

From: [Linguard, Christie](#)
Subject: Meeting Notice - The Commission of the SCDDSN - Policy Committee Meeting - August 9, 2022
Date: Friday, August 5, 2022 12:01:08 PM
Attachments: [Policy Committee Packet - 08 09 22.pdf](#)

Good Afternoon,

Please note that the time has changed for the Policy Committee Meeting. The new time will be 4:00 PM on Tuesday, August 9, 2022.

Thank you,

From: Linguard, Christie
Sent: Friday, August 5, 2022 9:49 AM
Subject: Meeting Notice - The Commission of the SCDDSN - Policy Committee Meeting - August 9, 2022

Good morning,

The South Carolina Commission on Disabilities and Special Needs will hold an in-person Policy Committee meeting on Tuesday, August 9, 2022, at 4:00 p.m. The Committee Meetings are held at the SC Department of Disabilities and Special Needs Central Administrative Office, 3440 Harden Street Extension, Columbia, SC. This meeting can also be viewed via a live audio stream at <https://ddsn.sc.gov>.

Please see the attached meeting agenda and handouts for the Policy Committee Meeting.

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

Thank you.

POLICY COMMITTEE AGENDA

DRAFT

**Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina**

August 9, 2022

4:00 p.m.

- 1. Call to Order** **Committee Chair Barry Malphrus**
- 2. Statement of Announcement** **Lori Manos on behalf of Chairman Malphrus**
- 3. Invocation** **Committee Chair Barry Malphrus**
- 4. Adoption of Agenda**
- 5. Approval of Summary Notes from July 12, 2022 Meeting (TAB 1, pg. 1-3)**
- 6. Old Business: (TAB 2)**
 - A. 300-05-DD: Maintenance Management Contract Requirements for Properties Owned by DDSN and Operated by Local County Providers (pg. 4-16)
- 7. New Business: (TAB 3)**
 - A. Selection of FY23 List of Directives/Standards for Policy Committee (pg. 17-19)
- 8. Status Update on Directives Referred to Staff**
- 9. Adjournment – Next Meeting September 6, 2022 (TENTATIVE)**

DRAFT

MEETING SUMMARY OF THE POLICY COMMITTEE
Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina
July 12, 2022

IN ATTENDANCE: Chairman, Barry Malphrus; Commissioner David Thomas
Dr. Michelle Fry, Lori Manos, Erin Oehler, Carolyn Benzon, Harley Davis, Ann Dalton,
Courtney Crosby; Debra Punzirudu; Nancy Rumbaugh, and Colleen Honey

1. Adoption of Agenda

Chairman Malphrus requested committee members to adopt the agenda.

As there were no objections, agenda was adopted.

2. Approval of Summary Notes from the June 14, 2022 Meeting

Chairman Malphrus requested committee members to adopt the summary notes.

As there were no objections, summary notes from the June 14, 2022 meeting were adopted.

3. 800-07-DD: South Carolina Commission on Disabilities and Special Needs Committee Procedures

According to the directive, annual review and updating of Committee procedures (if necessary) is suggested each July or when a new Committee Chair is assigned. The Policy Committee had no changes to its procedures and recommended the other Committees (Finance & Audit; Legislative and Personnel) conduct a review as well.

4. Old Business:

A. 100-30-DD: Eligibility Determination

The directive was posted for external review. No comments were received. A copy of the draft version and final version were included in the Committee packet. As there were no objections, the directive will be presented to the full Commission for approval and signing.

B. 535-11-DD: Appeal and Reconsideration of Decision

The directive was posted for external review. No comments were received. A copy of the draft version and final version were included in the Committee packet. As there were no objections, the directive will be presented to the full Commission for approval and signing.

C. 567-04-DD: DDSN Approved Crisis Prevention Curricula List and Curriculum Approval Process

The directive was posted for external review. No comments were received. A copy of the draft version and final version are included in the Committee packet. As there were no objections, the directive will be presented to the full Commission for approval and signing.

D. 600-05-DD: Behavior Supports, Psychotropic Medications and Prohibited Practices

The directive was posted for external review. Only one comment was received and addressed. A copy of the draft version and final version were included in your Committee packet. As there were no objections, the directive will be presented to the full Commission for approval and signing.

E. 300-04-DD: Maintenance of Physical Plant

After further review by staff, it was determined to mark this directive OBSOLETE and incorporate into 300-05-DD (Item #F) on the agenda. As there were no objections, the directive will be presented to the full Commission as OBSOLETE together with the other directive (Item #F) after it has gone out for external review.

F. 300-05-DD: Maintenance Management Contract Requirements for Community Residential Homes

Staff determined after further review of 300-04-DD (Item #E) to combine the two directives into one. The Committee asked for several changes. As there were no objections, the directive will go out for public comment (10-day review) and will be offered at the next Policy meeting (August 9) for approval to present to the full Commission for signing.

5. **New Business:**

A. 700-09-DD: Determining Need for Residential Services

Staff presented this new directive which incorporates several other directives (Item #C and #D). As there were no objections, the directive will go out for public comment (10-day review) and will be offered at the next Policy meeting (August 9) for approval to present to the full Commission for signing.

B. 700-03-DD: Informed Choice in Living Preference (Intermediate Care Facilities for Individuals with Intellectual Disabilities)

Staff presented this directive to reflect changes in regards to the new directive 700-09-DD (Item #A). As there were no objections, the directive will go out for public comment (10-day review) and will be offered at the next Policy meeting (August 9) for approval to present to the full Commission for signing.

C. 502-01-DD: Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Settings

This directive was incorporated into the new directive 700-09-DD (Item #A). Staff determined it should be declared OBSOLETE. As there were no objections, the directive will be presented to the full Commission to be deemed OBSOLETE together with the other directives (Item #A) and (Item #B) after they have gone out for external review.

D. 502-05-DD: Waiting List

This directive was incorporated into the new directive 700-09-DD (Item #A). Staff determined it should be declared OBSOLETE. As there were no objections, the directive will be presented to the full Commission to be deemed OBSOLETE together with the other directives (Item #A) and (Item #B) after they have gone out for external review.

E. 275-04-DD: Procedures for Implementation of DDSN Provider Audit Policy for DSN Boards

This directive is reviewed yearly, and as such, it was determined it did not qualify/require public review. After a brief discussion, the Policy Committee made one change. As there were no objections, it will be presented to the Commission for signing.

F. 275-06-DD: Procedures for Implementation of DDSN Audit Policy for Contracted Service Providers

This directive is reviewed yearly, and as such, it was determined it did not qualify/require public review. After a brief discussion, the Policy Committee made one change. As there were no objections, it will be presented to the Commission for signing.

4. Adjournment

The next meeting will take place on August 9, 2022.

Mary Poole
State Director
Patrick Maley
Deputy Director
Rufus Britt
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
W. Chris Clark
Chief Financial Officer



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Eddie L. Miller
Stephanie M. Rawlinson
David L. Thomas

Reference Number: 300-05-DD

Title of Document: Maintenance Management Contract Requirements for Properties Owned by DDSN and Operated by Local County Providers and Improvements of DDSN-Owned Properties

Date of Issue: February 8, 1990
Reviewed Date: March 23, 1992
Last Review Date: June 18, 2020
Date of Last Revision: June 18, 2020 XXXX, 2022 (REVISED)
Effective Date: February 8, 1990 XXXX, 2022

Applicability: DDSN Providers Occupying DDSN-owned Properties All DDSN "State-Owned" Licensed Homes and Facilities

Commented [HC1]: Ralph Courtney – Aiken Board

Very clear, very readable. It appears (unless I missed something) that instructions related to how a provider should go about obtaining needed repairs to sidewalks, driveways, and parking areas have not been included. It is unclear as to whether DDSN or the Occupant will be responsible for these important areas of the properties.

While the agency for which I work has no such facilities, I believe clarification of this area of maintenance and improvements would prove helpful in the future.

Commented [DT2R1]: DDSN Response:

We have added a definition (Site Work) in response to this comment and address DDSN and Occupant responsibilities as they relate to this category.

PURPOSE

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that properties owned by the agency be structurally sound, cost effectively maintained, and promote the health, safety, and welfare of those who utilize the property.

The purpose of this directive is to establish maintenance and emergency repair responsibilities pertaining to residential and non-residential properties owned by DDSN and operated by local county providers. It is the policy of DDSN to ensure the structural soundness of facilities; ensure cost effective preventive maintenance on residences; and ensure that facilities promote health, safety, and welfare of individuals supported. Pursuant to Proviso 36.6, the purpose of this directive is to establish the process whereby properties that are owned by DDSN and are occupied by a DDSN services provider (Occupant) are adequately maintained and improved.

DEFINITIONS

Building Envelope: Includes all exterior components such as the roof, cladding, foundation, exterior windows, and exterior doors. The building envelope refers to all building elements that would protect the Interior Components of the building from the ambient environment and allow for climate control.

Fixed Equipment: Includes building elements such as HVAC systems, fire protection systems, electrical systems, plumbing systems, hard-wired or ducted kitchen equipment, refrigerator, washer, and dryer.

Interior Components: Includes interior finishes and accessories such as flooring, tile work, cabinets, countertops, and interior doors/jambes.

Site Work: Includes elements of the property that are not part of a building or any other structure. This refers to items such as grading, site drainage, erosion control, retaining walls, and paving, such as driveways or sidewalks.

Custodial Maintenance: Refers to daily or routine tasks to maintain the property in a workable and livable condition. These activities include, but are not limited, to housekeeping, lawn care, painting, minor repairs to toilets and faucets to stop leaks or running, unclogging drain lines, and changing out HVAC filters, lighting fixtures, or electrical ballasts/bulbs.

Improvements: Refers to modifications, renovations or alterations of DDSN-owned properties.

Emergency: Refers to an immediate threat to public health, welfare, critical economy and efficiency (e.g., hurricanes), or safety.

GENERAL

DDSN-owned properties include residences that may be operated by the Occupant as an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), a Community Residential Care Facility (CRCF), or a Community Training Home II (CTH-II); program buildings through which the Occupant delivers DDSN-sponsored Day Services; or office space. As the owner of the property, DDSN is committed to adequately maintaining the property.

DDSN will be responsible for:

- All care, maintenance, and replacement of the **Building Envelope.**
- All care, maintenance, and replacement of the **Fixed Equipment.**
- All care, maintenance, and replacement of the **Interior Components,** except in the case of damages by those supported or staff members.
- All care, maintenance, and replacement of the **Site Work,** except in the case of damages by those supported or staff members.

- Ensuring each property is properly insured for hazard and loss protection, which will include any DDSN-owned furnishings. DDSN will not provide insurance coverage for any structures not erected by DDSN, nor any furnishings or belongings beyond those listed.
- Removal of dead trees.
- Maintaining a termite bond and protection as deemed prudent by DDSN.
- Maintaining possession of keys to all properties. Except in an emergency, DDSN will provide the Occupant 24 hours' notice prior to entering the property for the purpose of property inspection, maintenance, and/or repairs.
- Following processes described below.

Occupant will be responsible for:

- Demonstrating a basic level of knowledge, understanding, and competence with regards to property maintenance. This includes employing competent and capable maintenance staff with a general knowledge of care and maintenance of residential and commercial buildings.
- Notifying DDSN immediately upon discovery of any life safety deficiencies.
- Notifying DDSN immediately upon discovery of any critical maintenance deficiency that could result in larger or more costly maintenance and repairs if not addressed. Failure to notify DDSN of these critical maintenance deficiencies may result in the Occupant being held financially responsible for the repairs of such items.
- Damages (excluding normal wear and tear) caused to the **Building Envelope, Fixed Equipment, or Interior Components** by those supported or staff members. Such damages must be reported to DDSN within ten (10) business days.
- **All Custodial Maintenance.**
- All required inspections related to maintaining any required licensure. Any deficiencies cited on those inspections should be reported to DDSN immediately.
- Using sound judgement to determine if the issue constitutes an **Emergency** as defined above.
- Adhering to South Carolina Consolidated Procurement Code (<https://www.scstatehouse.gov/code/t11c035.php>). Failure to properly procure maintenance and repair work may result in any requests to DDSN being denied. Vendors must be registered with the state (<https://procurement.sc.gov/doing-biz/registration>).
- Following processes described below.

When the property is used as a residential setting in which Residential Habilitation is delivered, the Room and Board payments charged to residents will not include "maintenance," "taxes and insurance," and "pest control."

IMPROVEMENTS

The Occupant shall make no **Improvements** to the property without written approval from DDSN. Examples of such improvements include, but are not limited to:

- Dividing or opening rooms by adding or removing interior walls.
- Cutting new door/window openings.
- In-filling existing door/window opening.
- Cutting existing doors.
- Removing door closers.
- Modifying the fire alarm system.
- Adding a carport, covered entry, and/or patio cover.
- Constructing or adding a storage building or shed.
- Adding fencing

All approved **Improvements** shall comply with state and local laws and be approved by the Authority Having Jurisdiction (AHJ) prior to commencement. If **Improvements** are desired, the Occupant must submit a request to DDSN's Division of Engineering and Planning. Requests must include a written description and projected cost of the proposed **Improvements**. DDSN will reserve the right to consider the benefits of requested **Improvements** to those who use the property, and if the **Improvements** will impact the property's value. No work can begin until DDSN's written approval is received by the Occupant.

PROCESSES

Non-Emergency Requests Related to Building Envelope, Fixed Equipment, and/or Interior Components

1. All non-emergency requests related to the care, maintenance, or replacement of the property's **Building Envelope, Fixed Equipment, and Interior Components**, should be made to DDSN using the email address **maintenance@ddsn.sc.gov**.
2. Requests are required to include the following information:
 - a. A written description of what repairs and/or replacements are needed,
 - b. All required procurement documentation, to include but is not limited to, required quotes, written requests for quotes, and written "scope of work" used to obtain quotes from contractors (see <https://www.procurement.sc.gov/osp/policy> for details), and
 - c. A completed Request for Purchase (RFP).
3. DDSN will review all submitted requests within 30 days.
4. If the request complies with this Directive, DDSN's Division of Engineering and Planning will approve the request and DDSN's Division of Procurement will generate a

purchase order (PO) for the approved quotes. No maintenance or repair work shall commence prior to the Occupant receiving a PO from DDSN.

5. Upon completion of repairs and/or replacements, the Occupant shall verify all work is complete and/or ensure proper operations.
6. Invoices shall be made out to DDSN and be submitted to DDSN at the email address above along with written verification that all work is completed to satisfaction. DDSN will be responsible for approving invoices that meet the above-mentioned criteria, and processing them upon receipt.

Emergency Requests Related to Building Envelope, Fixed Equipment, and/or Interior Components

1. In the event of an **Emergency**, the Occupant may proceed with repairs and/or replacements without approval from DDSN. However, DDSN must be notified using the email address above.
 - a. The notification should document the emergency condition and the circumstances or events that resulted in the emergency condition.
 - b. The notification should be provided as soon as reasonably possible.
2. DDSN reserves the right to protest the Occupant's emergency determination.

Requests Related to Improvements

1. Requests for **Improvements** should be made to the email address above and include the following information:
 - a. Type of **Improvement** being requested and
 - b. Justification for how the **Improvement** will benefit those that use the property and/or impact the property's value.
2. DDSN will review requests for **Improvements** and provide written approval or denial in within 30 days.

Previously Completed Care, Maintenance, and Replacement by The Occupant to DDSN-Owned Properties

1. If **Improvements** were completed, or care, maintenance, and/or replacements were made to the **Building Envelope, Fixed Equipment, and Interior Components** by the Occupant after Proviso 36.6 was effective (July 1, 2021), but before this directive was effective, DDSN will review documentation related to the care, maintenance, or replacement to determine if reimbursement is allowable.

2. All previously completed work must have followed the South Carolina Consolidated Procurement Code and all documentation must be submitted to the DDSN Division of Engineering using the email address listed above in order for the request to be considered for reimbursement.

~~To achieve the goals stated above, DDSN and boards/providers shall divide responsibilities for maintenance, repairs, and replacement as follows:~~

~~2. Procedure~~

~~A. DDSN mandates that the board/provider submit to DDSN proof of home insurance. Until such time the properties are deeded to providers, any premiums incurred by DDSN related to insuring the properties will be billed to and reimbursed by providers.~~

~~DDSN does not provide routine interior and exterior maintenance and upkeep for state owned community residential homes and facilities. Inspection of these settings is conducted annually.~~

~~B. Boards/Providers will be responsible for all routine interior and exterior maintenance and upkeep of residences and facilities. These costs are included in the boards/providers budget. The board/provider shall be responsible for:~~

~~1. Preventative maintenance/repair of the fire alarm system, sprinkler system, if applicable, on all fixed equipment including the water heater, dishwasher, and heating/ventilation and air conditioning through annual maintenance/service contracts.~~

~~2. Replacement of all fixed equipment including water heater, dishwasher, automatic door opener, heating/ventilation and air conditioning;~~

~~*3. Roofing repairs and replacement;~~

~~*4. Exterior door and window repair/replacement when damage is covered by insurance;~~

~~*5. Replacement and repair of all items covered under the insurance policy of DDSN;~~

~~6. Fire alarm inspection and certification of the sprinkler system;~~

~~7. Adequate funding in the management contract budget to assist with items listed below as board/provider responsibilities.~~

~~8. The board/provider should contact the DDSN Regional Center Office/Maintenance Director on any of the above issues listed in items 3, 4, and 5 of this section and denoted with an asterisk above.~~

- ~~9. Take all reasonable actions to safeguard the facility and fixed asset items (FAS), as required contractually, from theft, destruction, or loss of any kind. (DDSN will carry insurance on the Facility and DDSN owned furnishings, for hazard and loss protection.)~~

- ~~10. Maintain the premises and fixed assets items in good order and in substantially the same condition as received, excepting reasonable wear and tear and damage by fire or other causality over which the board/provider has no control in coordination with licensing requirements as follows:~~
 - ~~a. Maintenance of all appliances including the washer, dishwasher, dryer, refrigerator, stove, freezer, and ice machine as applicable;~~
 - ~~b. All interior and exterior caulking and painting on a recommended frequency of once every three (3) years or on an as needed basis; replace windows and doors when damage results from failure to maintain caulking and painting.~~
 - ~~e. Repair/replacement of all interior doors, door frames, floor coverings, eabinets and counter tops, tile work, and ceilings (unless damaged by water leaks);~~
 - ~~d. Replacement of light switches, lighting fixtures, emergency light batteries, and electrical receptacles (to be done by licensed electrician using same quality materials);~~
 - ~~e. Watering, pruning, and fertilizing of landscaping including replacement of shrubbery, as required;~~
 - ~~f. Mowing of grassed area;~~
 - ~~g. Regular cleaning and maintenance of rain gutters and diverters;~~
 - ~~h. Installation and maintenance of television antennas and/or cable;~~
 - ~~i. Installation and maintenance of door exit alarms;~~
 - ~~j. Maintenance and repair of water line leaks and leaky fixtures;~~
 - ~~k. Maintenance and repair of sewer line blockage;~~
 - ~~l. Replacement of window sash/screen, if broken, by accident, by client or staff and not otherwise covered by insurance;~~
 - ~~m. Maintenance and upkeep of outdoor equipment and furnishing such as basketball goal, other sports equipment, patio furniture, etc.~~

- C. ~~In addition, the provider agrees to the following in regard to any fixed assets items associated with the residence:~~
1. ~~Keep accurate records, as required by DDSN, for the maintenance and accountability of the building and fixed assets items and inform DDSN promptly of any lost, stolen, or damaged fixed assets items or of any damage to the building or permanent fixtures;~~
 2. ~~Replace any fixed asset items returned to DDSN and include the expense as part of the cost of operation of the community residence under the management contract; consistent with federal regulations and generally accepted accounting principles;~~
- D. ~~The board/provider further agrees to indemnify DDSN from any liability from the use or possession of any fixed asset items and of the building and permanent fixtures.~~
- E. ~~The board/provider shall make no modification, renovation, or alteration to the facility without express written authority from the Engineering & Planning Division of DDSN. Types of alterations would include, but not be limited to:~~
- ~~Dividing or opening rooms by adding or removing interior walls;~~
 - ~~Cutting new door/window openings;~~
 - ~~In filling existing door/window openings;~~
 - ~~Cutting existing doors;~~
 - ~~Removing door closers;~~
 - ~~Modifying the fire alarm system;~~
 - ~~Additions such as a carport, covered entry, and/or patio cover, etc.~~
- F. ~~The maintenance/service contract specifications shall be generated by the DDSN Engineering and Planning Division and shall basically consist of items outlined in paragraph "B" above.~~
- G. ~~The board/provider shall comply with DHEC and DDSN requirements for design by professionals and plan review by authorities having jurisdiction, as appropriate and in consultation with the Engineering and Planning Division of DDSN.~~

~~Robin Blackwood~~Barry D. Malphrus
Vice-Chairman

~~Gary Lemel~~Stephanie M. Rawlinson
Chairman

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State Director

Janet Brock Priest

Associate State Director

Operations

Lori Manos

Associate State Director

Policy

Constance Holloway

General Counsel

Harley T. Davis, Ph.D.

Chief Administrative Officer

Nancy Rumbaugh

Interim Chief Financial Officer

Greg Meetze

Chief Information Officer



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Barry D. Malphrus

Vice Chairman

Robin B. Blackwood

Secretary

Gary Kocher, M.D.

Eddie L. Miller

David L. Thomas

Michelle Woodhead

Reference Number:	300-05-DD
Title of Document:	Maintenance and Improvements of DDSN-Owned Properties
Date of Issue:	February 8, 1990
Date of Last Revision:	August 18, 2022 (REVISED)
Effective Date:	August 18, 2022
Applicability:	DDSN Providers Occupying DDSN-owned Properties

PURPOSE

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that properties owned by the agency be structurally sound, cost effectively maintained, and promote the health, safety, and welfare of those who utilize the property.

Pursuant to Proviso 36.6, the purpose of this directive is to establish the process whereby properties that are owned by DDSN and are occupied by a DDSN services provider (Occupant) are adequately maintained and improved.

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Improvements: Refers to modifications, renovations or alterations of DDSN-owned properties.

Emergency: Refers to an immediate threat to public health, welfare, critical economy and efficiency (e.g., hurricanes), or safety.

GENERAL

DDSN-owned properties include residences that may be operated by the Occupant as an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID), a Community Residential Care Facility (CRCF), or a Community Training Home II (CTH-II); program buildings through which the Occupant delivers DDSN-sponsored Day Services; or office space. As the owner of the property, DDSN is committed to adequately maintaining the property.

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- All care, maintenance, and replacement of the **Fixed Equipment**.
- All care, maintenance, and replacement of the **Interior Components**, except in the case of damages by those supported or staff members.
- All care, maintenance, and replacement of the **Site Work**, except in the case of damages by those supported or staff members.
- Ensuring each property is properly insured for hazard and loss protection, which will include any DDSN-owned furnishings. DDSN will not provide insurance coverage for any structures not erected by DDSN, nor any furnishings or belongings beyond those listed.
- Removal of dead trees.
- Maintaining a termite bond and protection as deemed prudent by DDSN.
- Maintaining possession of keys to all properties. Except in an emergency, DDSN will provide the Occupant 24 hours' notice prior to entering the property for the purpose of property inspection, maintenance, and/or repairs.
- Following processes described below.

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- Notifying DDSN immediately upon discovery of any life safety deficiencies.
- Notifying DDSN immediately upon discovery of any critical maintenance deficiency that could result in larger or more costly maintenance and repairs if not addressed. Failure to notify DDSN of these critical maintenance deficiencies may result in the Occupant being held financially responsible for the repairs of such items.
- Damages (excluding normal wear and tear) caused to the **Building Envelope, Fixed Equipment, or Interior Components** by those supported or staff members. Such damages must be reported to DDSN within ten (10) business days.
- **All Custodial Maintenance.**
- All required inspections related to maintaining any required licensure. Any deficiencies cited on those inspections should be reported to DDSN immediately.
- Using sound judgement to determine if the issue constitutes an **Emergency** as defined above.
- Adhering to South Carolina Consolidated Procurement Code (<https://www.scstatehouse.gov/code/t11c035.php>). Failure to properly procure maintenance and repair work may result in any requests to DDSN being denied. Vendors must be registered with the state (<https://procurement.sc.gov/doing-biz/registration>)
- Following processes described below.

When the property is used as a residential setting in which Residential Habilitation is delivered, the Room and Board payments charged to residents will not include “maintenance,” “taxes and insurance,” and “pest control.”

IMPROVEMENTS

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- Cutting new door/window openings.
- In-filling existing door/window opening.
- Cutting existing doors.
- Removing door closers.
- Modifying the fire alarm system.
- Adding a carport, covered entry, and/or patio cover.
- Constructing or adding a storage building or shed.
- Adding fencing.

All approved **Improvements** shall comply with state and local laws and be approved by the Authority Having Jurisdiction (AHJ) prior to commencement. If **Improvements** are desired, the Occupant must submit a request to DDSN’s Division of Engineering and Planning. Requests must include a written description and projected cost of the proposed **Improvements**. DDSN will reserve the right to consider the benefits of requested **Improvements** to those who use the property, and if the **Improvements** will impact the property’s value. No work can begin until DDSN’s written approval is received by the Occupant.

PROCESSES

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2. Requests are required to include the following information:
 - a. A written description of what repairs and/or replacements are needed,
 - b. All required procurement documentation, to include but is not limited to, required quotes, written requests for quotes, and written "scope of work" used to obtain quotes from contractors (see <https://www.procurement.sc.gov/osp/policy> for details), and
 - c. A completed Request for Purchase (RFP).
3. DDSN will review all submitted requests within 30 days.
4. If the request complies with this Directive, DDSN's Division of Engineering and Planning will approve the request and DDSN's Division of Procurement will generate a purchase order (PO) for the approved quotes. No maintenance or repair work shall commence prior to the Occupant receiving a PO from DDSN.
5. Upon completion of repairs and/or replacements, the Occupant shall verify all work is complete and/or ensure proper operations.
6. Invoices shall be made out to DDSN and be submitted to DDSN at the email address above along with written verification that all work is completed to satisfaction. DDSN will be responsible for approving invoices that meet the above-mentioned criteria, and processing them upon receipt.

Emergency Requests Related to Building Envelope, Fixed Equipment, and/or Interior Components

1. In the event of an **Emergency**, the Occupant may proceed with repairs and/or replacements without approval from DDSN. However, DDSN must be notified using the email address above.
 - a. The notification should document the emergency condition and the circumstances or events that resulted in the emergency condition.
 - b. The notification should be provided as soon as reasonably possible.
2. DDSN reserves the right to protest the Occupant's emergency determination.

Requests Related to Improvements

1. Requests for **Improvements** should be made to the email address above and include the following information:
 - a. Type of **Improvement** being requested, and
 - b. Justification for how the **Improvement** will benefit those that use the property and/or impact the property's value.
2. DDSN will review requests for **Improvements** and provide written approval or denial in within 30 days.

Previously Completed Care, Maintenance, and Replacement by The Occupant to DDSN-Owned Properties

1. If **Improvements** were completed, or care, maintenance, and/or replacements were made to the **Building Envelope, Fixed Equipment, and Interior Components** by the Occupant between when Proviso 36.6 came into effect (July 1, 2021), and when this directive was revised, DDSN will review documentation related to the care, maintenance, or replacement to determine if reimbursement is allowable.
2. All previously completed work must have followed the South Carolina Consolidated Procurement Code and all documentation must be submitted to the DDSN Division of Engineering using the email address listed above in order for the request to be considered for reimbursement.

Barry D. Malphrus
Vice-Chairman

Stephanie M. Rawlinson
Chairman

SELECTION OF FISCAL YEAR 2023 LIST OF DIRECTIVES/STANDARDS FOR COMMITTEE WORK

SERIES 100 - GENERAL ADMINISTRATIVE/COMMUNITY EDUCATION/LEGAL

1. 100-08-DD: State Director's Absence from Office
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
2. 100-10-DD: Consumer Elopement
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
3. 100-12-DD: AIDS Policy
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
4. 100-17-DD: Family Involvement
(DDSN Operated Programs/Services, DSN Boards and Contracted Service Providers)
5. 100-26-DD: Risk Management Program
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
6. 100-28-DD: Quality Management
(All DDSN Programs and Services)
7. 101-03-DD: Procedures for Providing Genetic Services in DDSN Regional Facilities
(DDSN Regional Centers – INTERNAL ONLY)
8. 104-02-DD: ICF/IID Conversion Protocol
(DSN Boards)
9. 167-06-DD: Confidentiality of Personal Information
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)

SERIES 200 - FINANCE AND ACCOUNTING/COMMUNITY CONTRACTS/INTERNAL AUDIT

10. 250-08-DD: Procurement Requirements for Local DSN Boards and Contracted Service Providers
(All DSN Boards and Contracted Service Providers)
11. 250-09-DD: Calculation of Room and Board for NON-ICF/IID Programs
(All DSN Boards, All Financial Managers, All Contracted Residential Service Providers)
12. 200-14-DD: Community Capital Funding Applications
(Community Providers)
13. 250-05-DD: Cost Principles for Grants and Contracts with Community Providers
(All DSN Boards, All Financial Managers, All Contracted Service Providers)
14. 250-12-DD: Competitive Funding for Special Service Contract: Statewide Consumer/Family Support Networks
(Non-Profit Statewide Service Providers)

SERIES 300 - ENGINEERING/SERVICES AND SUPPLIES/INFORMATION TECHNOLOGY

15. 334-03-DD: Vehicle Management Program
(DDSN Central Office, DDSN District Offices and DDSN Regional Center Facilities – INTERNAL ONLY)
16. 335-01-DD: Diet Manual for DDSN
(DDSN Regional Centers – INTERNAL ONLY)
17. 367-13-DD: Electronic Records and Signature Policy
(All DDSN Employees, All DDSN Contracted Service Providers)
18. 367-14-DD: Email Retention Policy
(All DDSN Employees – INTERNAL ONLY)
19. 367-16-DD: Removable Media Security Policy
(All DDSN Employees – INTERNAL ONLY)
20. 367-20-DD: Portable Computing Devices
(All DDSN Employees – INTERNAL ONLY)
21. 367-30-DD: Wireless Network Policy for Consumer and Guest Internet Access
(DDSN Central Office, DDSN District Offices, and DDSN Regional Centers – INTERNAL ONLY)

SERIES 400 – HUMAN RESOURCE MANAGEMENT

22. 400-08-DD: Establishing and Filing Personnel Positions
(All DDSN Employees – INTERNAL ONLY)
23. 407-01-DD: Departmental Affirmative Action Plan for Equal Employment
(All DDSN Employees – INTERNAL ONLY)

SERIES 500 - DDSN SERVICES (ENTRY THROUGH DISCHARGE)/CDSS/STS ADVOCACY/TRAINING

24. 502-01-DD: Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Setting
(DSN Boards and Contracted Residential Service Providers)
25. 502-05-DD: DDSN Waiting Lists
(DDSN Central Office, DDSN District Offices, DSN Boards and Contracted Service Providers)
26. 502-04-DD: Short-Term Admission Services in a DDSN Regional Center or Community ICF/IID
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
27. 502-11-DD: Permission to Evaluate and Service Agreement
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
28. 505-02-DD: Death or Impending Death of Persons Receiving Services from DDSN
(DDSN Regional Centers, DSN Boards, and Contracted Service Providers)
29. 510-01-DD: Supervision of People Receiving Service
(DDSN Sponsored Residential Services Including ICF/IID DDSN Sponsored Day Services; DDSN Sponsored In-Home Services)
30. 533-02-DD: Sexual Assault Prevention and Incident Procedure Follow-Up
(DDSN Regional Centers, DSN Boards, and Contracted Service Providers Operating Residential and/or Day Programs)
31. 534-02-DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
32. 534-03-DD: The Long-Term Care Ombudsman Program
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
33. 535-08-DD: Concerns of People Receiving Services: Reporting and Resolution
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
34. 536-01-DD: Social-Sexual Development
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
35. 567-01-DD: Employee Orientation, Pre-Service and Annual Training Requirements
(DDSN Regional Centers and Community Staff who work directly with individuals who receive services; Volunteers who work in the place of staff; non-direct support staff as deemed appropriate by the Facility Administrator/Executive Director)

SERIES 600 - REGIONAL FACILITY SERVICES/PROGRAMS

36. 600-04-DD: Individual Travel at DDSN Regional Centers
(DDSN Regional Centers – INTERNAL ONLY)
37. 600-11-DD: Physical Management
(DDSN Regional Centers – INTERNAL ONLY)
38. 603-07-DD: Do Not Resuscitate (DNR) Orders
(DDSN Regional Centers – INTERNAL ONLY)
39. 604-01-DD: Individual Clothing and Personal Property
(CTH-II, SLP-II, CRCFs and Community ICFs/IID)

SERIES 700 - HOME AND COMMUNITY SERVICES/PROGRAMS

40. 734-01-DD: Individual and Family Support and Respite – State Funding
(DDSN Central Office, DSN Boards and Contracted Service Providers)

STANDARDS

41. Behavior Support Services Standards
(DSN Boards and Contracted Providers)
42. Day Licensing Standards
(DSN Boards and Contracted Providers)
43. Residential Habilitation Standard
(DSN Boards and Contracted Providers)
44. Respite Licensing Standards
(DSN Boards and Contracted Providers)
45. Respite Program Standards
(DSN Boards and Contracted Providers)