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## MEMORANDUM

**TO:** Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) and Community Residential Care Facility (CRCF) Service Providers

**FROM:** Constance Holloway, General Counsel *CDH*

**DATE:** March 29, 2022

**RE:** Reinforcement and Clarification of Incident Management Report Deadlines and Department of Health and Environmental Control (DHEC) Incident Notifications

SC DHEC has recently communicated to DDSN that CRCF programs and ICF/IID are inconsistently following incident reporting and notification deadlines as outlined in regulations. As such, facilities can expect to receive citations for non-compliances in this area. The regulations related to incident reports are [61-84: 601](#) for CRCF facilities and [61-13:701](#) for ICF/IID facilities. In addition, DDSN Directives [100-09-DD](#) and [534-02-DD](#) outline incident management requirements.

ICF/IID and CRCF facilities must follow regulatory requirements and use the deadlines below in order to remain compliant with SC DHEC regulations.

As DDSN directives 100-09-DD and 534-02-DD do not contain the exact language below, this memo serves as an addendum to directives 100-09-DD and 534-02-DD until such a time they are revised to include this guidance.

<b>ICF/IID and CRCF Incident Report Entry and DHEC Notification Deadlines</b>		
<b>Provider Type</b>	<b>Initial Report Due</b>	<b>Final Report with Review/Findings Due</b>
ICF/IID	24 Hours	Five (5) Calendar Days from the Incident
CRCF	24 Hours	Five (5) Calendar Days from the Incident

If there are any questions regarding this memo, please email [qualitymanagement@ddsn.sc.gov](mailto:qualitymanagement@ddsn.sc.gov).