

From: [Linguard, Christie](#)
Subject: Meeting Notice - The Commission of the SCDDSN - Policy Committee Meeting - September 12, 2023
Date: Friday, September 8, 2023 9:45:28 AM
Attachments: [September 12, 2023 Policy Committee Meeting Packet.pdf](#)

Everyone,

The South Carolina Commission on Disabilities and Special Needs will hold an in-person Policy Committee meeting on Tuesday, September 12, 2023, at 1:00 p.m. (Please note the new time). The Committee Meetings are held at the SC Department of Disabilities and Special Needs Central Administrative Office, 3440 Harden Street Extension, Columbia, SC. This meeting can also be viewed via a live audio stream at <https://ddsn.sc.gov>.

Please see the attached meeting material for the Policy Committee Meeting.

For further information or assistance, contact (803) 898-9769 or (803) 898-9600.

Thank you.

POLICY COMMITTEE AGENDA

DRAFT

**Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina**

September 12, 2023

1:00 p.m.

- 1. Call to Order** **Committee Chair Dr. Gary Kocher**
- 2. Statement of Announcement** **Lori Manos on behalf of Chairman Dr. Gary Kocher**
- 3. Invocation** **Committee Chair Dr. Gary Kocher**
- 4. Adoption of Agenda**
- 5. Approval of Summary Notes from July 18, 2023 Meeting (pg. 1)**
- 6. New Business:**
 - A. 800-07-CP: South Carolina Commission on Disabilities and Special Needs Committee Procedures (pg. 2-4)**
Attachment D – Policy Committee Procedures (pg. 5-7)
 - B. 100-01-DD: DDSN Directives/Standards Electronic Communications System (pg. 8-9)**
 - C. Selection of FY24 List of Directives/Standards for Policy Committee (pg. 10-12)**
- 7. Adjournment**

MEETING SUMMARY OF THE POLICY COMMITTEE
Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina
July 18, 2023

IN ATTENDANCE: Chairman, Barry Malphrus; Commissioners David Thomas, and Michelle Woodhead
Lori Manos, Constance Holloway, Quinsey Swygert, Elizabeth Lemmond, Morgan Fisher,
Jackie O’Cain, Carolyn Benzon, Janet Priest, and Colleen Honey

1. Adoption of Agenda

Chairman Malphrus requested committee members to adopt the agenda.

As there were no objections, agenda was adopted.

2. Approval of Summary Notes from the February 14, 2023 Meeting

Chairman Malphrus requested committee members to adopt the summary notes.

As there were no objections, the summary notes from the February 14, 2023 meeting were adopted.

3. New Business:

A. 100-31-DD: Provider Qualifications and Contracting

Staff presented to the Committee for approval to present to the Commission. The directive had already gone out for public comment. One comment was received and addressed. As there were no objections, the directive will be presented to the Commission for signing.

B. 406-04-DD: Criminal Record Checks and Reference Checks of Direct Caregivers

Staff presented to the Committee for approval to post for external review. As there were no objections, the directive will go out for public comment (10-day review) and will be presented at the next Policy meeting.

C. 413-12-DD: Employee Personal Property Damage Reimbursement

Staff presented to the Committee for approval to post for external review. As there were no objections, the directive will go out for public comment (10-day review) and will be presented at the next Policy meeting.

D. 413-11-DD: COVID-19 Vaccine Requirements and Exemptions for Staff in Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID)

Staff presented to the Committee for approval to declare OBSOLETE as the directive is no longer required and can be addressed internally. As there were no objections, the directive will be presented to the Commission for approval to deem OBSOLETE.

4. Adjournment

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**

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Columbia, South Carolina 29203
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COMMISSION
Eddie L. Miller
Chairman
Michelle Woodhead
Vice Chairman
Gary Kocher, M.D.
Secretary
Barry D. Malphrus
David L. Thomas

Reference Number: 800-07-CP

Title of Document: South Carolina Commission on Disabilities and Special Needs Committee Procedures

Date of Issue: January 21, 2021

Date of Last Revision: ~~January 21, 2021~~ XXXX, 2023 (~~NEW~~ REVISED)

Effective Date: ~~January 21, 2021~~ XXXX, 2023

Purpose:

The purpose of this Commission Policy is to provide a standing committee framework to include meeting frequency, committee scope and procedures. This policy pertains to the Finance and Audit Committee, Legislative Committee, Personnel Committee and Policy Committee.

Committee Meeting Frequency:

The South Carolina Commission on Disabilities and Special Needs (DSN Commission) committees, in coordination with the respective committee chairpersons, will determine the meeting frequency as determined by the workflow volume of the standing committee.

Committee Scope:

Finance and Audit Committee:

The Committee provides assistance to the Commission in fulfilling its oversight responsibilities relating to budgeting, accounting and financial reporting processes, and the performance of the internal audit function. The Committee will oversee South Carolina Department of Disabilities and Special Needs (DDSN) management processes and activities relating to:

- a. Maintaining the reliability and integrity of DDSN accounting policies, financial reporting practices, and internal controls;
- b. Review significant accounting and reporting developments and issues;
- c. The performance and work plan of the internal audit function in accordance with DDSN Directive 275-05-DD: General Duties of the DDSN Internal Audit Division;

- d. Compliance with applicable laws, regulations, and DDSN directives;
- e. Review and approval of the annual operating and capital budgets, as well as any amendments;
- f. Analyzing financings and capital transactions being considered by DDSN and the adequacy of its capital structure; and
- ~~g. Review of DDSN fiscal related directives; and~~
- h.g. Review of DDSN fiscal regulatory and oversight reports.

The Committee also provides an open avenue of communication between DDSN management, Internal Audit, and the Commission.

Consistent with the annual audit plan, the Committee has the authority to ~~conduct or~~ authorize investigations into any matters within its scope of responsibility. Inquiry and briefings on all significant financial matters along with related presentations and motions for full Commission approval originate from the Committee.

Legislative Committee:

The DSN Commission Legislative Committee initiates, reviews and revises new and existing state statutes and regulations to bring to the full DSN Commission. Formal, prescribed state level promulgation procedures are followed. The Legislative Committee also reviews and approves for full Commission approval pertinent directives referred from the Policy Committee. Lastly, the Committee receives inquiries and briefings on all significant legislative issues and carries forward to the full Commission motions, approvals and presentations.

Personnel Committee:

The Personnel Committee appoints the State Director. It also serves to draft and complete the State Director's annual evaluation.

Policy Committee:

Commission Policy 800-03-CP, "Executive Limitation Policy," sets forth the retention of DSN Commission authority to revise and approve all existing and new Commission policies, Department Directives, and Service Standards. However, the DSN Commission delegates authority and responsibility to the Policy Committee to establish procedures to coordinate the review, revision, and recommendation to the full DSN Commission.

The Policy Committee Chairman will determine the proper review process for all existing, and newly proposed, Commission Policies, Department Directives and Service Standards using ~~three two~~ options, which are:

- 1) The Policy Committee retains the Policy/Directive/Standard for exclusive review when there are substantial changes and makes ~~a~~ recommendation(s) to the DSN Commission; or
- ~~2) The Policy Committee refers the Policy/Directive/Standard to another DSN Committee due to pertinent subject matter and then this other DSN Committee makes a recommendation(s) to the DSN Commission; and~~

32) The Policy Committee delegates ~~lower risk~~ minor edits of directives/standards ~~for review by the State Director and the State Director~~ to staff and staff in turn ~~make~~ a recommendation(s) to the DSN Commission.

COMMITTEE PROCEDURES:

Committee procedures are developed by the individual committees, voted upon at the committee level and presented for approval of the full DSN Commission. Annual review and updating of these procedures is suggested each July or when a new Committee Chair is assigned. These procedures are attached to this directive.

~~Barry D. Malphrus~~

~~Vice Chairman~~

Eddie L. Miller

Chairman

~~Gary C. Lemel~~

~~Chairman~~

Michelle Woodhead

Vice Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

- Attachment A: Finance and Audit Committee Procedures
- Attachment B: Legislative Committee Procedures
- Attachment C: Personnel Committee Procedures
- Attachment D: Policy Committee Procedures

DSN Commission Policy Committee
Procedure for Review of Policies, Directives and Standards
Commission Approved ~~February 17, 2022~~ XXXX, 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 ~~approximately 180~~ 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 ~~10~~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 ~~semi-annually (on or around July 1 and January 1)~~ at the beginning of the fiscal year and adjusted as determined by the ~~Committee~~Chairman. 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 will be presented to the DSN Commission for approval. Following approval, the Policy will be posted on the DDSN Website in the "~~Current DDSN Directives~~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 (if referred), a policy, directive or standard ~~may also will be directed to another DSN Commission Committee~~reviewed by

the Policy Committee. For each Directive or Standard ~~the Committee deemed to to have having~~ substantial changes, the Policy Committee will ~~decide if they will undertake a review. All other directives/standards with minor changes will be delegated to staff. Directives/Standards delegated to staff will be presented to the full Commission for final approval.~~

- ~~• Undertake a review;~~
- ~~• Direct to other committees for review; or~~
- ~~• Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final 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 ~~10~~ 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 ~~10~~ 15 business day period may not occur due to extenuating circumstances.

After the ~~10~~ 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 Directs to Another Committee for Review of Directive or Standards:~~

~~When the Policy Committee directs a Directive or Standards to another DSN Commission Committee for review, the procedures outlined in the section entitled, "Committee Undertakes a Review" (III. A) of this document will be followed by the directed Committee including reaching consensus and presenting 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."~~

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

When the Committee delegates to staff for revision, ~~public comment and approval~~, staff will make recommendations regarding the document. A draft version ~~including with~~ staff recommendations will be posted to the website and the public will have ~~10~~ 15 business days to review and submit comments (see Directive 100-01-DD: Electronic Communications System).

After the ~~10-15~~ 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 Commission for final approval.

DC. 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 Commission.

ED. 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, ~~the~~ staff will advise the Policy Committee Chairman of the need for the document, ~~seek approval to~~ post as a draft for public comment, and ~~ask for~~ seek a decision from the Chairman on regarding whether the Committee will undertake a review or staff may present to the full Commission for final approval:

~~Undertake a review;~~

~~Direct to another committee for review; or~~

~~Delegate to staff. Directives and Standards delegated to staff will be presented to the full Commission for final approval.~~

~~Based on the decision by the Policy Committee,~~ The document will follow the procedure outlined above for Directives or Standards being reviewed.

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

When substantive changes to 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.

Reference Number:	100-01-DD
Title of Document:	DDSN Directives/Standards Electronic Communications System
Date of Issue:	April 29, 1987
Date of Last Revision:	June 18, 2020 <u>XXXX, 2023</u> (REVISED)
Effective Date:	April 29, 1987 <u>XXXX, 2023</u>
Applicability:	DDSN Central Office, DDSN District Offices , DDSN Regional Centers, DSN Boards, Contracted Service Providers, All DDSN Sponsored Services, Consumers and Their Families and the General Public

PURPOSE:

The purpose of this directive is to identify the requirement for a computerized communications system to support the management, filing and classification of all official Department of Disability and Special Needs (DDSN) policies, directives and standards. These documents must be approved by the DSN Commission Policy Committee and the DSN Commission.

The system requires a minimum review process of every four (4) years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice. However, to avoid duplication of efforts, it is recommended that revisions be made during the review process whenever feasible.

APPLICABILITY:

This Electronic Communication System is applicable to all DDSN Directives/Standards and DDSN Commission Policies.

TYPES OF DOCUMENTS:

These documents are included within the DDSN Central Office document management system.

1) Commission Policy (CP)

A policy or philosophical statement issued by the DSN Commission and implemented by DDSN. These constitute mandates from DDSN’s governing board.

2) Departmental Directive (DD)/Standards

A mandate requiring compliance by applicable DDSN Central Office, DDSN District Office, DDSN Regional Center, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures. Standards address service definition and general requirements.

ACCESS: Departmental directives/standards are available in “read only” format on the DDSN Website located at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>. Access is available to the public.

DIRECTIVE/STANDARD FEEDBACK

At the beginning of the fiscal year, a list of all directives/standards due for review during that year will be posted on the DDSN website.

Once ready for external review, the Electronic Communication System Coordinator will post draft directives/standards to the DDSN website allowing sufficient time for feedback to be submitted which may be incorporated. A minimum of ~~10~~15 business days will be the default.

NOTE: It is DDSN’s intent to solicit feedback/input from all entities affected by the directives/standards; however, in rare cases the ~~10~~15 business day period may not occur due to extenuating circumstances.

QUALITY ASSURANCE:

The Associate State Director-Policy Division is responsible for the administration of the Electronic Communications System.

~~Robin Blackwood~~

~~Vice Chairman~~

~~Eddie L. Miller, Chairman~~

Gary Lemel

Chairman

Michelle Woodhead, Vice Chairman

SELECTION OF FISCAL YEAR 2024 LIST OF DIRECTIVES/STANDARDS FOR COMMITTEE WORK

SERIES 100 - GENERAL ADMINISTRATIVE/COMMUNITY EDUCATION/LEGAL

1. 100-05-DD: Endorsement of Solicitation Proposals and Projects
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
2. 100-08-DD: State Director's Absence from Office
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
3. 100-10-DD: Consumer Elopement
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
4. 100-12-DD: AIDS Policy
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
5. 100-17-DD: Family Involvement
(DDSN Operated Programs/Services, DSN Boards and Contracted Service Providers)
6. 100-26-DD: Risk Management Program
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
7. 101-03-DD: Procedures for Providing Genetic Services in DDSN Regional Facilities
(DDSN Regional Centers – INTERNAL ONLY)
8. 104-02-DD: ICF/IID Conversion Protocol
(DSN Boards)
9. 167-06-DD: Confidentiality of Personal Information
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)

SERIES 200 - FINANCE AND ACCOUNTING/COMMUNITY CONTRACTS/INTERNAL AUDIT

10. 200-14-DD: Community Capital Funding Applications
(Community Providers)
11. 250-05-DD: Cost Principles for Grants and Contracts with Community Providers
(All DSN Boards, All Financial Managers, All Contracted Service Providers)
12. 250-08-DD: Procurement Requirements for Local DSN Boards and Contracted Service Providers
(All DSN Boards and Contracted Service Providers)
13. 250-09-DD: Calculation of Room and Board for NON-ICF/IID Programs
(All DSN Boards, All Financial Managers, All Contracted Residential Service Providers)
14. 250-12-DD: Competitive Funding for Special Service Contract: Statewide Consumer/Family Support Networks
(Non-Profit Statewide Service Providers)

SERIES 300 - ENGINEERING/SERVICES AND SUPPLIES/INFORMATION TECHNOLOGY

15. 334-03-DD: Vehicle Management Program
(DDSN Central Office, DDSN District Offices and DDSN Regional Center Facilities – INTERNAL ONLY)
16. 335-01-DD: Diet Manual for DDSN
(DDSN Regional Centers – INTERNAL ONLY)
17. 367-13-DD: Electronic Records and Signature Policy
(All DDSN Employees, All DDSN Contracted Service Providers)
18. 367-14-DD: Email Retention Policy
(All DDSN Employees – INTERNAL ONLY)
19. 367-16-DD: Removable Media Security Policy
(All DDSN Employees – INTERNAL ONLY)
20. 367-30-DD: Wireless Network Policy for Consumer and Guest Internet Access
(DDSN Central Office, DDSN District Offices, and DDSN Regional Centers – INTERNAL ONLY)

SERIES 400 – HUMAN RESOURCE MANAGEMENT

21. 400-08-DD: Establishing and Filing Personnel Positions
(All DDSN Employees – INTERNAL ONLY)
22. 406-03-DD: Reduction In Force Policy
(All DDSN Employees – INTERNAL ONLY)
23. 407-01-DD: Departmental Affirmative Action Plan for Equal Employment
(All DDSN Employees – INTERNAL ONLY)

SERIES 500 - DDSN SERVICES (ENTRY THROUGH DISCHARGE)/CDSS/STS ADVOCACY/TRAINING

24. 502-04-DD: Short-Term Admission Services in a DDSN Regional Center or Community ICF/IID
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
25. 502-11-DD: Permission to Evaluate and Service Agreement
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
26. 510-01-DD: Supervision of People Receiving Service
(DDSN Sponsored Residential Services Including ICF/IID DDSN Sponsored Day Services; DDSN Sponsored In-Home Services)
27. 533-02-DD: Sexual Assault Prevention and Incident Procedure Follow-Up
(DDSN Regional Centers, DSN Boards, and Contracted Service Providers Operating Residential and/or Day Programs)
28. 534-02-DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
29. 534-03-DD: The Long-Term Care Ombudsman Program
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
30. 535-08-DD: Concerns of People Receiving Services: Reporting and Resolution
(DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Providers)
31. 536-01-DD: Social-Sexual Development
(DDSN Regional Centers, DSN Boards and Contracted Service Providers)
32. 567-01-DD: Employee Orientation, Pre-Service and Annual Training Requirements
(DDSN Regional Centers and Community Staff who work directly with individuals who receive services; Volunteers who work in the place of staff; non-direct support staff as deemed appropriate by the Facility Administrator/Executive Director)

SERIES 600 - REGIONAL FACILITY SERVICES/PROGRAMS

33. 600-04-DD: Individual Travel at DDSN Regional Centers
(DDSN Regional Centers – INTERNAL ONLY)
34. 600-11-DD: Physical Management
(DDSN Regional Centers – INTERNAL ONLY)
35. 603-07-DD: Do Not Resuscitate (DNR) Orders
(DDSN Regional Centers – INTERNAL ONLY)
36. 604-01-DD: Individual Clothing and Personal Property
(CTH-II, SLP-II, CRCFs and Community ICFs/IID)

SERIES 700 - HOME AND COMMUNITY SERVICES/PROGRAMS

- 37. 700-05-DD: Pilot Services or Programs
(DDSN Central Office, DDSN District Offices, DDSN Regional Centers, DSN Boards and Contracted Providers)
- 38. 700-06-DD: State Funded Case Management
(DDSN Central Office and Contracted Providers of State Funded Case Management Services)

STANDARDS

- 39. Intake
(DSN Boards and Contracted Providers)
- 40. Behavior Support Services Standards
(DSN Boards and Contracted Providers)
- 41. Behavior Support Services Standards
(DSN Boards and Contracted Providers)
- 42. Day Licensing Standards
(DSN Boards and Contracted Providers)
- 43. Residential Habilitation Standard
(DSN Boards and Contracted Providers)
- 44. Respite Licensing Standards
(DSN Boards and Contracted Providers)
- 45. Respite Program Standards
(DSN Boards and Contracted Providers)