

**DSN Commission Policy Committee
Procedure for Review of Policies, Directives and Standards
Commission Approved November 16, 2023**

This document sets forth the procedure to be used by the Policy Committee of the South Carolina Commission on Disabilities and Special Needs (DSN Commission) for the review and approval of DSN Commission Policies, Departmental Directives and Standards governing services funded by the agency.

I. SCOPE:

Approved Commission Policies, Departmental Directives and Standards shall, at a minimum, be reviewed every four (4) years to ensure the content remains current and applicable. Human Resource Directives are exempt from this requirement except those directives identified by the Policy Committee Chairman as necessary for Commission review. All policies, directives and standards are available on the DDSN website. The website, at all times, provides an avenue for public comment on the policies, directives and standards. Public comments regarding policies, directives and standards under external review will only be accepted in written form and during the defined public comment period. It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 15-business day period may not occur due to extenuating circumstances.

II. PROCEDURE FOR REVIEW OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

- A. In accordance with Department Directive 100-01-DD: Electronic Communications System, when a policy, directive or standard is under external review, it will be posted on the website in a section entitled "External Review/Public Comment on Directives and Standards." A list of Department Directives and Standards due for external review during the fiscal year will be considered by the Policy Committee at the beginning of the fiscal year. These directives and standards will then be placed on the website (External Review/Public Comment on Directives and Standards) to include a description as to the applicable groups (e.g., provider types).
- B. All Commission Policies will remain within the Policy Committee for review and updating. When the Policy Committee review is completed, a version including all recommended changes representing consensus by the Committee, will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "Commission Policies and Documents" section.
- C. In coordination with the Policy Committee Chairperson, the DSN Commission, DSN Committees or staff may request review and re-prioritization of a policy, directive or standard. Upon a vote of the full DDSN Commission, a policy, directive or standard will be reviewed by the Policy Committee. For each Directive or Standard, the Committee will decide if they will undertake a review. The Policy Committee may delegate directives/standards to staff, who in turn, will make recommendations to the full Commission for approval.

III. REVIEW AND APPROVAL OF COMMISSION POLICIES, DEPARTMENTAL DIRECTIVES AND SERVICE STANDARDS:

A. Committee Undertakes a Review of a Directive or Standards:

The directive/standard is reviewed by staff who will make recommendations regarding the document. A draft version, including staff recommendations, will be posted to the website and the public will have 15-business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

It is DDSN's intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the 15-business day period may not occur due to extenuating circumstances.

After the 15-business day public review period, staff will consider each comment; make additional changes as needed to the Directive or Standards; and present the Directive or Standards to the Policy Committee. The Committee members may request additional changes and will determine which changes will be accepted based on the comments as well as staff recommendations.

When a consensus is reached by the Policy Committee, a version representing this consensus will be created for presentation to the DSN Commission for approval. Following approval, the document will be posted on the DDSN website under "Current DDSN Directives" or "Current DDSN Standards."

B. Committee Delegates Review of a Directive or Standards to Staff:

When the Committee delegates to staff for revision staff will make recommendations regarding the document. A draft version with staff recommendations will be posted to the website and the public will have 15 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the -15-business day public review period, staff will consider each comment and make additional changes to the Directive or Standards. When comments have been considered and changes made, the document will be presented to the full DSN Commission for final approval. This includes edits necessary to align with Medicaid and Home and Community Based Waiver requirements. During Commission presentation, if any two Commission members request formal Policy Committee review, the directive/standard will be sent back to Policy Committee for consideration at the next scheduled meeting.

C. Obsolete Policies/Directives/Standards:

When the Committee determines directives shall be declared Obsolete, a master list will be maintained and the DSN Commission Chairman and Vice-Chairman will sign after voting by the full DSN Commission.

D. Meeting Summary Notes:

The Committee will review and adopt the summary of the previous meeting notes at its next scheduled meeting. It should be noted, these are not considered minutes, as minutes are not required by a sub-committee. Accordingly, they are only a summary of the meeting.

IV. NEW DEPARTMENTAL DIRECTIVES OR SERVICE STANDARDS:

When a new Departmental Directive or Service Standard is created, staff will advise the Policy Committee of the need for the document. Once the Policy Committee has approved this request, the new Directive/Standard will be posted as a draft for 15-business days for public comment. When the public comment period is complete, the Policy Committee will undertake a complete review, and upon consensus, present to the full DSN Commission for final approval.

V. CHANGES TO OTHER DOCUMENTS HAVING THE EFFECT OF POLICY:

When other documents having the effect of policy (e.g., HCBS Waiver amendments, HCBS Waiver Manual) are needed, a summary of the needed changes will be presented to the Policy Committee for advisement. As a result of the advisement, the Committee will specify the additional actions, if any, to be taken.