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## **MEMORANDUM**

**TO:** Executive Directors, DSN Boards of Case Management CEOs, Contracted Service Providers of Case Management, Case Management Supervisors

**FROM:** Lori Manos, Associate State Director-Policy *fm*

**DATE:** June 10, 2024

**SUBJECT:** Case Management Training Tuesdays

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The purpose of this memo is to announce a new series of case management training opportunities. DDSN recognizes the need for ongoing training within the case management provider network and would like to be supportive of that need. Beginning July 9, 2024, DDSN will offer a case management training opportunity from 10:00-12:00 the second Tuesday of every month. The training will occur virtually via Teams, using the link below for each monthly opportunity.

Attached, please find the Training Tuesday calendar for the upcoming fiscal year. Case Management providers and staff are encouraged to review the identified training topics and attend any or all of the scheduled training sessions.

Training will be held virtually, at the link below, on the second Tuesday of each month:

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 285 775 545 627

Passcode: 6ejPFk

**Dial in by phone**

[+1 803-567-1681](tel:+18035671681), [397768780#](tel:+18035673977) United States, Columbia

We look forward to your attendance.

If your organization could benefit from training in an area not listed on this year's training calendar or you have questions, please contact McKenzie Johnson at [mckenzie.johnson@ddsn.sc.gov](mailto:mckenzie.johnson@ddsn.sc.gov).

**DDSN announces:**

# Training Tuesdays

DDSN recognizes the need for ongoing training within our case management provider network and wants to be supportive of that need.

Beginning July 9th, 2024, DDSN will offer a Case Management Training Opportunity from **10:00AM until 12:00PM, on the second Tuesday of every month.** The training will occur virtually via Teams, using the same link for each monthly opportunity.

Attached, please find the Training Tuesday calendar for the upcoming fiscal year. Case Management providers and staff are encouraged to review the identified training topics and attend any or all of the scheduled training sessions. If your organization could benefit from training in an area not listed on this year's training calendar, please submit your suggested topic to McKenzie Johnson at [McKenzie.Johnson@ddsn.sc.gov](mailto:McKenzie.Johnson@ddsn.sc.gov)

<b>Month</b>	<b>Date</b>	<b>Topic</b>
July	7/9/2024	PCT home visit
August	8/13/2024	Self-Directed Services/ Caregiver Services
September	9/10/2024	Assessments/Waiver Service Assessment
October	10/8/2024	Enrollment Timelines
November	11/12/2024	Disenrollments (Terminations, Suspensions, Reductions)
December	12/10/2024	Authorizations
January	1/14/2025	Finding information in Therap, CDSS (Business Tools), Manuals, Standards, Directives
February	2/11/2025	Case Notes and Monitoring Tool
March	3/11/2025	Residential settings, Residential Needs Request, Referrals
April	4/8/2025	Under 21 placements
May	5/13/2025	Non-Waiver Supports and Services
June	6/10/2025	Abuse/Neglect/Exploitation