



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS
CEOS, CONTRACTED SERVICE PROVIDERS
CASE MANAGEMENT SUPERVISORS**

FROM: ASSOCIATE STATE DIRECTOR, SUSAN KREH BECK, ED.S., LPES, NCSP *SKB*

DATE: MAY 4, 2020

RE: Annual Waiver Case Management Training Modules

The purpose of this memo is to share the Annual Waiver Case Management (WCM) Training Module links. The WCM standards include specific pre-employment and annual training requirements. The South Carolina Department of Health and Human Services (SCDHHS) previously developed pre-employment training modules for utilization by Waiver Case Managers, and these were implemented in July of 2019.

Annual training modules have now been developed and are available for use. The modules are located on the SCDHHS Provider Education website at the following link: <https://medicaidelearning.remote-learner.net/course/view.php?id=120>. The tests and answer keys that are required for each module are located on the DDSN Application portal at the following location: DDSN > Business Tools> Case Management Tools> Waiver Case Management Modules>Annual Waiver Case Management Modules. As reflected in the WCM standards, Waiver Case Management staff must, at a minimum, successfully complete the following training annually:

- Procedures for Reporting Abuse, Neglect or Exploitation of People (DDSN Directive 534-02-DD);
- Confidentiality of Personal Information (DDSN Directive 167-06-DD);
- Person-centered planning;
- Level of Care;
- Assessments and Plans of Support;
- Programmatic changes (as required);
- One topic of the provider's choosing.

It was previously communicated that all Waiver Case Managers employed on or before July 1, 2019, must have completed the annual training by June 30, 2020. SCDHHS has agreed to extend the deadline for completion to August 1, 2020. Therefore, all Waiver Case Managers employed on or before July 1, 2019, must have completed the required training by August 1, 2020. Going forward, these training modules must be completed at least annually by all Waiver Case Management staff. If you have any questions or concerns, please feel free to contact Lori Manos at (803) 898-9715 or by email at lmanos@ddsn.sc.gov. Thank you.