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## 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:** September 22, 2022

**SUBJECT:** Employer Pre-Screening Tool for Participant-Directed Services

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The purpose of this communication is to inform Waiver Case Management providers the Employer Pre-screening Tool is now required for participant-directed respite services through the three (3) DDSN waivers; ID/RD, Community Supports and HASCI.

When a participant-directed service is determined to be needed, employer pre-screening must be completed to determine who can direct the service with employer authority. The pre-screening must be completed prior to service authorization. The person directing the worker (Employer) may either be the participant who is receiving the service or a person chosen by the participant (Representative).

In addition to respite services, the Employer Pre-screening Tool is already required for In-Home Support services. The Employer Pre-screening Tool has been revised and is now available on the DDSN Application Portal > Business Tools > Forms > HASCI Waiver or CS Waiver or IDR Waiver folders.

If you have any questions, please contact Janis Moore at [Janis.moore@ddsn.sc.gov](mailto:Janis.moore@ddsn.sc.gov).