

**From:** [Linguard, Christie](#)  
**Subject:** Meeting Notice: The Commission of the SCDDSN - Policy Committee Meeting - November 14, 2023  
**Date:** Wednesday, November 8, 2023 10:10:08 AM  
**Attachments:** [Policy Committee Meeting Packet - November 14 2023.pdf](#)

We truly apologize if you have received this email before. I am getting rejections from everyone on my end; therefore, I am sending this meeting notice once more.

Thank you for your patience,

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**From:** Linguard, Christie  
**Sent:** Wednesday, November 8, 2023 9:55 AM  
**Subject:** FW: Meeting Notice: The Commission of the SCDDSN - Policy Committee Meeting - November 14, 2023

**Good Morning,**

**This meeting has been rescheduled from today at 1:30 to Tuesday, November 14, 2023, at 1:30 PM. Please see the meeting notice below and the packet attached.**

**The South Carolina Commission on Disabilities and Special Needs will hold an in-person Policy Committee meeting on Wednesday, November 14, 2023, at 1:30 p.m. (Please note the new time). 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 material 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**

**November 14, 2023**

**1:30 p.m.**

- 1. Call to Order** **Committee Chair Dr. Gary Kocher**
- 2. Statement of Announcement** **Lori Manos on behalf of Chairman Dr. Gary Kocher**
- 3. Invocation** **Committee Chair Dr. Gary Kocher**
- 4. Adoption of Agenda**
- 5. Approval of Summary Notes from September 12, 2023 Meeting (pg. 1)**
- 6. New Business:**
  - A. 800-07-CP: South Carolina Commission on Disabilities and Special Needs Committee Procedures (pg. 2-4)  
Attachment D – Policy Committee Procedures (pg. 5-8)
  - B. 100-01-DD: DDSN Directives/Standards Electronic Communications System (pg. 9-10)
- 7. Adjournment**

**MEETING SUMMARY OF THE POLICY COMMITTEE**  
**Commission of the South Carolina Department of Disabilities and Special Needs**  
**3440 Harden Street Extension**  
**Columbia, South Carolina**  
**September 12, 2023**

**IN ATTENDANCE:** Chairman, Dr. Gary Kocher; Commissioners Barry Malphrus and David Thomas  
Lori Manos, Erin Oehler, Carolyn Benzon, Janet Priest, Courtney Crosby and Colleen Honey

**1. Adoption of Agenda**

Chairman Kocher requested committee members to adopt the agenda.

As there were no objections, agenda was adopted.

**2. Approval of Summary Notes from the July 18, 2023 Meeting**

Chairman Kocher requested committee members to adopt the summary notes.

As there were no objections, the summary notes from the July 18, 2023 meeting were adopted.

**3. New Business:**

**A. 800-07-CP: SC Commission on DSN Committee Procedures and Attachment D-Policy Committee**

Staff presented to the Committee for approval to present to the Commission. After discussion it was recommended that those Committee members who had concerns regarding the edits present in writing to the Chairman/staff their objections. The discussion was tabled to the next meeting.

**B. 100-01-DD: DDSN Directives/Standards Electronic Communications System**

This directive correlated to the previous directive which was tabled. Accordingly, any discussion was also tabled until the next meeting.

**C. Selection of FY24 List of Directives/Standards for Policy Committee**

Staff presented to the Committee for approval to post to the website. As there were no objections, the listing will be published on the website.

**4. Adjournment**

**Constance Holloway**  
*State Director*  
**Carolyn Benzon**  
*Interim General Counsel*  
**Janet Brock Priest**  
*Associate State Director*  
*Operations*  
**Lori Manos**  
*Associate State Director*  
*Policy*  
**Harley T. Davis, Ph.D.**  
*Chief Administrative Officer*  
**Quincy Swygert**  
*Chief Financial Officer*  
**Greg Meetze**  
*Chief Information Officer*



**South Carolina  
Department of Disabilities  
and Special Needs**

3440 Harden Street Extension  
Columbia, South Carolina 29203  
**(803) 898-9600**  
**Toll Free: 888/DSN-INFO**  
**Home Page: [ddsn.sc.gov](http://ddsn.sc.gov)**

**COMMISSION**  
**Eddie L. Miller**  
*Chairman*  
**Michelle Woodhead**  
*Vice Chairman*  
**Gary Kocher, M.D.**  
*Secretary*  
**Barry D. Malphrus**  
**David L. Thomas**

Reference Number: 800-07-CP

Title of Document: South Carolina Commission on Disabilities and Special Needs Committee Procedures

Date of Issue: January 21, 2021

Date of Last Revision: ~~January 21, 2021~~ XXXX, 2023 (~~NEW~~ REVISED)

Effective Date: ~~January 21, 2021~~ XXXX, 2023

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**Purpose:**

The purpose of this Commission Policy is to provide a standing committee framework to include meeting frequency, committee scope and procedures. This policy pertains to the Finance and Audit Committee, Legislative Committee, Personnel Committee and Policy Committee.

**Committee Meeting Frequency:**

The South Carolina Commission on Disabilities and Special Needs (DSN Commission) committees, in coordination with the respective committee chairpersons, will determine the meeting frequency as determined by the workflow volume of the standing committee.

**Committee Scope:**

Finance and Audit Committee:

The Committee provides assistance to the Commission in fulfilling its oversight responsibilities relating to budgeting, accounting and financial reporting processes, and the performance of the internal audit function. The Committee will oversee South Carolina Department of Disabilities and Special Needs (DDSN) management processes and activities relating to:

- a. Maintaining the reliability and integrity of DDSN accounting policies, financial reporting practices, and internal controls;
- b. Review significant accounting and reporting developments and issues;
- c. The performance and work plan of the internal audit function in accordance with DDSN Directive 275-05-DD: General Duties of the DDSN Internal Audit Division;

- d. Compliance with applicable laws, regulations, and DDSN directives;
- e. Review and approval of the annual operating and capital budgets, as well as any amendments;
- f. Analyzing financings and capital transactions being considered by DDSN and the adequacy of its capital structure; ~~and~~
- ~~g. Review of DDSN fiscal related directives; and~~
- ~~h.g.~~ Review of DDSN fiscal regulatory and oversight reports.

The Committee also provides an open avenue of communication between DDSN management, Internal Audit, and the Commission.

Consistent with the annual audit plan, the Committee has the authority to ~~conduct or~~ authorize investigations into any matters within its scope of responsibility. Inquiry and briefings on all significant financial matters along with related presentations and motions for full Commission approval originate from the Committee.

#### Legislative Committee:

The DSN Commission Legislative Committee initiates, reviews and revises new and existing state statutes and regulations to bring to the full DSN Commission. Formal, prescribed state level promulgation procedures are followed. The Legislative Committee also reviews and approves for full Commission approval pertinent directives referred from the Policy Committee. Lastly, the Committee receives inquiries and briefings on all significant legislative issues and carries forward to the full Commission motions, approvals and presentations.

#### Personnel Committee:

The Personnel Committee appoints the State Director. It also serves to draft and complete the State Director's annual evaluation.

#### Policy Committee:

Commission Policy 800-03-CP, "Executive Limitation Policy," sets forth the retention of DSN Commission authority to revise and approve all existing and new Commission policies, Department Directives, and Service Standards. However, the DSN Commission delegates authority and responsibility to the Policy Committee to establish procedures to coordinate the review, revision, and recommendation to the full DSN Commission.

The Policy Committee Chairman, in conjunction with the Associate State Director of Policy, will determine the proper review process for all existing, and newly proposed, Commission Policies, Department Directives and Service Standards using ~~three~~ two options, which are:

- 1) The Policy Committee retains the Policy/Directive/Standard for exclusive review and makes ~~a~~ recommendation(s) to the DSN Commission. Any Policy/Directive/Standard with content specific to a particular area (i.e., engineering/finance) will be presented to the Policy Committee by those staff with the expertise to provide guidance. The Chairman of the other applicable Committee will be invited to participate, but will not be allowed to vote on any changes; or

~~2) The Policy Committee refers the Policy/Directive/Standard to another DSN Committee due to pertinent subject matter and then this other DSN Committee makes a recommendation(s) to the DSN Commission; and~~

32) The Policy Committee delegates lower risk directives/standards for review by the State Director and the State Director to staff who in turn makes a recommendation(s) to the DSN Commission. This includes edits necessary to align with Medicaid and Home and Community Based Waiver requirements. During Commission presentation, if any two Commission members request formal Policy Committee review, the directive/standard will be sent back to Policy Committee for consideration at the next scheduled meeting.

**COMMITTEE PROCEDURES:**

Committee procedures are developed by the individual committees, voted upon at the committee level and presented for approval of the full DSN Commission. Annual review and updating of these procedures is suggested each July or when a new Committee Chair is assigned. These procedures are attached to this directive.

<del>Barry D. Malphrus</del>	<del>Gary C. Lemel</del>
<del>Vice Chairman</del>	<del>Chairman</del>
<u>Eddie L. Miller</u>	<u>Michelle Woodhead</u>
<u>Chairman</u>	<u>Vice Chairman</u>

***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: Finance and Audit Committee Procedures
- Attachment B: Legislative Committee Procedures
- Attachment C: Personnel Committee Procedures
- Attachment D: Policy Committee Procedures

**DSN Commission Policy Committee**  
**Procedure for Review of Policies, Directives and Standards**  
**Commission Approved ~~February 17, 2022~~ XXXX, 2023**

This document sets forth the procedure to be used by the Policy Committee of the South Carolina Commission on Disabilities and Special Needs (DSN Commission) for the review and approval of ~~approximately 180~~ DSN Commission Policies, Departmental Directives and Standards governing services funded by the agency.

**I. SCOPE:**

Approved Commission Policies, Departmental Directives and Standards shall, at a minimum, be reviewed every four (4) years to ensure the content remains current and applicable. Human Resource Directives are exempt from this requirement except those directives identified by the Policy Committee Chairman as necessary for Commission review. All policies, directives and standards are available on the DDSN website. The website, at all times, provides an avenue for public comment on the policies, directives and standards. Public comments regarding policies, directives and standards under external review will only be accepted in written form and during the defined public comment period. It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the ~~10~~15-business day period may not occur due to extenuating circumstances.

**II. PROCEDURE FOR REVIEW OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:**

- A. In accordance with Department Directive 100-01-DD: Electronic Communications System, when a policy, directive or standard is under external review, it will be posted on the website in a section entitled "External Review/Public Comment on Directives and Standards." A list of Department Directives and Standards due for external review during the fiscal year will be considered by the Policy Committee ~~semi-annually (on or around July 1 and January 1)~~ at the beginning of the fiscal year ~~and adjusted as determined by the Committee.~~ These directives and standards will then be placed on the website (External Review/Public Comment on Directives and Standards) to include a description as to the applicable groups (e.g., provider types).
- B. All Commission Policies will remain within the Policy Committee for review and updating. When the Policy Committee review is completed, a version including all recommended changes representing consensus by the Committee will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "~~Current DDSN Directives~~ Commission Policies and Documents" section.

- C In coordination with the Policy Committee Chairperson, the DSN Commission, DSN Committees or staff may request review and re-prioritization of a policy, directive or standard. Upon a vote of the full DDSN Commission, a policy, directive or standard ~~may also be directed to another DSN Commission Committee~~ will be reviewed by the Policy Committee. For each Directive or Standard, the Committee will decide if they will: undertake a review. The Policy Committee may delegate directives/standards to staff, who in turn, will make recommendations to the full Commission for approval.
- ~~• Undertake a review;~~
  - ~~• Direct to other committees for review; or~~
  - ~~• Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.~~

### **III. REVIEW AND APPROVAL OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:**

#### **A. Committee Undertakes a Review of a Directive or Standards:**

The directive/standard is reviewed by staff who will make recommendations regarding the document. A draft version, including staff recommendations, will be posted to the website and the public will have ~~10~~ 15 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the ~~10~~ 15 business day period may not occur due to extenuating circumstances.

After the ~~10~~ 15 business day public review period, staff will consider each comment; make additional changes as needed to the Directive or Standards; and present the Directive or Standards to the Policy Committee. The Committee members may request additional changes and will determine which changes will be accepted based on the comments as well as staff recommendations.

When a consensus is reached by the Policy Committee, a version representing this consensus will be created for presentation to the DSN Commission for approval. Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

#### ~~B. Committee Directs to Another Committee for Review of Directive or Standards:~~

~~When the Policy Committee directs a Directive or Standards to another DSN Commission Committee for review, the procedures outlined in the section entitled, "Committee Undertakes a Review" (III. A) of this document will be followed by the directed Committee including reaching consensus and presenting to the DSN Commission for approval.~~

~~Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."~~



~~C.B.~~ Committee Delegates Review of a Directive or Standards to Staff:

When the Committee delegates to staff for revision, ~~public comment and approval~~, staff will make recommendations regarding the document. A draft version ~~including with~~ staff recommendations will be posted to the website and the public will have ~~10~~ 15 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the ~~10~~ 15 business day public review period, staff will consider each comment and make additional changes to the Directive or Standards. When comments have been considered and changes made, the document will be presented to the full DSN Commission for final approval. This includes edits necessary to align with Medicaid and Home and Community Based Waiver requirements. During Commission presentation, if any two Commission members request formal Policy Committee review, the directive/standard will be sent back to Policy Committee for consideration at the next scheduled meeting.

~~D.C.~~ Obsolete Policies/Directives/Standards:

When the Committee determines directives shall be declared Obsolete, a master list will be maintained and the DSN Commission Chairman and Vice-Chairman will sign after voting by the full DSN Commission.

~~E.D.~~ Meeting Summary Notes:

The Committee will review and adopt the summary of the previous meeting notes at its next scheduled meeting. It should be noted, these are not considered minutes, as minutes are not required by a sub-committee. Accordingly, they are only a summary of the meeting.

**IV. NEW DEPARTMENTAL DIRECTIVES OR SERVICE STANDARDS:**

~~When a new Departmental Directive or Service Standard is created, the staff will advise the Policy Committee of the need for the document, seek approval to post as a draft for public comment, and ask for a decision regarding whether the Committee will:~~

~~Undertake a review;~~

~~Direct to another committee for review; or~~

~~Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.~~

~~Based on the decision by the Policy Committee, the document will follow the procedure outlined above for Directives or Standards being reviewed.~~

When a new Departmental Directive or Service Standard is created, staff will advise the Policy Committee of the need for the document. Once the Policy Committee has

approved this request, the new Directive/Standard will be posted as a draft for 15-business days for public comment. When the public comment period is complete, the Policy Committee will undertake a complete review, and upon consensus, present to the full DSN Commission for final approval.

**V. CHANGES TO OTHER DOCUMENTS HAVING THE EFFECT OF POLICY:**

When ~~substantive changes to~~ other documents having the effect of policy (e.g., HCBS Waiver amendments, HCBS Waiver Manual) are needed, a summary of the needed changes will be presented to the Policy Committee for advisement. As a result of the advisement, the Committee will specify the additional actions, if any, to be taken.

Reference Number:	100-01-DD	
Title of Document:	DDSN Directives/Standards Electronic Communications System	
Date of Issue:	April 29, 1987	
Date of Last Revision:	<del>June 18, 2020</del> <u>XXXX, 2023</u>	(REVISED)
Effective Date:	<del>April 29, 1987</del> <u>XXXX, 2023</u>	
Applicability:	DDSN Central Office, <del>DDSN District Offices</del> , DDSN Regional Centers, DSN Boards, Contracted Service Providers, All DDSN Sponsored Services, Consumers and Their Families and the General Public	

**PURPOSE:**

The purpose of this directive is to identify the requirement for a computerized communications system to support the management, filing and classification of all official Department of Disability and Special Needs (DDSN) policies, directives and standards. These documents must be approved by the DSN Commission Policy Committee and the DSN Commission.

The system requires a minimum review process of every four (4) years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice. However, to avoid duplication of efforts, it is recommended that revisions be made during the review process whenever feasible.

**APPLICABILITY:**

This Electronic Communication System is applicable to all DDSN Directives/Standards and DDSN Commission Policies.

**TYPES OF DOCUMENTS:**

These documents are included within the DDSN Central Office document management system.

1) Commission Policy (CP)

A policy or philosophical statement issued by the DSN Commission and implemented by DDSN. These constitute mandates from DDSN’s governing board.

2) Departmental Directive (DD)/Standards

A mandate requiring compliance by applicable DDSN Central Office, DDSN District Office, DDSN Regional Center, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures. Standards address service definition and general requirements.

ACCESS: Departmental directives/standards are available in “read only” format on the DDSN Website located at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>. Access is available to the public.

**DIRECTIVE/STANDARD FEEDBACK**

At the beginning of the fiscal year, a list of all directives/standards due for review during that year will be posted on the DDSN website.

Once ready for external review, the Electronic Communication System Coordinator will post draft directives/standards to the DDSN website allowing sufficient time for feedback to be submitted which may be incorporated. A minimum of ~~10~~15 business days will be the default.

**NOTE:** It is DDSN’s intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the ~~10~~15 business day period may not occur due to extenuating circumstances.

**QUALITY ASSURANCE:**

The Associate State Director-Policy Division is responsible for the administration of the Electronic Communications System.

~~Robin Blackwood~~

~~Vice Chairman~~

~~Eddie L. Miller, Chairman~~

~~Gary Lemel~~

~~Chairman~~

~~Michelle Woodhead, Vice Chairman~~