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## EXECUTIVE MEMORANDUM

**TO:** Executive Directors, DSN Boards; CEOs, Contracted Service Providers and Day Program Directors

**FROM:** Janet Brock Priest, Associate State Director-Operations 

**DATE:** October 4, 2022

**SUBJECT:** Community Services-Individual Unit Billing Change

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Community Services are aimed at developing one's awareness of interaction with and/or participation in their community through exposure to and experience in the community and through teaching such concepts as self-determination, self-advocacy, socialization and the accrual of social capital. Services will be provided in facilities licensed by the state. On site attendance at the licensed facility is not required to receive services that originate from the facility. In addition, fifty percent (50%) of the total units received in Community Services must be delivered in a community location/setting (i.e. outside the facility and not in the individual's home).

Community Services are billed by the unit. Historically, a unit of Community Services-Individual was defined as 1-3 hours of service. To receive 2 units of service in a day, the first unit would have totaled 3 hours and the second unit, a minimum of 1 hour, for a total of 4 hours of service in a calendar day. A unit of Community Services-Group is defined as 2-3 hours of service. To receive 2 units of service in a day, the first unit must be 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service delivered in a calendar day.

The recently revised DDSN Day Services Standards, effective July 1, 2022, no longer differentiates Community Services –Individual from Community Service-Group. However, Community Services-Individual is still an available service if (a) the service is chosen by the participant (b) funded through the Community Supports Waiver and (c) provided on a one to one participant to staff ratio.

Effective November 1, 2022, one unit of Community Services –Individual will be defined as 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must be 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service.

Please direct questions regarding this correspondence to Becky Peters at [Becky.Peters@ddsn.sc.gov](mailto:Becky.Peters@ddsn.sc.gov) or Susan Davis at [Susan.Davis@uscmed.sc.edu](mailto:Susan.Davis@uscmed.sc.edu).

Thank you for your attention to this matter.