



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS OF DSN BOARDS AND
CEOS OF CONTRACTED SERVICE PROVIDERS WITH CASE MANAGEMENT
CASE MANAGEMENT SUPERVISORS**

FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR-POLICY *SKB*

DATE: FEBRUARY 22, 2021

RE: Removal of Waiver Authorizations from Business Tools

As informed in the February 2021 Case Management Committee meeting, service authorizations for all waivers will be removed from Business Tools on the DDSN Portal effective immediately. The move towards electronic authorizations via Therap began in November 2019 and should have been completed by November 2020. Waiver Case Managers are prohibited from using paper authorizations except in rare circumstances. DDSN approval must be granted before a paper authorization is issued.

In the rare event, a paper authorization is needed, please contact Jennifer Jaques (jjagues@ddsn.sc.gov), Janis Moore (janis.moore@ddsn.sc.gov) or Melissa Ritter (mritter@ddsn.sc.gov).

If you have questions, please contact Lori Manos at lmanos@ddsn.sc.gov.