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Executive Memo

TO: Executive Directors of DSN Boards and CEOs of Contracted Providers with Case Management, and Case Management Supervisors

FROM: Lori Manos, Associate State Director of Policy 

DATE: October 18, 2024

RE: South Carolina Respite Coalition-New Electronic Intake Form

The purpose of this memo is to provide notification of the South Carolina Respite Coalition's (SCRC) new, electronic intake form. SCRC is contracted to ensure household employers and workers for participant-directed respite meet all of the pre-requisite and ongoing requirements to deliver this service. When the need for participant-directed respite services is identified, the case manager must first complete the "Employer Pre-screening for Participant-Directed Services" located on Business Tools to ensure that either the waiver participant or his/her representative is capable of directing care. If the screening is positive for the ability to self-direct, the case manager is responsible for referring the identified employer of record and worker to SCRC. SCRC will work with the employer of record and identified worker to ensure all requirements are met, and once certification is complete, will send a referral to the fiscal agent (currently Morning Sun) for the final steps to be completed before services can be authorized.

The new SCRC electronic intake form will be implemented effective immediately and can be located at: <https://form.jotform.com/242667236113050>. Please use this electronic intake form when referring individuals for certification through SCRC. Paper intake forms will no longer be accepted after November 30, 2024.

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

Thank you.