

MEMORANDUM

To: Executive Directors, DSN Boards; CEOs, Contracted Service Providers; Day Services Directors

From: Constance Holloway, Esq. 
Office Director

Date: April 15, 2026

Subject: Day Services Documentation Training

The Office of Intellectual and Developmental Disabilities (OIDD) is committed to strengthening partnerships with our contracted provider network by offering ongoing support, technical assistance, and guidance to ensure high-quality services for individuals with intellectual and developmental disabilities. As part of this commitment, OIDD is offering several Day Services Documentation Trainings to promote clarity, consistency, and efficiency in documentation while reducing unnecessary barriers.

This training is recommended for all Day Services staff, those who supervise staff, or anyone interested in learning more about documentation for Day Services. All training will be in-person, with no virtual options. Each training session will begin at 9:30am and end at 3:00pm. Lunch will be on your own. The link to register for each session is located below. Registration will close one week prior to the training or once capacity has been reached.

Day Services Documentation Training will be held on the following dates:

- Thursday, July 16, 2026
 - AHEC, 87 Academy Rd, Walterboro, SC 29488
 - [Register here for the Coastal Training on July 16th, 2026.](#)
- Thursday, October 29, 2026
 - Pickens DSN Board, 1308 Griffin Mill Rd, Easley, SC 29640
 - [Register here for the Upstate Training on October 29th, 2026.](#)

Thank you for your continued partnership and commitment to excellence. Should you have questions, please contact, Carrie.Walker@ddsn.sc.gov or (803) 758-3671.