

# South Carolina Department of Disabilities & Special Needs

## In-Home Supports – Administrative Compliance and Individual Services Review

(applies to Provider Arranged Respite & Companion Services)

### Key Indicator Review Tool for FY2024

The Key Indicators are based on DDSN Service Standards, Agency Directives, and Medicaid Policy/Requirements. Each of these documents will state the applicability for different types of providers. In general, Administrative Indicators apply to all agencies, although there may be some indicators that only apply to particular service types.

The Guidance in this document is provided as a resource to assist agencies with understanding Key Indicators. The Guidance is not intended to be, nor should be, considered as the ultimate defining resource. It should be, as inferred by its title, GUIDANCE designed to assist. State and Federal standards including policies and procedures are the ultimate resources for establishing the requirements for an Indicator.

Indicators in this section are applicable to all provider-arranged in-home support services, to include Respite and Companion services authorized through a Home and Community-Based Waiver. (For Respite provided in a licensed setting, the provider must meet the following qualifications, in addition to having the setting licensed.)

## Provider Qualifications

Indicator #	Indicator	Guidance
HS-101	The Provider employs/contracts Respite/ In-Home Support staff who meet the minimum education requirements for the position.	Refer to SCDDSN Respite Standards for educational and vocational requirements. Applies to new employees working less than 12 months.
HS-102	The Provider employs/contracts Respite/ In-Home Support Staff who meet the criminal background check requirements for the position, prior to employment.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
HS-103	The Provider employs/contracts Respite/ In-Home Support Staff who continue to meet the criminal background check requirements, upon required re-check.	Source: DDSN Directive 406-04-DD. Re-check required every three years.
HS-104	The Provider employs/contracts Respite/ In-Home Support Staff who meet the CMS "List of Excluded Individuals/ Entities" check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
HS-105	The Provider employs/contracts Respite/ In-Home Support Staff who meet the DSS Central Registry check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
HS-106	The Provider employs/contracts Respite/ In-Home Support Staff who meet the TB Testing requirements for the position, prior to direct service contact.	Source: DDSN Directive 603-06-DD. Applies to new employees working less than 12 months.
HS-107	The Provider employs/contracts Respite/ In-Home Support Staff who meet annual TB screening requirements, as outlined in DDSN Directive 603-06-DD.	Annual TB screening must be completed by the last day of the month in which the test was due. If the provider is using the Provider Wide Exception/Risk Assessment identified in the Directive 603-06-DD, documentation of the review, assessment of risk classification, and review schedule must be available. Source: DDSN Directive 603-06-DD.
HS-108	The Provider employs / contracts Respite/ In-Home Support Staff with acceptable reference check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.

## Provider Training

Indicator #	Indicator	Guidance
HS-201	Respite/In-home Support 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.
HS-202	The Provider employs Respite/ In-Home Support Staff who, when employed after 1 year, must pass mandatory, competency based ANE training within 12 month 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.
HS-203	The Provider employs Respite/ In-Home Support 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.
HS-204	The Provider employs Respite/ In-Home Support Staff who, when employed for more than 12 months, must be current in CPR, First Aid, and the Crisis Management Curriculum.	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Training for CPR and First Aid must be completed by the expiration date, based on the curriculum in place.
HS-205	The Provider employs Respite/ In-Home Support Staff who, when employed for more than 12 months, must receive an additional 10 hours of continuing education annually.	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 employees working more than 12 months.
HS-206	Annually, the Provider employs Respite/ In-Home Support 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