

Support Center Services

Definition: Support Center Services include non-medical care, supervision and assistance provided in a non-institutional, group setting outside of the home to participants who, because of their disability, are unable to care for and supervise themselves. Services provided are necessary to prevent institutionalization and maintain the participant's health and safety. Care, supervision and assistance will be provided in accordance with a plan of care. An array of non-habilitative activities and opportunities for socialization will be offered throughout the day but not as therapeutic goals.

Transportation will be provided from the participant's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the participant's habilitation site to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Support Center Services are not available to those receiving Residential Habilitation Services.

Providers: Support Center Services will only be rendered by DDSN qualified providers contracted to provide Support Center Services. Services will be provided in or originate from a DDSN licensed day facility.

Arranging for Services: The need for Support Center Services must be documented in the Support Plan and the plan must be approved by the DDSN Admin Division before services can be authorized. The cost of services must be added to the State Funded Community Supports Budget Calculator. Under no circumstances may the annual cost limit of the State Funded Community Supports be exceeded.

To initiate the service following approval by DDSN, an **electronic authorization** must be completed. **The provider must bill DDSN for services rendered as instructed in the SFCS Manual.** See Billing Procedures in the SFCS Manual, section 7, for additional information. Ongoing Services must be authorized annually at the time of the Support Plan, and as changes are made to the service throughout the plan year. The authorization will remain in effect until a new authorization is issued or a ***Notice of Reduction or Termination Form (SFCS Form 4)*** is issued.

The "Services Menu" of Service Tracking System (STS) must be updated to indicate the participant is receiving Support Center Services.

Monitoring: The Support Plan, which must include Support Center Services, must be monitored in accordance with SCDDSN Case Management Standards.

Reduction or Termination of Services: When Support Center Services are being reduced or terminated, the **Notice of Reduction or Termination (SFCS Form 4)** must be used to notify the participant/representative, the provider and DDSN - SURB. See SFCS Manual, section 6, for additional information.