: none"> • Has a valid high school diploma or its certified equivalent; • Has references from past employment if the potential staff has a work history; • Is capable of aiding in the activities and implementing the Day Services Plan of each individual for whom they are providing supports; and • Has a valid driver’s license if duties require transportation of individuals. 	<p>which may include health care information;</p> <p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and</p> <p>c. Communicate verbal and/or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff’s/anyone contracted to provide direct support’s file.</p>
7	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Background checks must be done in accordance with DDSN Directive 406-04-DD : Criminal Record Checks and Reference Checks of Direct Caregivers
8	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = no documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff’s ability to perform required duties.
9	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN Directive 603-06-DD.	Pass = no evidence of communicable disease; meets Requirements of DDSN Directive 603-06-DD : Tuberculosis Screening.
10	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
11	There will be a staff development/in-service education program operated by each Support Center Services provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal</p>

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		<p>and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff/anyone contracted to provide direct support to identify annual personal and professional goals.</p>
<p>12</p>	<p>Each Support Center Services provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees, if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Termination of participants from the program which include: <ul style="list-style-type: none"> ○ A list of reasons for dismissal. ○ Methods of averting the termination. ○ When consultation and concurrence with DDSN prior to termination will be sought. • Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	

Standards		Guidance
13	<p>Individuals receiving Support Center Services are free from abuse, neglect and exploitation.</p>	<p><u>DDSN Directive 534-02 DD</u>: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
14	<p>Individuals receiving Support Center Services are:</p> <ul style="list-style-type: none"> • Informed of their rights; • Supported to learn about their rights, and • Supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights.</p> <ul style="list-style-type: none"> • Each individual’s right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted. • Personal freedoms are not restricted without due process. • Individuals are expected to manage their own funds to the extent of their capability. • Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms. • Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.
15	<p>Support Center Services will only be provided to those who are authorized by a DSN Board or contracted Case Manager.</p> <p>Individuals may be authorized a maximum of 520 Day Services units annually.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>Case Management will provide the chosen Support Center Services provider with an authorization that at a minimum includes the following information:</p> <ul style="list-style-type: none"> • Individual’s information: name, address, DOB, referral date, Medicaid # (when applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name of referring Case Manager and Case Management Agency; • Type of service authorized, number of authorized units, effective date and expiration date of the authorization; and • A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service.

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		<ul style="list-style-type: none"> • Support Center can be authorized in conjunction with other Day Services (Employment Services-Group, Career Preparation, Community Services and Day Activity), not to exceed a total of 520 units annually. • Additional information: Critical and emergency information, relevant health/medical information, and care and supervision information.
16	Individuals receiving Support Center Services are supported to make decisions and exercise choice regarding the specific activities and supports they will receive based on assessment.	Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).
17	<p>Within 15 business days of receipt of an authorization, the Support Center Services provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service with start date; • Information that the individual will be placed on the provider's waiting list; or • Information that the referral is being rejected with reasons for the rejection. 	If the referral is rejected, an explanation must be documented and made available to the Case Manager.
18	After acceptance into the services, but prior to providing Support Center Services, a Preliminary Plan must be developed that outlines the non-medical care, supervision and assistance to be provided.	The Preliminary Plan must include essential information to ensure appropriate services and supports are in place to assure health, safety, supervision and rights protection.
19	On the first day of attendance in Support Center Services, the Preliminary Plan must be implemented.	Preliminary Plan is to be implemented on the first day of attendance in Support Center Services. When assessments are completed, and activities and supports have been identified, the Day Services Plan will be completed and will replace the Preliminary Plan.

	Standards	Guidance
20	<p>Within 30 calendar days of the first day of attendance in Support Center Services, and every 365 days thereafter, the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) will be completed that identifies the abilities/strengths, interests/preferences, needs/supports of the individual in the following areas:</p> <ul style="list-style-type: none"> • Supervision and supports. • Relevant medical information. • Health and hygiene. • Behavior supports. • Interests. • Preferences. • Skills. • Self-esteem/Self-advocacy and Self-determination. • Coping skills. • Personal responsibility. • Money management. • Socialization. • Community participation/safety. • Mobility and transportation. 	<p>At a minimum, assessments must be completed every 365 days.</p> <p>The annual assessment must reflect that the Support Center Services being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Decisions and choices made by the individual related to Support Center Services must be documented in the Comprehensive Vocational Service Assessment (CVSA) or Comprehensive Day Service Assessment (CDSA) and the Day Services Plan.</p> <p>Comments that have been documented in the individual’s ISP from the previous year should be utilized when completing the annual CVSA or CDSA.</p>
21	<p>Based on the results of the assessment, within 30 calendar days of the first day of attendance of Support Center</p>	<p>At a minimum, the plan must be completed every 365 days.</p>

Standards		Guidance
	<p>Services and every 365 days thereafter, a Day Services Plan that outlines the Support Center Services and supports to be provided is developed with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
<p>22</p>	<p>The plan must include:</p> <ul style="list-style-type: none"> • A description of the activities and supports to be provided. • Type and frequency of supervision to be provided. • Emergency contact information. • Current and comprehensive medical information. • Any information necessary to support the individual in Support Center Services. 	<p>Activities must be age appropriate, offer variety and choice, emphasize community experiences and focus on small groups and individual interactions/experiences. Activities should be individualized based on likes, dislikes, areas of interests, desires, dreams, etc. as documented in the individual’s assessment and plan.</p> <p>Services are based upon the preferences and choices of each individual. Regardless of skill level, adults with disabilities will experience activities of their choice that help to enrich their days and make a meaningful difference in their lives.</p> <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services.</p> <p>Services provided shall include the provision of any interventions and supervision needed by the individual which include dining/eating.</p> <p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p> <p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Day Services Plan and on the IPS: SC Community Services Log and must be available in Therap for review.</p>

Standards		Guidance
		<p>Medication Technician Certification program must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>
23	<p>As soon as the plan is developed, it must be implemented.</p>	
24	<p>Documentation of activities and supports must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of attendance/participation in activities and supports received is completed on the Therap ISP: SC Support Center Log.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of service provision; • Begin time/end time of service provision (exact times); and • A detailed description, noted in the comments section, of the activity/ supports provided. <p>Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5th) business day of the following month to support billing.</p>	<p>For each unit of service reported, documentation in the ISP: SC Support Center Log must be present to show the activity/supports received on the day the service was provided.</p> <p>Documentation for more than one unit provided during a day can be completed within the same narrative by noting 1st unit: narrative; 2nd unit: narrative.</p> <p>Support Center Services is not available for those receiving Residential Habilitation Services.</p> <p>** The Support Center Services ISP may not meet the needs of those receiving ICF/IID services.</p>
25	<p>Data entries must be:</p> <ul style="list-style-type: none"> • True and accurate. • Complete. • Typed. • Dated and signed by the staff making the entry. 	<p>Electronic entries, initials and/or signatures on Therap ISP: SC Support Center Log are sufficient.</p> <p>In extenuating circumstances when there are technical difficulties, documentation must be secured and entered into Therap when available.</p>

Standards		Guidance
26	At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Support Center Log as evidenced by either:</p> <ul style="list-style-type: none"> • An electronic copy of the signed “Clinician Report” saved in Therap, or • A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Support Center Log noting participation and/or recommendations. <p>When monitoring, the individual’s satisfaction with their service must be considered.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient.</p>
27	The Program Director or his/her designee must ensure that all billable units of Support Center Services are entered into the Day Supports Attendance Log by the fifth (5 th) business day of the following month.	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered by the established deadline may result in nonpayment.</p> <p>**This may need to be updated due to Therap billing.</p>
28	The plan is amended when changes to the plan are requested or are necessary with participation from the individual and/or his/her legal guardian (if applicable).	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Activities/supports are no longer appropriate; and/or • The individual’s life situation has changed. <p>Amendments are documented on the ISP: SC Support Center Log with notation of the individual’s and/or his/her legal guardian’s participation and agreement (if applicable).</p>
29	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Current Comprehensive Vocational Service Assessment or Comprehensive Day Services Assessment; 	<p>Records, either electronic, in Therap, as specified, or on paper, shall be maintained for each individual.</p> <p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p>

Standards		Guidance
	<ul style="list-style-type: none"> • Current Day Services Plan that supports the provision of the service provided; • ISP: SC Support Center Log that supports the provision of Support Center Services. <p>Records shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Report of a medical examination which was performed not more than 12 months prior to admission; • Record of unusual behavior incidents which are recorded at the time of occurrence; • Record of illness and accidents; • Authorization for emergency medical service and medication administration; and • Record of critical incidents. 	<p>All Support Center Services documentation must be available in Therap. The Comprehensive Vocational Service Assessment (CVSA) or the Comprehensive Day Services Assessment (CDSA) and the Day Services Plan must be attached to the Individual Home Page. The ISP: SC Support Center Log must be available in Therap for review.</p>
30	<p>Any evidence of illness or injury shall be documented in the individual’s record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.</p>	
31	<p>Reporting requirements are completed per DDSN policies and directives.</p>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> • DDSN Directive 100-09 DD: Critical Incident Reporting • DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN • DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency

FY22 Spending Plan VS Actual Expenditures as of 12/31/2021

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	\$ 341,807,961	\$ 69,614,562	\$ 411,422,523	\$ 439,748,314	REASONABLE
Percent of total spending plan remaining	100.00%	40.16%	8.18%	48.34%	51.66%	
% of FY Remaining					50.00%	
Difference % - over (under) budgeted expenditures					1.66%	

* In Dec 2021, providers billed & paid by SCDHHS for approximately \$92.1 million in services (waiver services + state plan services). DDSN paid the \$22.5 million state match to SCDHHS recorded as a cash expenditure and the \$69,614,562 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