



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS
CEOS, CONTRACTED SERVICE PROVIDERS**

**FROM: W. CHRIS CLARK, CPA, CGMA
CHIEF FINANCIAL OFFICER**

DATE: DECEMBER 15, 2020

RE: Case Management County Coverage

Due to the coming changes involving conflict free Case Management, DDSN has received several inquiries regarding expanding area of coverage for Case Management. In order to ensure adequate coverage and to assist providers in their efforts to expand outside their designated county(ies), the following process will be followed:

1. The provider must notify Candis Golston, Procurement Director of your desire to expand coverage area of Case Management. The request must be in writing, on the Organization's letterhead, and be signed by the Executive Director/CEO/President of the Organization. On the request:
 - a. State your desire to expand the coverage area you serve
 - b. List the current coverage area you are serving
 - c. List the counties you wish to expand into
 - d. Email the request to candis.golston@ddsn.sc.gov
2. An internal review will be conducted to ensure that your Organization's current Case Management provision is performed with quality.
3. You will receive written notification of the expansion decision within 20 calendar days of receipt of your request.
4. If approved, we will update the website to reflect the revised coverage area.

If you have questions or concerns with this process please reach out to Candis Golston or Lori Manos, Director of Waiver Policy, Administration, and Case Management (Imanos@ddsn.sc.gov).