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Reference Number:	100-01-DD
Title of Document:	DDSN Directives/Standards Electronic Communications System
Date of Issue:	April 29, 1987
Effective Date:	April 29, 1987
Last Review Date:	June 18, 2020
Date of Last Revision:	June 18, 2020 <b>(REVISED)</b>
Applicability:	DDSN Central Office, DDSN District Offices, DDSN Regional Centers, DSN Boards, Contracted Service Providers, All DDSN Sponsored Services, Consumers and Their Families and the General Public

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**PURPOSE:**

The purpose of this directive is to identify the requirement for a computerized communications system to support the management, filing and classification of all official Department of Disability and Special Needs (DDSN) policies, directives and standards. These documents must be approved by the DSN Commission Policy Committee and the DSN Commission.

The system requires a minimum review process of every four (4) years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice. However, to avoid duplication of efforts, it is recommended that revisions be made during the review process whenever feasible.

**APPLICABILITY:**

This Electronic Communication System is applicable to all DDSN Directives/Standards and DDSN Commission Policies.

**TYPES OF DOCUMENTS:**

These documents are included within the DDSN Central Office document management system.

1) Commission Policy (CP)

A policy or philosophical statement issued by the DSN Commission and implemented by DDSN. These constitute mandates from DDSN's governing board.

2) Departmental Directive (DD)/Standards

A mandate requiring compliance by applicable DDSN Central Office, DDSN District Office, DDSN Regional Center, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures. Standards address service definition and general requirements.

ACCESS: Departmental directives/standards are available in "read only" format on the DDSN Website located at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>. Access is available to the public.

**DIRECTIVE/STANDARD FEEDBACK**

At the beginning of the fiscal year, a list of all directives/standards due for review during that year will be posted on the DDSN website.

Once ready for external review, the Electronic Communication System Coordinator will post draft directives/standards to the DDSN website allowing sufficient time for feedback to be submitted which may be incorporated. A minimum of 10 business days will be the default.

**NOTE:** It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 10 business day period may not occur due to extenuating circumstances.

**QUALITY ASSURANCE:**

The Associate State Director-Policy Division is responsible for the administration of the Electronic Communications System.

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