

Constance Holloway
Interim State Director/General Counsel
Janet Brock Priest
Associate State Director
Operations
Lori Manos
Associate State Director
Policy
Harley T. Davis, Ph.D.
Chief Administrative Officer
Quincy Swygert
Chief Financial Officer
Greg Meetze
Chief Information Officer



**South Carolina
Department of Disabilities
and Special Needs**

3440 Harden Street Extension
Columbia, South Carolina 29203
(803) 898-9600
Toll Free: 888/DSN-INFO
Home Page: ddsn.sc.gov

COMMISSION
Stephanie M. Rawlinson
Chairman
Barry D. Malphrus
Vice Chairman
Robin B. Blackwood
Secretary
Gary Kocher, M.D.
Eddie L. Miller
David L. Thomas
Michelle Woodhead

MEMORANDUM

TO: Executive Directors, DSN Boards of Case Management
CEOs, Contracted Service Providers of Case Management
Case Management Supervisors

FROM: Lori Manos, Associate State Director-Policy *fm*

DATE: January 18, 2023

SUBJECT: Nursing Facility Level of Care-Initial Referral

The purpose of this memo is to notify Head and Spinal Cord Injury (HASCI) Waiver case managers of additional information required at the time of initial nursing facility level of care referrals.

As case managers are aware, the initial nursing facility level of care referral process is completed on the DHHS Phoenix Portal at: https://phoenix.scdhhs.gov/cltc_referrals/new. Effective immediately, when completing the initial nursing facility level of care referral on the Phoenix Portal, case managers will be required to enter their agency's Medicaid provider number in the "Referral Information" section of the electronic referral form. DHHS has required this information as a result of inappropriate initial level of care referrals from sources other than DDSN case managers. At the time of referral completion, case managers will need to know their agency's Medicaid provider number and be prepared to enter this information.

Questions regarding this change may be directed to Melissa Ritter at mritter@ddsn.sc.gov.