

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

August 21, 2014

The South Carolina Commission on Disabilities and Special Needs met on Thursday, August 21, 2014, at 9:30 a.m. at the Department of Disabilities and Special Needs Central Office, 3440 Harden Street Extension, Columbia, South Carolina.

The following were in attendance:

COMMISSION

Present:

Christine Sharp, Chairperson
Fred Lynn, Vice Chairman
Eva Ravenel, Secretary
Bill Danielson
Katherine Davis
Katherine Finley
Harvey Shiver

DDSN Administrative Staff

Dr. Buscemi, State Director; Mrs. Susan Beck, Associate State Director, Policy; Mr. David Goodell, Associate State Director, Operations; Mr. Tom Waring, Associate State Director, Administration; Mrs. Tana Vanderbilt, General Counsel (For other Administrative Staff see Attachment 1 – Sign In Sheet).

Guests

(See Attachment 1 Sign-In Sheet)

Coastal Regional Center (via videoconference)

(See Attachment 2 Sign-In Sheet)

Pee Dee Regional Center (via videoconference)

(See Attachment 3 Sign-In Sheet)

Whitten Regional Center (via videoconference)

(See Attachment 4 Sign-In Sheet)

York County DSN Board (via videoconference)

(See Attachment 5 York County Sign-In Sheet)

News Release of Meeting

Chairperson Christine Sharp called the meeting to order and Commissioner Eva Ravenel read a statement of announcement about the meeting that was mailed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.

Executive Session

On motion of Commissioner Katherine Davis, seconded and passed, the Commission entered into Executive Session to discuss personnel and contractual matters.

Enter into Public Session

The Commission entered into Public Session. It was noted that no action was taken in the Executive Session.

Chairperson Christine Sharp asked if there was a motion regarding Dr. Buscemi's evaluation that was discussed in the Executive Session. On motion of Commissioner Fred Lynn, seconded, the Commission approved Dr. Buscemi's evaluation as presented and to rate all six criteria as "Exceeds" and to rate her overall evaluation as "Exceeds".

Invocation

Commissioner Katherine Davis gave the invocation.

Adoption of the Agenda

The Commission adopted the August 21, 2014 Meeting Agenda by unanimous consent. (Attachment A)

Approval of the Minutes of the July 17, 2014 Commission Meetings

The Commission approved the minutes of the July 17, 2014 Commission Meeting by unanimous consent.

Public Input

Deborah McPherson of Columbia, SC spoke during Public Input.

Report from DSN Boards

Dr. Judy Johnson spoke on behalf of the SC Human Service Providers Association.

Commissioners' Update

Commissioners Christine Sharp and Eva Ravenel spoke of events in their districts.

Public Consulting Group Report

Dr. Buscemi stated because of the 2008 LAC recommendation for DDSN to have continued external review of its systems and with recent Medicaid changes, DDSN contracted with the Public Consulting Group (PCG) a year ago to evaluate the agency's systems for potential improvement.

Messrs. John Shaughnessy, Joseph Weber and Les Hendrickson of PCG provided a detailed presentation focused on their review of DDSN's current business practices which included PCG's recommendations. Mr. Shaughnessy stated the DDSN is a unique agency and was given a unique review. Mr. Shaughnessy stated that it is evidenced that DDSN takes great pride in ensuring that appropriate and quality care is available to the most vulnerable individuals and has made great improvements in their own practices. More detailed information is provided in the report which was provided to the Commission. Dr. Buscemi stated the report will be posted on the agency website. (Attachment B)

Policy Committee Report

Commissioner Katherine Davis, Chairperson of the Policy Committee, reported the Committee met on July 23, 2014. The Committee presented two recommendations to the Commission. Commissioner Katherine Finley motioned that the Commission accept the recommendation of the Policy Committee to adopt the proposed document "SCDSN Commission Policy Committee Guidelines" as the official guidelines for this standing Committee. The motion was seconded and passed. Commissioner Katherine Davis motioned that the Commission accept the recommendation of the Policy Committee to amend Commission Policy 800-03-CP entitled "South Carolina Department of Disabilities and Special Needs Executive Limitations Policy" as presented to clarify ability of the DDSN State Director to approve any contracts or purchases below \$250,000 per fiscal year and instructing the State Director to bring forward any contracts or purchases over \$250,000 per fiscal year to the Commission for approval. Discussion followed. The motion was seconded and passed. (Attachment C)

Legislative Audit Council Ad Hoc Committee Report

Chairperson Christine Sharp, Chairperson of the LAC Ad Hoc Committee reported the Committee met on August 11, 2014. The Committee agreed with staff with the actions that they have taken and will take. The Committee will meet again in one year to eighteen months to review the progress on the 2014 recommendations.

Person-Driven Service Models

Dr. Buscemi explained using different scenarios on how DDSN wants to provide more individualization, choice, and flexibility for consumers and families by moving toward a person-driven model of service delivery. Dr. Buscemi stated she would advise the Commission if there were any changes to services and that this is only an introduction to the model. Discussion followed. Commissioner Harvey Shiver made the motion for the Commission to support the State Director in making operational changes necessary to further implement a person-driven model in service delivery. The motions was seconded and passed.

Waiting List Report

Mrs. Susan Beck provided a detailed report of the ID/RD and Community Supports waiting lists including a monthly report on the critical list. (Attachment D)

Dr. Buscemi stated that because DDSN has slightly widened the definition of critical, the total numbers will increase somewhat.

Reduction Efforts

Dr. Buscemi reported that there will be substantial changes in the Community Supports and ID/RD Waivers. There has been discussion about establishing different eligibility criteria for each of the waivers and to focus on residential services and high nursing needs for the current ID/RD Waiver. DHHS is seeking guidance from CMS regarding the changes. The current discussion is to move more individuals from the Community Supports Waiver wait list due to the future of the ID/RD Waiver. Dr. Buscemi stated it is important that we continue progress on the waiting lists.

Waiver Renewals

Mrs. Susan Beck reported on the public meetings regarding the waiver renewals. Three meetings have been completed – Columbia, North Charleston and Florence. Mrs. Beck shared some of the proposed changes listed in the public notice which included improving the waiting list procedures, that an individual would need to be Medicaid eligible to be placed on the waiting lists and the revision to clarify the developmental period is prior to age 22 for Medicaid ICF/IID individuals. In addition, eliminating the 50 % maximum in center-based Early Intensive Behavioral Intervention (EIBI) services for the Pervasive Developmental Disorder (PDD) waiver is being recommended. DDSN has stated concerns regarding this change since the reason for the recommended change is to increase the number of providers but this will not address the need for more providers to serve individuals in rural locations of the state. Additional concerns regarding the need to enhance parent engagement/training and the difficulties with young children with Autism Spectrum Disorder in generalizing skills from a center-based treatment setting

to a natural, home-based or community-based setting have been discussed with SCDHHS and have been heard. Parents at the public forum meetings have also voiced similar concerns. SCDHHS has shared concerns that this recommendation to eliminate the center-based setting maximum percentage would also create a non-compliance with the CMS Final Rule regarding integrated community waiver services.

Dr. Buscemi stated that DDSN was told by DHHS several years ago, that anyone could be placed on the waiting lists. If individuals have to be Medicaid eligible to be placed on the waiting lists, then DDSN will have to look at how we will serve those individuals. Our systems would change.

Dr. Buscemi stated that because DHHS is looking at revising the developmental period to "up to age 22" for Medicaid ICF/IID individuals, DDSN may come to the Commission at a future date with the recommendation to change the ID/RD waiver developmental age to 22 to be consistent with this change.

Easement of Berkeley County Property

Mr. Tom Waring presented information regarding the request of the Town of Moncks Corner for DDSN to grant a fraction of an acre easement of the DeHay Community Residence for maintenance purposes. Commissioner Eva Ravenel motioned that the Commission approve the staff recommendation to grant to the Town of Moncks Corner a fraction of an acre easement of the SCDDSN DeHay Community Residence for maintenance and cleaning of the draining ditch. The motion was seconded and passed.

State Director's Report

Dr. Buscemi reported that there is concern about the way some providers have been calculating the HUD HAP payment made on behalf of individuals residing in the HUD funded facilities. This matter came to DDSN's attention via a provider late last fiscal year. It is a very complicated issue. DDSN had a meeting with HUD officials in June to discuss our concerns and seek guidance. A workgroup was convened with some of the largest HUD providers. It is clear that different boards are handling it differently. DDSN Internal Audit met again with HUD this month. It has been determined that DDSN needs to conduct a detailed analysis of the HAP computations on a provider-by-provider basis. Internal Audit does not have the resources to conduct the analysis therefore; DDSN will hire an outside entity to conduct this audit. DDSN needs to work with the State Auditor to ensure proper procurement procedures are followed. HUD has basically told DDSN that the paperwork they have received from Boards looks appropriate but DDSN has to determine how the HUD rent and HAP payment are factored into the calculation of room and board fees.

Dr. Buscemi spoke of the upcoming move/relocation of the Central Office. A little less than half the staff of the Central Office have relocated to vacant buildings on the Midlands Center campus. The staff remaining in the building will only have access to downstairs for four to five months then will have access only to upstairs after that until the renovations are complete. She asked that everyone please bear with us since staff will be functioning out of their regular environment and may have limited access to certain documents.

Dr. Buscemi stated that the September and October Commission meeting dates have been changed to September 25 and October 23. The September meeting will be held at Midlands Center – Training Center and the October meeting will be held at the Babcock Center.

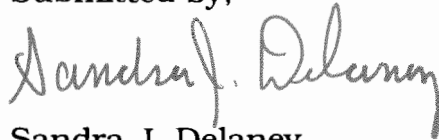
Next Regular Meeting Date

Chairperson Christine Sharp announced the next regular Commission Meeting is scheduled for Thursday, September 25, 2014 with the starting time to be determined. The meeting will be held at Midlands Center.

Adjournment

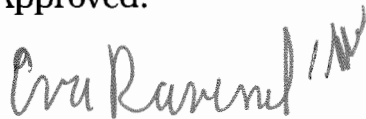
With no further business, Chairperson Christine Sharp adjourned the meeting.

Submitted by,



Sandra J. Delaney

Approved:



Commissioner Eva Ravenel
Secretary

SC COMMISSION ON DISABILITIES AND
Commission Meeting
 August 21, 2014

Attachment 1

Guest Registration Sheet

(PLEASE PRINT)

Name and Organization

1. _____
2. JAY ALTMAN Chester-Lancaster
3. Valaris Bisly DD Council
4. Rey Miller DD Council
5. Sarah St. Onge PTA
6. Judy Johnson Bobcovic Center
7. Keanne Johnston SCHSP
8. Bob Jones ADCSNB
9. David Dan DDJN
10. KEVIN YACOBI DDJN
11. KATHLEEN ROBERTS WHITTEN CENTER PC + SC PADD
12. Joyce Davis BIASC
13. Shondala Hall DDSN
14. LINDA VELDHEER SCDDSN
15. Carolyn Hays Parent
16. Linda Bodiford Parent - Coasta/Center
17. Suzanne Johnson CC Parents + SC PADD
18. Angela Jacildone SCSCIA
19. George Marky SCDDHHS
20. Cassidy Evans SCDDHHS

SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS
Commission Meeting
August 21, 2014

Guest Registration Sheet

(PLEASE PRINT) Name and Organization

- 21. Ann Dalton SCODSN
- 22. Don Rsoo Counselor Counsel BOSW
- 23. Amy Nienhuis
- 24. MTG SCODSN
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Guest Registration Sheet

(PLEASE PRINT)

Name and Organization

1. Gloria M. James Bamberg Co. DSN Bd.

2. Felita Martine Dist. II SCDDSN

3. Hester S. Waumanaker District II

4. Ronda Ritchie DDSN Dist. II

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SC COMMISSION ON DISABILITIES AND SP
Commission Meeting
August 21, 2014

Attachment 3

Guest Registration Sheet

(PLEASE PRINT) Name and Organization

1. Deborah K. Smith District II office

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SC COMMISSION ON DISABILITIES AND S
Commission Meeting
August 21, 2014

Guest Registration Sheet

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SC COMMISSION ON DISABILITIES AND S
Commission Meeting
August 21, 2014

Attachment 5

Guest Registration Sheet

(PLEASE PRINT) Name and Organization

1. Michelle Shaffer - YCBDSN
2. Mam Prole YCBDSN
3. JANICE FOWLER YCBDSN
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SOUTH CAROLINA COMMISSION ON DISABILITIES AND

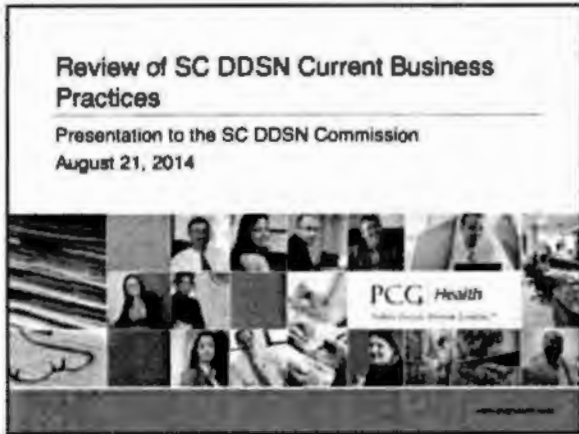
A G E N D A

**South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 251
Columbia, South Carolina**

August 21, 2014

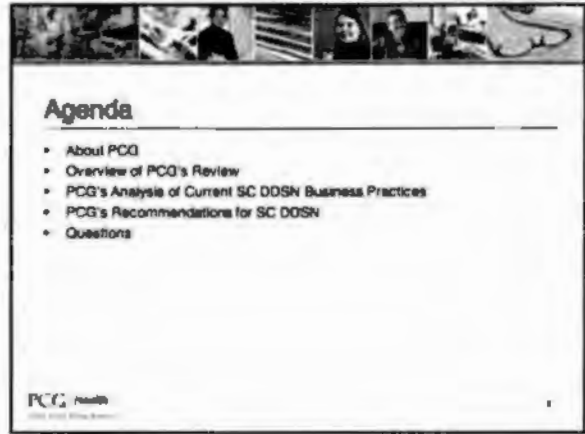
9:30 A.M.

1. Call to Order *Chairperson Christine Sharp*
2. Welcome - Notice of Meeting Statement *Commissioner Eva Ravenel*
3. Executive Session – will be closed to the public
4. **Enter into Public Session – at approximately 10:15 a.m. or later**
5. Invocation *Commissioner Katherine Davis*
6. Introduction of Guests
7. Adoption of Agenda
8. Approval of the Minutes of the July 17, 2014 Commission Meeting
9. Public Input
10. Report from DSN Boards *Mr. Jimmy Burton*
11. Commissioners' Update *Commissioners*
12. Public Consulting Group Report *John Shaughnessy
Joseph Weber, III
Public Consulting Group*
13. Policy Committee Report *Commissioner Katherine Davis*
14. Legislative Audit Council Ad Hoc Committee Report *Chairperson Christine Sharp*
15. Business:
 - A. Person-Driven Service Models *Dr. Beverly Buscemi*
 - B. Waiting List
 1. Report *Mrs. Susan Beck*
 2. Reduction Efforts *Dr. Beverly Buscemi*
 - C. Waiver Renewals *Mrs. Susan Beck*
 - D. Easement of Berkeley County Property *Mr. Tom Waring*
16. State Director's Report *Dr. Beverly Buscemi*
17. Next Meeting Date (September 25, 2014)
18. Adjournment



Review of SC DDSN Current Business Practices

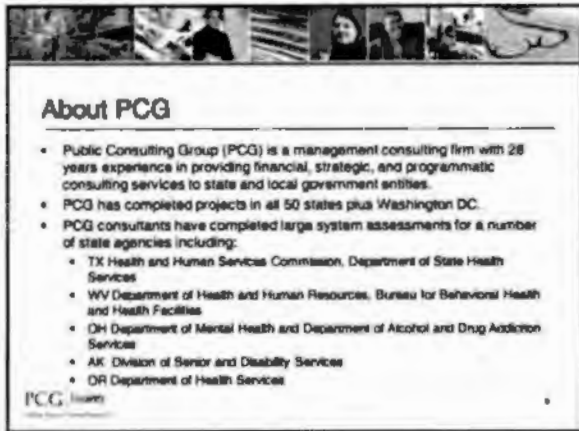
Presentation to the SC DDSN Commission
August 21, 2014



Agenda

- About PCG
- Overview of PCG's Review
- PCG's Analysis of Current SC DDSN Business Practices
- PCG's Recommendations for SC DDSN
- Questions

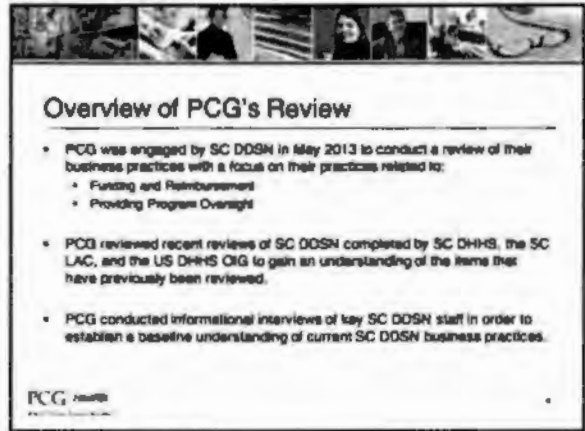
PCG Health
Public Consulting Group, Inc.



About PCG

- Public Consulting Group (PCG) is a management consulting firm with 28 years experience in providing financial, strategic, and programmatic consulting services to state and local government entities.
- PCG has completed projects in all 50 states plus Washington DC.
- PCG consultants have completed large system assessments for a number of state agencies including:
 - TX Health and Human Services Commission, Department of State Health Services
 - WV Department of Health and Human Resources, Bureau for Behavioral Health and Health Facilities
 - OH Department of Mental Health and Department of Alcohol and Drug Addiction Services
 - AK Division of Senior and Disability Services
 - OR Department of Health Services

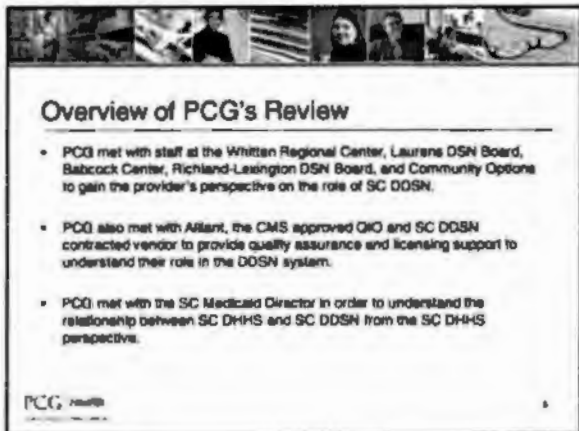
PCG Health
Public Consulting Group, Inc.



Overview of PCG's Review

- PCG was engaged by SC DDSN in May 2013 to conduct a review of their business practices with a focus on their practices related to:
 - Funding and Reimbursement
 - Providing Program Oversight
- PCG reviewed recent reviews of SC DDSN completed by SC DHHS, the SC LAC, and the US DHHS OIG to gain an understanding of the items that have previously been reviewed.
- PCG conducted informational interviews of key SC DDSN staff in order to establish a baseline understanding of current SC DDSN business practices.

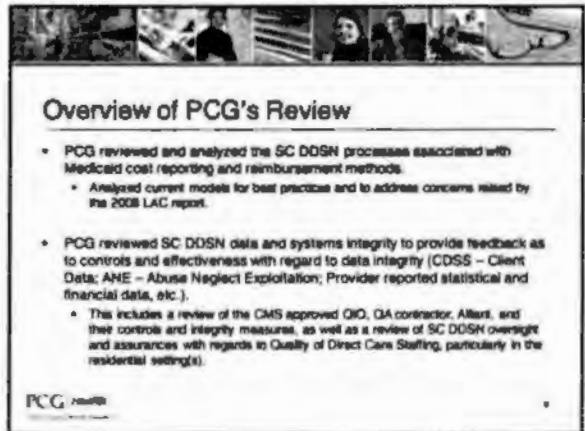
PCG Health
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Overview of PCG's Review

- PCG met with staff at the Whitten Regional Center, Laurens DSN Board, Babcock Center, Richland-Lexington DSN Board, and Community Options to gain the provider's perspective on the role of SC DDSN.
- PCG also met with Alliant, the CMS approved QIO and SC DDSN contracted vendor to provide quality assurance and licensing support to understand their role in the DDSN system.
- PCG met with the SC Medicaid Director in order to understand the relationship between SC DHHS and SC DDSN from the SC DHHS perspective.


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Public Consulting Group, Inc.



Overview of PCG's Review

- PCG reviewed and analyzed the SC DDSN processes associated with Medicaid cost reporting and reimbursement methods.
 - Analyzed current models for best practices and to address concerns raised by the 2008 LAC report.
- PCG reviewed SC DDSN data and systems integrity to provide feedback as to controls and effectiveness with regard to data integrity (CDSS – Client Data; ANE – Abuse Neglect Exploitation; Provider reported statistical and financial data, etc.).
 - This includes a review of the CMS approved QIO, QA contractor, Alliant, and their controls and integrity measures, as well as a review of SC DDSN oversight and assurances with regards to Quality of Direct Care Staffing, particularly in the residential setting(s).


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Public Consulting Group, Inc.



Overview of PCG's Review

- PCG reviewed and analyzed SC DDSN business processes, including the Organized Healthcare Delivery System and assessed the strengths and weaknesses of a centralized model (i.e. Public Provider) for provider billing and oversight versus direct billing by providers for Medicaid services.
- PCG provided independent analysis of SC DDSN overall business practices and systems and made recommendations to improve agency efficiency and effectiveness in meeting the needs of the specialized populations served.
- PCG developed a final report detailing PCG's review of SC DDSN including analysis and recommendations for improvement.

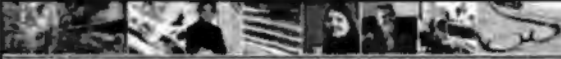
PCG Health



PCG's Analysis of Current SC DDSN Business Practices

- PCG reviewed three of the core activities of SC DDSN related to funding and reimbursement practices: funding for services, provider payment processes, and Medicaid cost reporting.
 - The review of the funding for services focused on the funding band approach used by SC DDSN to ensure that all available funds are allocated consistently and equitably to the DSN Boards.
 - PCG's review of SC DDSN's provider payment processes focused on the role of the Department in collecting provider service data, generating claims for Medicaid reimbursement, and in responding to any audits of the claims.
 - The cost report review consisted of an analysis of the SC DDSN oversight of provider cost reporting and the completion of the Department's cost report, submitted to SC DHHS.


PCG Health



PCG's Analysis of Current SC DDSN Business Practices

- PCG's findings from the review of the three core activities of SC DDSN related to funding and reimbursement practices include:
 - The methodology for calculating the rates within the funding bands was consistent with Federal regulations and state Medicaid rules. The rate calculation includes actual costs based on cost reports submitted by the DSN Boards to SC DDSN and are based on the average costs for the services within each band.
 - There remains confusion on the funding bands related to its definition as a funding mechanism versus a reimbursement methodology.
 - DSN Boards and GPL providers benefit from SC DDSN's role in Medicaid billing through reduced administrative burdens and resource costs as well as complete audit support.
 - The current process for the Medicaid cost reporting is a manual process with a number of intermediate steps needed to transfer the individual cost reports from the 39 DSN Boards to the one cost report for SC DDSN that is ultimately submitted to SC DHHS.


PCG Health



PCG's Analysis of Current SC DDSN Business Practices

- PCG reviewed three of the core activities of SC DDSN related to program oversight: existing data resources used to manage the system, efforts related to licensing and quality control, and policies for oversight of the direct care staff across various provider settings.
 - The review of the existing data resources included the systems in place for critical incident reporting, abuse and neglect (ANE) reporting, and finally other provider reporting requirements.
 - The review of the licensing and quality control efforts focused on the work completed by SC DDSN as well as by SC DHEC and the SC DDSN contractor, Allant.
 - Reviews of the oversight of direct care staff focused on the policies of SC DDSN for staff hiring and review of staffing qualifications as well as the response when deficiencies are identified.


PCG Health



PCG's Analysis of Current SC DDSN Business Practices

- PCG's findings from the review of the three core activities of SC DDSN related to program oversight include:
 - SC DDSN has undertaken significant efforts in promoting solid program oversight practices.
 - The Department has set up data systems to collect important quality related data elements and uses this data to facilitate discussions with the provider community.
 - SC DDSN has more effectively leveraged their contractor to perform quality assurance and licensing activities on behalf of the Department.
 - PCG also found through a review of the UCP's annual scorecard, Care for Inclusion, that SC performs at a high level, rating 8th in the country.


PCG Health



PCG's Recommendations for SC DDSN

- PCG's analysis indicates that the Department takes great pride in ensuring that appropriate and quality care is available to the most vulnerable individuals in South Carolina and has made great improvements in their own practices in an effort to improve the availability and quality of care provided through their network of providers, both public and private.
- PCG's review of United Cerebral Palsy's (UCP) 2014 scorecard, "Care for Inclusion", found that SC ranked 6th overall in the country, an improvement from 12th in the 2013 scorecard.


PCG Health



PCG's Recommendations for SC DDSN

- PCG developed recommendations based on its analysis of the Department's practices related to funding and payment and to program oversight.
- PCG's recommendations are indicative of a system that could be further enhanced not through complete overhaul but rather through efforts to modernize the system.
 - Some recommendations are intended to encourage the Department to continue efforts already underway while others are intended to keep SC DDSN in line with national trends and best practices.


PCG Health



PCG's Recommendations for SC DDSN

- SC DDSN should consider a move from the OHCDS model to a more current model.
 - PCG recommends that SC DDSN explore alternative options to the current OHCDS model in order to align with current best practices. This recommendation does not suggest that the OHCDS model is not an acceptable model nor does it suggest that SC DDSN change its role in vital functions such as setting program policy and establishing funding mechanisms for community based providers.
- SC DDSN should continue to pilot the use of a national needs assessment tool and consider a future alignment of the Funding Bands with the national needs assessment tool.
 - PCG recommends that SC DDSN continue to expand its use of the pilot program to incorporate the SIS as part of its needs assessment. PCG further recommends that SC DDSN consider aligning funding resources with the Supports Intensity Scale (SIS) in the future.


PCG Health



PCG's Recommendations for SC DDSN

- SC DDSN should enhance the documentation for Cost Reporting Policies and Procedures.
 - PCG recommends that SC DDSN develop additional Department Directives to explain the processes employed by SC DDSN staff in reviewing and aggregating the cost report data from individual providers as well as for incorporating the data in to the Department's Medicaid cost report.
- SC DDSN should move towards automating the Medicaid Cost Reporting process.
 - PCG recommends that SC DDSN explore the options available to convert the current, Microsoft Excel based cost reporting process to a web-based, automated cost reporting solution. This will assist in creating a more transparent and efficient cost reporting process.


PCG Health



PCG's Recommendations for SC DDSN

- SC DDSN should separate service coordination and service delivery.
 - PCG recommends a phased in move towards separation of service coordination and service delivery, bringing SC DDSN closer to current CMS preferences.
- SC DDSN should continue moving towards more frequent licensing visits and changes in visit protocol.
 - PCG recommends that SC DDSN continue efforts to increase the frequency of licensing visits as they have done in recent years, moving from visits every three years to visits every two years. PCG also recommends that SC DDSN consider changes to site visit protocols to require provider management to not be present during the visit as a mechanism for encouraging increased independence of the reviewers.


PCG Health



PCG's Recommendations for SC DDSN

- SC DDSN should continue to educate stakeholders and prepare for changes in federal quality standards.
 - SC DDSN leadership currently do an excellent job of staying informed of and educating stakeholder on national changes and trends in federal quality standards. PCG recommends that SC DDSN continue to monitor national trends and educate stakeholders to ensure continued compliance with the requirements.
- SC DDSN should continue to review the National Core Indicators with providers and consumers.
 - PCG recommends that SC DDSN continue to engage stakeholders in a discussion of the National Core Indicators to promote greater ownership in the system and increase transparency in the decision making of the Department.

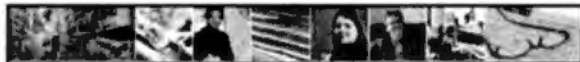
PCG Health



PCG's Recommendations for SC DDSN

- SC DDSN should explore implementing a 1915(k) Community First Choice program.
 - PCG recommends that SC DDSN, in conjunction with SC DHHS, explore the possibility of implementing a 1915(k) Community First Choice program. The CFC option provides a number of benefits including a higher federal match rate, the ability to reinvest savings in programs to reduce wait lists, the promotion of self-direction, and the authorization of expenditures for items like rent and utility costs. The benefits would need to be balanced against increased financial liabilities for the State and current efforts on implementing a 1915(j) waiver.
 - The 1915(k) CFC option could also assist SC DDSN in continuing its efforts to transition individuals from the Regional Centers by authorizing expenditures to cover expenses for items such as rent and utility deposits, first month's rent and utilities, bedding, basic kitchen supplies, and other necessities tied to transitioning individuals from an institutional setting.

PCG Health



Questions

- Questions

PCG Health



PUBLIC CONSULTING GROUP

Public Consulting Group, Inc.
140 State Street, Tenth Floor, Boston, Massachusetts 02109
(617) 425-2025, www.publicconsultinggroup.com



**SCDSN COMMISSION POLICY COMMITTEE GUIDELINES
AS RECOMMENDED BY THE POLICY COMMITTEE AUGUST 21, 2014**

PURPOSE

To assist the Commission in fulfilling its oversight responsibilities concerning the operation of the department relating to Commission and Agency policy, the SCDSN Commission created a Policy Committee. The Committee also provides an open avenue of communication between the Commission, State Director, and agency staff.

AUTHORITY

Utilizing oversight practices consistent with the Commission's use of the Carver Governance Model, the Policy Committee reviews staff suggestions and proposed changes to the five Commission policies and makes recommendations to the Commission. This committee may not take action on behalf of the Commission as a whole, it must make recommendations to the Commission for consideration. Agency directives concerning SCDDSN service eligibility and criteria will also be reviewed by the Policy Committee. Some items may need to be reviewed for impact upon individuals and families served or to the service delivery system. Other items may need to be referred to the Commission for discussion and possible action.

COMPOSITION

The Policy Committee will consist of at least three Commission members. The Chairperson of the Commission will appoint committee members as well as the committee chairperson.

MEETINGS

The committee will meet twice a year at a minimum, with authority to convene additional meetings as circumstances require. All committee members are expected to attend each meeting in person or via tele- or video-conference. Public notice of these meetings will be issued in accordance with the South Carolina Freedom of Information Act.

RESPONSIBILITIES

The committee will carry out the following responsibilities:

Policy Review

- Review and make recommendations to the Commission for approval regarding amendments to the five Commission policies. The policies shall be reviewed on a three-year cycle or upon request of the Chairperson or State Director.
- Review and make recommendations to the Commission for approval regarding changes to the Agency directives concerning service eligibility or criteria.
- Review the findings of any external federal and state entities affecting DDSN policy or agency directives

**SCDSN COMMISSION POLICY COMMITTEE GUIDELINES
AS RECOMMENDED BY THE POLICY COMMITTEE AUGUST 21, 2014**

affecting service eligibility or service criteria.

- Review any relevant reports, communications, directives issued or received related to the committee responsibilities.

Reporting Responsibilities

- Report to the Commission about Policy Committee activities, issues, and related recommendations as determined by the Policy Committee or upon request of the Commission or State Director.

Katherine Davis
Policy Committee Chairperson
(Originator)

Christine Sharp
DDSN Commission Chairperson
(Approved)

Reference: Number: 800-03-CP

Title of Document: South Carolina Department of Disabilities and Special Needs Executive Limitations Policy

Date of Issue: January 18, 2007

Effective Date: January 18, 2007

Last Review Date: August 21, 2014

Date of Last Revision: To be determined, 2014 (REVISED)

The State Director of the South Carolina Department of Disabilities and Special Needs (DDSN) is selected and appointed by the Commission and serves at its pleasure. The Director is responsible for department operation, subject to Commission policies and actions applied through department directives. The State Director shall:

1. Maintain ethics and prudence in the administration of DDSN and to conform DDSN to all federal, state, and Commission requirements, and to protect DDSN assets.
2. Prescribe DDSN organizational structure, adequate qualified personnel, and effective programs necessary to carry out the legislative mandate and Commission policies of DDSN.
3. Use resources effectively and efficiently and maintain transparency and accountability with the Commission through reports on services, finances, and other monitoring data necessary to the Commission's policy governance.
 - a. Is authorized to approve any contracts or purchases below \$250,000 per fiscal year.
 - b. Bring any contracts or purchases over \$250,000 per fiscal year to the Commission for approval.

4. Follow the personnel grievance procedures of the Office of Human Resources of the Budget and Control Board.
5. Communicate effectively with the Commission, staff and the public, allow the Commission to be aware of relevant trends, anticipated adverse media coverage, material change, or assumptions on which Commission policy has been established.
6. Present information clearly necessary for monitoring, making decisions, and for policy deliberations.
7. Inform the Commission if, in the Director's opinion, the Commission is not in compliance with its own policies.
8. Develop directives for the receipt of gifts, establishment of fees, and promote funding and support for DDSN and its agents.
9. Enforce directives concerning eligibility of applicants and make final decisions on sequence of admissions.
10. Oversee the Audit Director administratively according to an annual work plan, while not restricting the auditor's independence or the functional oversight of the Commission. The State Director shall obtain Commission consent before hiring or firing the Audit Director.
11. Deal with the Commission as a whole except when individuals are specifically authorized to speak for the Commission.

Fred Lynn
Vice Chair
(Originator)

Christine Sharp
Chairman
(Approved)

Planned Rotation of Monthly Commission Reports on Quarterly Waiting List Progress

FY 2014-2015	ID/RD	Community Supports	PDD	HASCI
July Annual Report	X	X	X	X
August	X	X		
September				X
October			X	
November	X	X		
December				X
January			X	
February	X	X		
March				X
April			X	
May	X	X		
June				X

Critical List updates will be provided monthly

South Carolina Department of Disabilities and Special Needs

Waiting List Updates

Movement of Waiver Waiting Lists Interpretation Guide

1. Column 2: For the given time period, # of slots were awarded to new consumers.
2. Column 3: As of the earliest date of this period, the next person awarded was # on the waiting list.
3. In general, some individuals on the waiting list were not able to be located, no longer wanted the slot or have been served some other way and so the list has moved more than the designated # of slots awarded when these individuals were removed from the list.

**MOVEMENT OF WAIVER WAITING LISTS:
(JULY 1, 2014 TO July 31, 2014)**

WAIVER	NEW CONSUMERS REMOVED FROM THE WAITING LIST DUE TO SLOT ALLOCATION	NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2014
INTELLECTUAL DISABILITY/RELATED DISABILITIES	102	103
COMMUNITY SUPPORTS	300	307

**FISCAL YEAR TOTALS:
MOVEMENT OF WAIVER WAITING LISTS**

ID/RD WAIVER WAITING LIST	NEW CONSUMERS REMOVED FROM THE WAITING LIST DUE TO SLOT ALLOCATION
TOTAL FISCAL YEAR 2014-2015 (July 1, 2014 to July 31, 2014)	102
TOTAL FISCAL YEAR 2012-2013 and 2013-2014 (2 YEAR TOTAL)	211
COMMUNITY SUPPORTS WAIVER WAITING LIST	
TOTAL FISCAL YEAR 2014-2015 (July 1, 2014 to July 31, 2014)	300
TOTAL FISCAL YEAR 2012-2013 and 2013-2014 (2 YEAR TOTAL)	1350

South Carolina Department Of Disabilities & Special Needs

Community Waiting List			
	6/30/13	6/30/14	7/31/14
Critical	45	48	50
Priority One	297	287	288
Other	1679	1647	1645
Total	1976	1934	1933
Day Supports Waiting List			
	6/30/13	6/30/14	7/31/14
Day Program (Center Based)	968	970	958
Job Coach	175	166	163
Other	175	178	178
Total - Unduplicated	1259	1252	1238
Regional Centers Waiting List			
	6/30/13	6/30/14	7/31/14
Priority One	1	0	0
Other	21	20	20
Total	22	20	20
Intellectual Disability/Related Disabilities (ID/RD) Waiver Waiting List			
	6/30/13	6/30/14	7/31/14
ID/RD - Critical	0	0	0
Autism - Critical	0	0	0
Total - Critical	0	0	0
ID/RD - Regular	3399	4240	4216
Autism - Regular	856	1202	1207
Total - Regular	4255	5442	5423
Total	4255	5442	5423
Head & Spinal Cord Injury (HASCI) Waiver Waiting List			
	6/30/13	6/30/14	7/31/14
HASCI - Critical	0	0	0
HASCI - Regular	385	152	144
Total	385	152	144
Pervasive Developmental Disorder (PDD) Waiver Waiting List			
	6/30/13	6/30/14	7/31/14
Total	1009	1338	1326
Community Supports Waiver Waiting List			
	6/30/13	6/30/14	7/31/14
Total	3787	4280	4078

South Carolina Department Of Disabilities Special Needs
 Critical Needs List Activity For 6/30/2014 Through 7/31/2014

	As Of 6/30/2014 -----	Added During The Period -----	Removed During The Period -----	As Of 7/31/2014 -----
Coastal	6	4	5	5
Midlands	20	8	6	22
Pee Dee	5	10	5	10
Piedmont	17	3	7	13
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Total:	48	25	23	50
	=====	=====	=====	=====