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Applicability: DDSN Central Office and Contracted Providers of State Funded Case Management Service

Consistent with its mission, the South Carolina Department of Disabilities and Special Needs (DDSN) recognizes and values the positive outcomes frequently achieved through the provision of case management services to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals and minimize the occurrence and reduce the severity of disabilities through prevention. Therefore, DDSN will support the provision of case management services to those who are eligible for DDSN services when a need for the service is established, and approval is granted by DDSN prior to service provision.

State-funded Case Management may be approved for those who are DDSN eligible and who:

- Are not Medicaid eligible (**NOTE:** those with a recent break in Medicaid eligibility or history of fluctuating Medicaid eligibility are considered to be Medicaid eligible),
or
- Are Medicaid eligible, but not eligible for Medicaid Targeted Case Management (MTCM).

In order for an individual to receive State Funded Case Management (SFCM), the need for the service must be established. Consistent with the values of DDSN, people will be determined to need SFCM when he/she requires the interventions of a case manager in order to

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preserve/improve their health, safety and well-being, preserve/improve relationships with family, friends and community connections and/or facilitate personal growth and accomplishments. The following circumstances are indicative of situations that could demonstrate the need for SFCM; however, each person's circumstances will be evaluated individually. The person:

- Requires intensive treatment or services;
- Has a parent or primary caregiver with limited skills or with a disability who is unable to provide adequate care/supervision of services;
- Is currently or was recently involved in a volatile or possibly abusive, neglectful, or dangerous situation, etc.;
- Lives in a residential placement solely supported by DDSN that is not an Immediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) **and is not** a facility licensed by DDSN (Community Training Home I and II, Supervised Living, or Supported Living);
- Does not live with family members and has no regular interaction with their family members or others who are not associated with their living situation;
- Is engaging in behaviors with serious health, safety, or legal consequences including incarceration (see DDSN Directive 503-01-DD: Consumer Involvement with Criminal Justice System);
- Has injured others or is a threat to the health and safety of others;
- Is homeless (to include situations where the person is being discharged from an alternative placement and is unable to return to a family member's home or live independently);
- Is experiencing circumstances that are a threat to his/her current living situation (such as behavioral issues or lack of supervision);
- Is experiencing circumstances that in the near future threaten the continuation of care by the primary caregiver (such as health or aging issues).

Alone, the following circumstances are **not** indicative of the need for SFCM:

- Assisting with completion of an application for Medicaid;
- Placing name on waiting lists (e.g., day program HCB Waiver, etc.);
- Assistance to apply for/request or monitor DDSN funded family support, respite or summer services; or
- Assistance with completion or review of ABC Voucher application.

Approval from DDSN must be granted prior to the provision of SFCM. DDSN will determine if SFCM will be approved based on the needs of the person, and if so, for how long. DDSN will pay only for services that are prior approved and provided during the approved period of time. The need for a timely response to SFCM requests is recognized.

When a case management provider is aware of someone who has a need for SFCM as specified in this policy, the provider can request approval from DDSN for SFCM. The written request must contain the name of the person, their Social Security Number (SSN), and a description of the need for case management. Responses to requests will be made in writing. If the request is approved, DDSN will ensure CDSS is updated to reflect the appropriate case management type and the approved period. If needed, the person's record will be transferred to the requesting provider on CDSS. If the request is denied, DDSN will communicate this response to the requesting provider. Adverse decisions may be appealed or reconsidered in accordance with DDSN Directive 535-11-DD: Appeal and Reconsideration Policy and Procedures.

The determination of the need for SFCM may be made by DDSN without request from a case management provider. In those situations, DDSN will offer the choice of provider from among those providers contracted with DDSN for SFCM. DDSN will make a referral to the chosen provider in writing. If the provider accepts the referral, DDSN will ensure CDSS reflects the appropriate case management type and the approval period. If needed, the person's record will be transferred to the chosen provider on CDSS.

Approvals for SFCM are time limited. DDSN will pay only for services provided within the approved period noted on CDSS as the "Pre-Certification Dates." If the time allotted is insufficient to address the needs of the person, a request must be made to DDSN for re-approval. The written request to continue case management must contain the name of the person, their SSN, a description of the case management activities needed, and why the activities are needed. When considering a request for continuation, DDSN will review service notes in CDSS to assess the appropriateness and quality of the activities/interventions completed during the approved period. Responses to requests will be made in writing. If the request is approved, DDSN will ensure CDSS reflects the new approved period. If the request is denied, DDSN will communicate this response to the requesting provider. Adverse decisions may be appealed or reconsidered in accordance with DDSN Directive 535-11-DD: Appeal and Reconsideration Policy and Procedures.

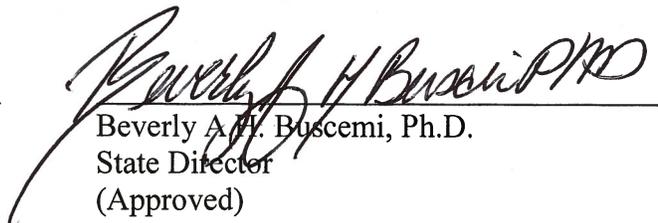
Requests should be sent:

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