DDSN Official Directives and Policies
Listed by Reference Number

REFERENCE NUMBER	TITLE OF DOCUMENT
100-01-DD	Electronic Communications System
100-04-DD	Adaptive Behavior Scales
100-05-DD	Endorsement of Solicitation Proposals and Projects
100-06-DD	Contacts with Agency Heads of Other State Departments, Constitutional Offices and Certain State Government Executives
100-07-DD	Naming of Facilities, Building Dedications and Groundbreakings
100-08-DD	State Director's Absence from Office
100-09-DD	Critical Incident Reporting
100-10-DD	Consumer Elopement
100-12-DD	AIDS Policy
100-17-DD	Family Involvement
100-21-DD	Adverse Operational Events
100-25-DD	Disaster Preparedness Plan for DDSN and Other DDSN Providers of Services to Persons with Disabilities and Special Needs
100-26-DD	Risk Management Program
100-27-DD	Dual Relationships
100-28-DD	Quality Management
100-29-DD	Medication Error/Event Reporting
100-30-DD	Eligibility Determination
101-02-DD	Suicidal Behavior- Preventing and Responding
101-03-DD	Procedures for Providing Genetic Services in DDSN Regional Facilities
104-01-DD	Certification and Licensure of DDSN Residential and Day Facilities
104-02-DD	ICF/IID Conversion Protocol
104-03-DD	DDSN Contract Compliance/Quality Assurance Reviews for Non-ICF/IID Programs
133-01-DD	Media and Publication Policies
133-02-DD	Freedom of Information Act Requests
167-01-DD	Appeal Procedure for Facilities Licensed or Certified by DDSN
167-06-DD	Confidentiality of Personal Information

200-01-DD	Cash on Hand Maintained at the Residential Level
200-02-DD	Financial Management of Personal Funds
200-03-DD	Accounts Receivable Collection Policy
200-04-DD	Voluntary Contributions and Donations
200-05-DD	Use of Consultants
200-08-DD	Travel Regulations
200-09-DD	Fees for Residential Services in ICFs/IID Facilities
200-12-DD	Management of Funds for Individuals Participating in Community Residential Programs
200-13-DD	Travel Regulations for Disabilities and Special Needs Boards and Contracted Service Providers
200-14-DD	Community Capital Funding Applications
250-05-DD	Cost Principles for Grants and Contracts with Community Providers
250-08-DD	Procurement Requirements for Local DSN Boards and Contracted Service Providers
250-09-DD	Calculation of Room and Board for Non-ICF/IID Programs
250-12-DD	Competitive Funding for Special Service Contract: Statewide Consumer/Family Support Networks
275-01-DD	Missing Property Reporting
275-04-DD	Procedures for Implementation of DDSN Provider Audit Policy for DSN Boards
275-05-DD	General Duties of the Internal Audit Division
275-06-DD	Procedures for Implementation of DDSN Audit Policy for Contracted Service Providers
300-03-DD	Annual Certification of Electrical, Mechanical, Fire Alarm and Sprinkler Systems for Renewal of Licensure
300-04-DD	Maintenance of Physical Plant
300-05-DD	Maintenance Management Contract Requirements for Community Residential Homes
334-02-DD	Short Term Use of DDSN Regional Center Property by the Public
334-03-DD	Vehicle Management Program
334-04-DD	Drug-Free Workplace and Alcohol and Drug Testing for Employees
335-01-DD	Diet Manual for DDSN
367-02-DD	Acquiring Information Technology (IT) Products and Services
367-08-DD	Central Office Telephone Call Coverage Backup Policy
367-11-DD	Telephone Policy
367-13-DD	Electronic Records and Signature Policy
367-14-DD	Email Retention Policy
367-16-DD	Removable Media Security Policy
367-20-DD	Portable Computing Devises
367-30-DD	Wireless Network Policy for Consumer and Guest Internet Access
367-32-DD	Information Security and Privacy

368-01-DD	Records Retention of Individual Service Records
400-01-DD	State Service Award Program
400-07-DD	Temporary Positions and Temporary Employees
400-08-DD	Establishing and Filling Personnel Positions
400-21-DD	Educational Credentials
401-01-DD	Shift Differential Policy
402-01-DD	Employee Performance Management System Policy
403-01-DD	DDSN Employee of the Year
405-01-DD	Employee Grievance Procedure
406-03-DD	Reduction-In-Force Policy
406-04-DD	Criminal Record Checks and Reference Checks of Direct Caregivers
407-01-DD	Departmental Affirmative Action Plan for Equal Employment
413-01-DD	Standards of Disciplinary Action
413-02-DD	Off-Duty Conduct
413-03-DD	Code of Conduct
413-04-DD	Social Media Usage
413-05-DD	Work Hours Policy and Procedure
413-06-DD	Dress Code Policy
413-07-DD	Leave Transfer Pool
413-08-DD	Anti-Harassment
413-09-DD	Outside Employment
413-10-DD	Telecommuting
413-11-DD	Vaccine Mandate Policy
414-01-DD	Fair Labor Standards Act
418-01-DD	Teri and Retiree Employment
418-02-DD	Separation from Employment
502-01-DD	Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Setting
502-04-DD	Short-Term Admission Services in a DDSN Regional Center or Community ICF/IID
502-05-DD	DDSN Waiting Lists
502-10-DD	Transition of Individuals from DDSN Regional Centers to Community
502-11-DD	Permission to Evaluate and Service Agreement
505-02-DD	Death or Impending Death of Persons Receiving Services from DDSN
508-01-DD	Competency to Stand Trial Evaluations
510-01-DD	Supervision of People Receiving Services

533-02-DD	Sexual Assault Prevention, and Incident Response
534-02-DD	Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency
534-03-DD	The Long-Term Care Ombudsman Program
535-02-DD	Human Rights Committee
535-07-DD	Obtaining Consent for Individuals Regarding Health Care - Making Health Care Decisions
535-08-DD	Concerns of People Receiving Services: Reporting and Resolution
535-09-DD	Research Involving DDSN Resources and/or Persons Receiving Services from or Staff Employed by DDSN – Review and Approval
535-10-DD	Voter Registration and Voting Rights
535-11-DD	Appeal and Reconsideration of Decisions
535-13-DD	Swallowing Disorders
535-16-DD	Required Use of Surveillance Video Cameras in DDSN Regional Center ICFs/IID Settings
535-17-DD	Conflict Free Case Management
536-01-DD	Social-Sexual Development
567-01-DD	Employee Orientation, Pre-Service and Annual Training Requirements
567-04-DD	DDSN Approved Crisis Prevention Curricula List and Curriculum Approval Process
600-04-DD	Individual Travel at DDSN Regional Centers
600-05-DD	Behavior Support, Psychotropic Medications and Prohibited Practices
600-10-DD	Individual Clothing and Personal Property-Regional Centers
600-11-DD	Physical Management
603-01-DD	Tardive Dyskinesia Monitoring
603-02-DD	Employee Health Requirements
603-03-DD	Safety Precautions for Medical and Dental Treatment
603-05-DD	Policy for Management of Occupational Exposures of Health Care Personnel to Potential Blood Borne Pathogens
603-06-DD	Tuberculosis Screening
603-07-DD	Do Not Resuscitate (DNR) Orders
603-09-DD	Management of Individuals Exposed to Potential Blood Borne Pathogens
603-12-DD	Immunization Procedure for DDSN Regional Centers
603-13-DD	Medication Technician Certification
604-01-DD	Individual Clothing and Personal Property
604-04-DD	Standard First Aid with Cardiopulmonary Resuscitation (CPR) – Adult, Child, Infant

700-02-DD	Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1975 and Establishment of a Complaint Process
700-03-DD	Informed Choice in Living Preference (Intermediate Care Facilities for Individuals with Intellectual Disabilities)
700-05-DD	Pilot Services or Programs
700-06-DD	Stated Funded Case Management
700-07-DD	Employment First Approach to Provision of Services
734-01-DD	Individual and Family Support and Respite – State Funding
735-02-DD	Relatives/Family Members Serving As Paid Caregivers of Respite Services
736-01-DD	Relatives/Family Members Serving As Paid Caregivers of Medicaid Waiver Services
738-01-DD	Discharge Planning for those leaving an Intermediate Care Facility for Individuals with an Intellectual Disabilities (ICF/IID) and Enrolling in a Home and Community-Based Services (HCBS) Waiver Program

DDSN COMMISSION POLICIES

800-01-CP	DDSN Ends Policy
800-02-CP	DDSN Governance Process Policy
800-03-CP	SC Commission on DSN Executive Limitations Policy
800-05-CP	SCDSN Public Invocation Act
800-06-CP	Video Recording of DDSN Commission Meetings
800-07-CP	SC Commission on DSN Committee Procedures
800-08-CP	SCDSN Commission Meeting - Public Input