

South Carolina Department of Disabilities & Special Needs

FY24 Day Services Licensing Prep List

All Day Services Settings will be licensed annually. Same day notification (Approximately 2 hours) will be provided for each location.

The provider may designate any staff member may be onsite to allow entry to the Licensing Team and access to required documentation. In the event the facility and/or documentation is inaccessible, the applicable indicators will be deemed non-compliant.

The following documentation is required, at a minimum, to demonstrate compliance with DDSN Day Services Licensing Standards:

- Census (for the date of review).
- Staff list for each day services location, noting staff responsible for transportation.
- Annual Fire Marshal Inspection (include evidence of correction if violations were noted)
- Sprinkler System Inspection
- Electrical Inspection
- HVAC Inspection
- Evidence of quarterly fire/disaster drills.
- Evidence of staff fire/safety training, including the use of fire extinguishers.
- Evidence of daily checklists completed for each vehicle in active use.
- Evidence of vehicle maintenance.
- Evidence of the successful completion of a Defensive Driving course for all staff transporting participants.
- Documentations of provisions for alternate coverage for staff members who are ill. Such policies shall require staff members with acute communicable disease, including respiratory infection, gastro-intestinal infection, and skin rash, to absent themselves during the acute phase of illness.
- Evidence of the written authorization to administer medication for any participants with medications at the day services location.
- Medication Administration Record (MARs - current and previous 3 calendar months)
- Medications Control sheets (current and past 3 calendar months - for all controlled medications)
- Agency Policy regarding the disposition of medications
- Agency policy regarding the use of T-Logs in Therap.

**Any documentation submitted in the form of a spreadsheet is subject to verification. A sample of records may be selected to validate data entered into staff training or vehicle maintenance spreadsheets.*

Additional information may be requested at the time of review.

Please refer to the DDSN Licensing Review Tools for specific indicators and references to source documents.

www.ddsn.sc.gov > Contacts > Quality Management > Licensing

1/12/24