

# PROPOSED TO MARK OBSOLETE



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Reference Number: 502-04-DD

Title of Document: Short-Term Admission to DDSN Regional Centers or Community ICFs/IID

Date of Issue: July 30, 1987

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Date of Last Revision: September 13, 2016 (REVISED)

Applicability: DDSN Regional Centers, DSN Boards and Contracted Service Providers

## I. DEPARTMENT PHILOSOPHY

The South Carolina Department of Disabilities and Special Needs (DDSN) will authorize admission to a DDSN Regional Center or Community ICF/IID when the following conditions exist:

- 1) The individual is eligible for that level of care;
- 2) All other less restrictive support and/or placement options have been exhausted, and
- 3) There is sufficient licensed and funded capacity at the respective facility.

The admission of an individual to an ICF/IID may be short-term (typically less than 90 days) or long-term. Individuals admitted for short-term are the subject of this directive.

## II. ELIGIBILITY/APPROVAL

All persons served by DDSN are eligible to receive short-term admission into a DDSN Regional Center or Community ICF/IID subject to the criteria noted above in Item #I. The DDSN District Director must pre-approve all such short-term admissions (refer to DDSN Directive 502-01-DD:

### DISTRICT I

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

### DISTRICT II

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Placements). Approval for short-term admission does not signify the regular admission to such facility is appropriate or will be approved. This service must be included in his/her plan of supports/services as determined by the assigned Case Manager.

### **III. COORDINATION OF SERVICES**

Close coordination among the designated DDSN District Office staff, the Service Provider residential staff, the Service Provider case manager staff and, when applicable, the appropriate Regional Center staff is required to schedule a short-term admission to a Regional Center or Community ICF/IID.

Staff at DDSN Regional Centers and Community ICFs/IID will coordinate the schedule of individuals going on leave with those needing temporary support to maximize the amount of services that can be offered and to allow families sufficient lead-time for adequate planning in non-emergency situations. The assigned case manager shall identify the need for short-term admission services or receive such requests and make the appropriate contacts/referrals for such to be carried out as available, and as agreed upon by the person whose bedroom will be used.

### **IV. CASE MANAGEMENT RESPONSIBILITY**

All individuals receiving short-term admission services will be monitored by the assigned DDSN Regional Center and/or Service Provider case manager for the duration of care. The case manager shall make immediate contact (within 48 hours) with the appropriate receiving facility staff to discuss services needed and alert other staff to any circumstances and/or conditions that may warrant immediate or special attention during the short-term admission. All needed services (medical, vocational, therapeutic, educational, etc.) will be provided to all individuals on short-term admission status regardless of the time expected or spent in the status. Whenever feasible, the individual will continue in public school, day services or other personal options while receiving short-term admission services.

### **V. POLICIES PERTAINING TO SHORT-TERM ADMISSION TO DDSN REGIONAL CENTERS AND COMMUNITY ICFs/IID**

#### **A. Fees for short-term admission services**

Charges for short-term admission services will be incurred in accordance with an individual's ability to pay.

Proper billing mechanisms shall utilize all possible sources of reimbursement. Medicaid shall be billed for all short-term admissions to DDSN Regional Facilities or ICFs/IID in accordance with routine Medicaid billing procedures. Prior to filing for Medicaid reimbursement for such individuals, the DDSN Regional Facility must ensure compliance with all Title XIX Medicaid regulations, including individual eligibility, and adherence to an appropriate time-frame.

B. Length of Stay

Short-term admission is not intended to be a permanent residential placement and may not exceed 90 days without the approval of the Associate State Director-Operations.

C. Programmatic Requirements

Services and supports to individuals on short-term admission at a DDSN Regional Center or Community ICF/IID for whom Medicaid reimbursement is sought must comply with all applicable ICF/IID Standards, and when receiving supports 30 days or longer, must have an Individual Support Plan. Individuals receiving supports less than 30 days shall have an activity schedule and receive all appropriate supports to meet their needs, including medical and programmatic, for the duration of their stay.

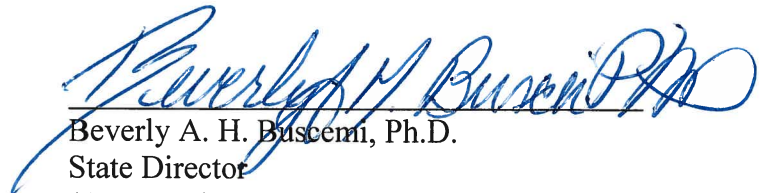
Whenever individuals enter under a short-term admission with a pre-existing Individual Support Plan or Individualized Education Plan (IEP) from a public school program, all appropriate elements of the plan shall be continued throughout the period of admission.

When the individual is receiving institutional respite funded through the Medicaid Home and Community-Based ID/RD waiver, procedures stipulated in the DDSN ID/RD Waiver Manual must be followed.



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(Originator)



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(Approved)