



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS OF CASE MANAGEMENT
CEOS, CONTRACTED SERVICE PROVIDERS OF CASE MANAGEMENT
CASE MANAGEMENT SUPERVISORS**

FROM: LORI MANOS, INTERIM ASSOCIATE STATE DIRECTOR-POLICY *fm*

DATE: NOVEMBER 18, 2021

RE: Refresher Training-Waiver Enrollment Process and Timelines

The purpose of this memo is to notify Case Managers of a refresher training on the procedural changes made to the waiver enrollment process. The updated procedures were developed to improve enrollment timeframes in an effort to expedite waiver enrollment upon slot allocation, and were implemented July 1, 2021.

A refresher training is scheduled for December 2, 2021 at 10:00, and is intended to provide an overview of the requirements and timelines for waiver enrollment. In addition to the overview, there will be an open question and answer period. The training link is listed below. All case managers are encouraged to attend this training.

Waiver Enrollment Process and Timeline Refresher Training

December 2, 2021, 10:00

[Click Here to Join Meeting](#)

Or call in (audio only)

[+1 803-567-1681](tel:+18035671681)

Phone Conference ID: 300 573 318#

Questions regarding this may be directed to Melissa Ritter at 803-898-5120 or mrutter@ddsn.sc.gov. Thank you.