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MEMORANDUM

TO: Executive Directors, DSN Boards
CEOs, Contract Service Providers of Case Management
Case Management Supervisors

FROM: Lori Manos, Associate State Director-Policy *fm*

RE: Authorization Reminders

DATE: May 25, 2023

The purpose of this memo is to communicate the below authorization reminders to Case Management providers.

- When the following services are self-directed, service assessments must be provided to the employer of record for his/her review with the worker:
 - Attendant Care
 - In-home Supports
 - Respite services

- When the following services are authorized to an agency, the service assessments must be attached to authorizations:
 - Personal Care
 - Attendant Care
 - Respite services

- When the following participant-directed services are authorized to the fiscal agent, the authorization must include the name of the worker(s) in the comments section of the

authorization. It is preferred that the worker ID issued by the fiscal agent also be included on the authorization.

- Attendant Care
- In-home Supports
- Respite

- Authorizations for the following services must list the item(s) and cost per item (example, 10 bibs at \$5.00 per bib) authorized in the comments section:
 - Specialized Medical Equipment, Supplies, and Assistive Technology
 - Specialized Medical Equipment and Assistive Technology Assessment/Consultation
 - Assistive Technology and Appliances

- Authorizations for following services must include a description of the work to be completed and the cost in the comments section:
 - Private Vehicle Modifications
 - Private Vehicle Modification Assessments/Consultations
 - Environmental Modifications
 - Environmental Modification Assessments/Consultations

Please ensure authorizations for the services listed above include the necessary information to support the authorized service. This is necessary to ensure providers are able to appropriately deliver the authorized service and bill for the service after its provision.

If you have any questions please contact Melissa Ritter at (803) 898-5120 or by email at mritter@ddsn.sc.gov or Jennifer Jaques at (803) 898-9729 or by email at jjaques@ddsn.sc.gov. Thank you.