

# South Carolina Department of Disabilities & Special Needs

## Day Services- Administrative Compliance and Individual Services Review

### Key Indicator Review Tool for FY2024

***The Key Indicators are based on DDSN Service Standards, Agency Directives, and Medicaid Policy/Requirements.***

*Providers must use designated modules in Therap to document service delivery.*

*Timelines for implementation of individual Therap Modules may be found at: <https://help.therapservices.net/app/south-carolina/>*

#### **Provider Qualifications** (Includes anyone employed or contracted to provide Day Services)

Indicator #	Indicator	Guidance
DS-101	Day Services Staff meet the criminal background check requirements for the position, prior to employment.	Source: DDSN Directive 406-04-DD. Applies to new staff working less than 12 months.
DS-102	Day Services Staff continue to meet the criminal background check requirements, upon required recheck.	Source: DDSN Directive 406-04-DD. Re-check required every three years.
DS-103	Day Services Staff meet the CMS "List of Excluded Individuals/ Entities" check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new staff working less than 12 months.
DS-104	Day Services Staff meet the DSS Central Registry check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new staff working less than 12 months.
DS-105	Day Services Staff meet the TB Testing requirements for the position, prior to direct service contact.	Source: DDSN Directive 603-06-DD. Applies to new staff working less than 12 months.
DS-106	Day Services Staff meet the annual TB screening requirements, as outlined in DDSN Directive 603-06-DD.	Source: DDSN Directive 603-06-DD. Annual TB screening must be completed by the last day of the month in which it is due.
DS-107	New Day Services Staff have acceptable reference check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new staff working less than 12 months.

#### **Provider Training Requirements** (Includes anyone employed or contracted to provide Day Services)

Indicator #	Indicator	Guidance
DS-201	Day Services Staff must pass mandatory, competency based ANE training, as required, during pre-service orientation.	Source: DDSN Directive 534-02-DD. Applies to new employees working less than 12 months.
DS-202	The Provider employs Day Services Staff who, when employed after 1 year, must pass mandatory, competency based ANE training within 12-months of their prior training date(s).	Source: DDSN Directive 534-02-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
DS-203	The Provider employs Day Services Staff who must complete new employee competency-based training requirements, as required in 567-01-DD.	Source: DDSN Directive 567-01-DD. Does not include training covered in other Key Indicators (ANE, CPR, First Aid, Medication Technician, or Crisis Management). Applies to new employees working less than 12 months.
DS-204	The Provider employs Day Services Staff who must successfully complete CPR/First Aid certifications new employee training.	Source: DDSN Directive 567-01-DD. Applies to new employees working less than 12 months.
DS-205	The Provider employs Day Services Staff who, when employed after 1 year, continue to successfully complete CPR/First Aid certifications at the frequency required by the certifying entity.	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the expiration date.
DS-206	The Provider employs Day Services Staff who must successfully complete competency-based crisis management curriculum certification prior to working alone with service participants.	Source: DDSN Directive 567-01-DD and 567-04-DD. Applies to new employees working less than 12 months.
DS-207	The Provider employs Day Services Staff who, when employed after 1 year, continue to successfully complete approved crisis-management certifications at the frequency required by the certifying entity.	Source: DDSN Directive 567-01-DD and 567-04-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
DS-208	Day Services Staff, when employed for more than 12 months, must receive annual training on the following topics: <ul style="list-style-type: none"> <li>Confidentiality &amp; HIPAA</li> <li>OSHA Guidelines and Workplace Safety</li> <li>Fire Safety/Disaster Preparedness</li> <li>Rights/Due Process</li> </ul>	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
DS-209	Annually, the Provider employs Day Services Staff who are made aware of the False Claims' Recovery Act, that the Federal government can impose a penalty for false claims, that abuse of the Medicaid Program can be reported, and that reporters are covered by Whistleblowers' laws.	Evidence of staff being made aware of the false claims' recovery act must be provided. This activity must be completed by the last day of the month in which it was due. Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model

Day Service Delivery		A "DDSN Day Service" includes Employment Services - Group through a Mobile Work Crew or Enclave, Career Preparation, Community Service, Day Activity, or Support Center.
Indicator #	Indicator	Guidance
DS-301	After acceptance into service but prior to the first day of attendance in a DDSN Day Service, a preliminary plan must be developed that outlines the care and supervision to be provided.	Source: Day Services Standards
DS-302	On the first day of attendance in a DDSN Day Service, the preliminary plan must be implemented.	Source: Day Services Standards
DS-303	Within thirty (30) calendar days of the first day of attendance in a DDSN Day Service and annually thereafter, an assessment will be completed.	Source: Day Services Standards
DS-304	The assessment identifies the: (1) abilities / strengths. (2) interests / preferences; and (3) needs of the consumer.	Source: Day Services Standards
DS-305	Based on the results of the assessment, within thirty (30) calendar days of the first day of attendance and within 365 days thereafter, a plan is developed with input from the consumer and/or his/her legal guardian (if applicable).	Source: Day Services Standards
DS-306	The plan must include: a) A description of the interventions to be provided including time limited and measurable goals/objectives when the consumer participates in Employment Services - Group Career Preparation, Community Services, and/or Day Activity; or b) A description of the care and assistance to be provided when the consumer participates in Support Center.	Source: Day Services Standards
DS-307	The plan must include a description of the type and frequency of supervision to be provided.	Source: Day Services Standards and DDSN Directive 510-01-DD
DS-308	Individuals participating in Employment Services – Group must be paid at or above minimum wage.	Source: Day Services Standards
DS-309	For Support Center Services, the plan must include a description of the kinds of activities in which the consumer is interested or prefers to participate.	Goals and objectives are not required for Support Center Services. This Indicator is N/A for all other Day Services. Source: Day Services Standards
DS-310	As soon as the plan is developed, it must be implemented.	Source: Day Services Standards Source: Day Services Standards
DS-311	Data must be collected as specified in the plan and must be sufficient to support the implementation of the plan for each unit of service reported.	Source: Day Services Standards
DS-312	At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.	Source: Day Services Standards
DS-313	The plan is amended with input from the individual and/or his/her legal guardian (if applicable) when significant changes to the plan are necessary.	Source: Day Services Standards
DS-314	All categories of incidents/events are recognized and reported in order to protect and promote the health, safety, and welfare of people.	Source: DDSN Directives: 100-09-DD, 100-29-DD, 505-02-DD