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MEMORANDUM

TO: Case Management Providers
Executive Directors/Chief Executive Officers

FROM: Jennifer Jaques *JJK*
ID/RD Waiver Coordinator

Melissa Ritter *MR*
HASCI Division Director

DATE: March 29, 2018

RE: Waiver Enrollment Timeline- Community Supports (CS), Intellectual Disability/Related Disability (ID/RD), Head and Spinal Cord Injury (HASCI) Waivers

Effective July 1, 2018, Waiver policy will be updated to reflect the attached Waiver Enrollment Timeline for those enrolling in the CS, ID/RD and HASCI Waivers. Waiver manuals will be updated in early June to reflect the change. As a reminder, the Waiver Enrollment timeline was shared in October 2017 as guidance and SCDDSN strongly encouraged providers to begin utilizing it.

Since these timelines cannot be applied to those currently pending Waiver enrollment, SCDDSN is developing similar timelines to address the more than 1300 individuals who are currently pending Waiver enrollment. We will share that information as it becomes available.

If you need any additional information please contact Jennifer Jaques at jjaques@ddsn.sc.gov or (803) 898-9729 or Melissa Ritter at mritter@ddsn.sc.gov or (803) 898-5120.

cc: Vicki Coleman
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Waiver Enrollment Timeline

(Applicable to all DDSN-operated HCBS Waivers)

Initial contact with the applicant, his/her legal guardian, or responsible party (applicant) must occur **within ten (10) business days** of receipt of the Waiver slot award.

If the applicant cannot be contacted/located within ten (10) business days, then the **Non-Signature Declination process** must be started on the **11th business day**.

During the initial contact, when the applicant is informed of the Waiver slot award, he/she is also informed that a decision to participate or not to participate in the waiver must be made **within thirty (30) calendar days after the date of the initial contact**. The decision must be documented by completing either the **Freedom of Choice (FOC) form** or the **Waiver Declination form** and providing the completed form to the case manager.

If a **Waiver Declination form** is completed, the completed form must be submitted to the appropriate DDSN staff **within three (3) business days** following receipt of the completed form.

If FOC form or Waiver Declination form is not completed and received within 30 calendar days following the initial contact, the **Non-Signature Declination process** must be started on the **31st calendar day** unless there is clear evidence to suggest that the completed form exists but has not yet been delivered/provided to the case manager.

At the time of the initial contact, the applicant must also be notified that, upon enrollment, continued participation in the Waiver will require that, at a minimum, at least one waiver service be received at least every 30 calendar days; therefore, service provider(s) to deliver needed services must be promptly identified.

If the applicant is currently DDSN eligible, the **initial Level of Care (LOC)** must be requested **within 30 calendar days** of receipt of the completed FOC. If the applicant is pending DDSN eligibility, the initial LOC must be requested **within 30 calendar days** following the communication of the eligibility decision.

NOTE: In the rare circumstance when an applicant is actively pursuing their only service from a provider that is not yet ready to provide services (e.g., Respite worker is actively pursuing qualification from the Respite Coalition), in order to ensure a waiver service will be received within the first 30 days following enrollment, a request to delay the submission of the LOC can be made to the SCDDSN Waiver Administration Division, Gabby Mack, gmack@ddsn.sc.gov. Delays will only be approved when the service being pursued is the only waiver service to be delivered and the delivery of the service is being actively pursued.

Once the LOC is determined, if all other Waiver enrollment requirements are met (*i.e., eligible for Medicaid, not living in an institutional placement, transferred from MCO or another Waiver*

program), DDSN will complete the Waiver enrollment and notify of completion, typically within 30 calendar days.

If at **any point** during the Waiver enrollment process an applicant cannot be located/contacted, the **Non-Signature Declination** process must be immediately started.

DDSN-operated Waivers – Enrollment Deadlines Summary

Activity/task	Timeline
Initial contact with the applicant.	By the 10 th business day following slot award.
Begin Non-signature Declination process.	On the 11 th business day after slot award, if contact/location attempts are unsuccessful.
Receipt of completed Freedom of Choice or Waiver Declination form.	By the 30 th calendar day following initial contact.
Submit completed Waiver Declination form to DDSN.	By the 3 rd business day following receipt of completed Waiver Declination form.
Begin Non-signature Declination process.	On the 31 st calendar day following initial contact, if Freedom of Choice or Waiver Declination form not received.
Request Level of Care.	By 30 th calendar day the date of receipt of completed Freedom of Choice. If the applicant is pending DDSN eligibility, the initial LOC must requested within 30 calendar days following the communication of the eligibility decision.
Begin Non-signature Declination process.	At any point if applicant cannot be contacted/located after reasonable attempts.