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Website: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

Reference Number: 100-01-DD

Title of Document: Electronic Communications System

Date of Issue: April 29, 1987

Effective Date: April 29, 1987

Last Review Date: April 2, 2012

Date of Last Revision: April 2, 2012 **(REVISED)**

Applicability: Central Office, District Offices, Regional Centers, DSN Boards, Contracted Service Providers, Consumers and Their Families and the General Public

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### **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 and directives. The DDSN Commission Chairman, the State Director, the Associate State Directors, or the Director of Internal Audit may originate or declare obsolete these official documents. These documents must be approved by the DDSN Commission Chairman, the State Director, or his/ her designee.

The system requires a minimum review process of every three (3) years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice.

### **TYPES OF DOCUMENTS:**

There are two types of documents within the Central Office document management system.

#### **DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

#### **DISTRICT II**

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

1) Commission Policy (CP)

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

2) Departmental Directive (DD)

A mandate requiring compliance by applicable Central Office, District Offices, Regional Centers, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures.

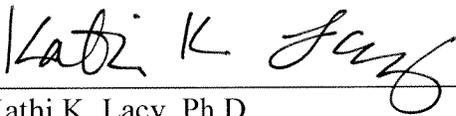
ACCESS: Commission policies and departmental directives are available in "read only" format on the DDSN Website under Directives and Standards. Access to these documents is for anyone.

**APPLICABILITY:**

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

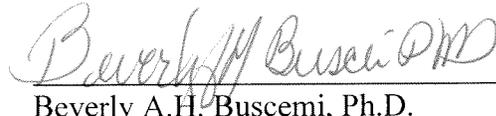
**QUALITY ASSURANCE:**

The Division of Quality Management is responsible for the administration of the Electronic Communications System.



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Kathi K. Lacy, Ph.D.  
Associate State Director-Policy  
(Originator)



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Beverly A.H. Buscemi, Ph.D.  
State Director  
(Approved)