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**Lori Manos**  
*Associate State Director*  
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## MEMORANDUM

**TO:** Executive Directors, DSN Boards of Case Management  
CEOs, Contracted Service Providers of Case Management  
Case Management Supervisors

**FROM:** Lori Manos, Associate State Director-Policy *fm*

**DATE:** August 17, 2022

**RE:** Caregiver's Birth Year

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To assist with appropriate planning and resource development and improve data quality, DDSN is requesting the primary contact information for caregivers, including the caregiver's year of birth, be updated as soon as possible in The Consumer Data Support System (CDSS). Currently, only 21.6% of those eligible for DDSN services who live at home (not receiving Residential Services) have caregiver data present in CDSS.

To update this information in CDSS, go to Consumer Search > CDSS Consumer Menu > Contacts, which is located in the left column. To add a new contact, select "click here to add a new contact." Complete the contact information and if the contact is a caregiver, check the caregiver box and enter the caregiver's year of birth.

To edit an existing contact, select edit by the contact's name and follow the above instructions. Below are screenshots to assist you with updating this information.

Case Managers must update this information for all who live at home with a caregiver during the next required contact. All information must be updated no later than November 30, 2022.

If you have any questions, please contact Janis Moore at [janis.moore@ddsn.sc.gov](mailto:janis.moore@ddsn.sc.gov).

SC Department of Disabilities & Special Needs  
Consumer Data Support System (CDSS)

**Intake Consumer Menu**  
Logged on as: Moore, Janis

Consumer Name: [Redacted] SSN: [Redacted] Date Of Birth: [Redacted] Age: [Redacted]

[Return to CDSS Navigation Menu](#)

**Administrative**  
[Correct Case Open Date](#)

Consumer@Glance	History
<b>Services@Glance</b>	<a href="#">Open and Closure</a>
<b>Demographics</b>	<a href="#">Home Board</a>
<a href="#">Referral</a>	<a href="#">SC/EI Provider</a>
<a href="#">Pre-Certification</a>	<a href="#">Financial Manager</a>
<a href="#">Basic Consumer Info</a>	<a href="#">Case Management Type</a>
<a href="#">Other Demographics</a>	<a href="#">DDSN Eligibility</a>
<b>Contacts</b>	<a href="#">HHS Medicaid Eligibility</a>
<a href="#">Residency</a>	<a href="#">SC/EI</a>
<a href="#">HASCI</a>	<a href="#">Other Workers</a>
<a href="#">Brain Injury</a>	<a href="#">Residential Setting</a>
<a href="#">Spinal Cord Injury</a>	<a href="#">Funding Band/Residential Tier</a>
<a href="#">Disabilities Info</a>	<b>Forms</b>
<a href="#">Skills Info</a>	<a href="#">Motor-Voter Acknowledgement</a>
<a href="#">Other Workers</a>	<a href="#">Application for Eligibility</a>
<a href="#">Early Intervention</a>	<a href="#">Service Agreement and Permission to Evaluate</a>
<a href="#">SC/EI Provider</a>	<a href="#">Referral for Autism Evaluation</a>
<b>Status</b>	<a href="#">Voucher</a>
<a href="#">Competency</a>	<a href="#">Consumer Information Summary</a>
<a href="#">Judicial Admission</a>	<a href="#">Other Forms</a>



SC Department of Disabilities & Special Needs  
Consumer Data Support System (CDSS)

**Contact List**  
Logged on as: Moore, Janis

Consumer Name: [Redacted] SSN: [Redacted] Date Of Birth: [Redacted] Age: [Redacted]

**Contact Type Definitions:**

**Primary:** The person to whom correspondence about a consumer will be sent. Self/Family Member/Guardian/Responsible Party. Not the agency providing residential service.

**Emergency:** Person designated by consumer or primary contact as an alternate. The person whom to contact when the primary contact cannot be reached during an emergency situation. Cannot be the same as the primary contact.

[Return to Consumer Menu](#)

Name	Relationship(s)	Primary*	Emergency	Edit	Delete
[Redacted]	Mother	<input checked="" type="radio"/>	<input type="radio"/>		
[Redacted]	Self	<input type="radio"/>	<input type="radio"/>		
			<input checked="" type="radio"/> None		

[Click here to add a new contact](#)





# SC Department of Disabilities & Special Needs

Consumer Data Support System (CDSS)

- CDSS Home
- Consumer Search
- Manage SC/ET Cases
- Forms
- CDSS-System Admin
- Upcoming Dates
- Service Notes
- Case Review Module
- Exit to Portal

## Contacts - Add

Logged on as: Moore, Janis

Consumer Name:  SSN:  Date Of Birth:  Age:

### Contact Name:

Prefix:

First Name: \* Middle Initial:

Last Name: \* Suffix:

### Relationship:

Personal: \*

Professional:

- Legal Guardian
- Power of Attorney
- Surrogate Consent Giver
- Residential Setting Staff



Caregiver:  Year of Birth:

### Mailing Address : [\(clear mailing address\)](#)

Line 1: \*

Line 2:

City: \* State: \*

ZipCode: \*+  County:

### Phone Numbers:

Phone 1:  -  -  Ext  Type:

[\(clear phone 1\)](#) Relationship:

Phone 2:  -  -  Ext  Type:

[\(clear phone 2\)](#) Relationship:

Phone 3:  -  -  Ext  Type:

[\(clear phone 3\)](#) Relationship:

Phone 4:  -  -  Ext  Type:

[\(clear phone 4\)](#) Relationship:

E-mail:



Save Reset



# SC Department of Disabilities & Special Needs

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## Contact List

Logged on as: Moore, Janis

**Consumer Name:** [Redacted]    
 **SSN:** [Redacted]    
 **Date Of Birth:** [Redacted]    
 **Age:** [Redacted]

### Contact Type Definitions:

**Primary:** The person to whom correspondence about a consumer will be sent. Self/Family Member/Guardian/Responsible Party. Not the agency providing residential service.

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[Return to Consumer Menu](#)

Name	Relationship(s)	Primary*	Emergency	Edit	Delete
[Redacted]		<input checked="" type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input checked="" type="radio"/> None		

[Click here to add a new contact](#)

Save    Reset