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Applicability: DDSN Central Office, DDSN District Offices, DDSN Regional Centers, DSN Boards and Contracted Providers

**I. Purpose**

The purpose of this directive is to establish a process for approving or disapproving pilot services or programs requested by the South Carolina Department of Disabilities and Special Needs (DDSN) to be implemented. Pilot services or programs do not include technology, business solutions or other management tools.

**II. Policy**

It may be in the best interest of persons with disabilities and special needs for DDSN to pilot in the field a new program or service of unknown effectiveness or efficiency before considering the implementation of the service or program statewide. Only the State Director may approve the initialization of a pilot service or program.

**III. Procedure**

Any proposed service or pilot program shall be submitted to the Associate State Director of Policy and include a thorough description of the following:

1. How the pilot program will be organized and structured to include a set of beginning and ending dates leading to final pilot evaluation;

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2. The scope of the pilot covering services, consumers, and area(s);
3. How the pilot will be monitored to be sure the pilot is implemented as designed and ensures that the health and safety of any parties participating are protected; and
4. How the pilot will be evaluated in terms of costs, effectiveness, and efficiency as to consumers and their families, provider staff and DDSN staff.

**IV. Implementation**

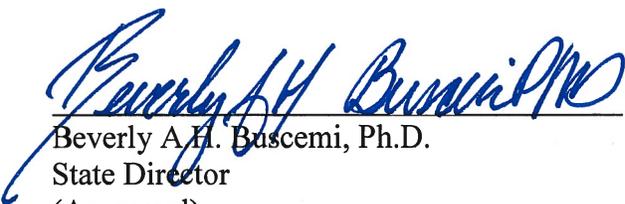
A pilot service or program may be implemented only with the approval of the State Director. Once implemented, any change needed in a pilot must be submitted and approved by the Associate State Director of Policy and include an explanation of the impact of the change in the structure, scope, monitoring, and evaluation of the pilot service or program.

**V. Expansion**

The final evaluation of the pilot will be submitted to the Associate State Director of Policy.

If the Associate State Director of Policy determines that the evaluation is positive and indicates substantial benefits in the administration of services and programs to consumers and their families, a positive recommendation will be made to the State Director to consider expanding the pilot service or program. Only the State Director can approve expansion of services and programs.

  
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Susan Kreh Beck, Ed.S., NCSP  
Associate State Director-Policy  
(Originator)

  
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