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Title of Document: Short-Term Admission Services in a Regional Center or Community ICF/ID

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Date of Last Revision: August 13, 2013 (REVISED)

Applicability: DDSN Regional Centers, DSN Boards and Contracted Service Providers

## I. DEPARTMENT PHILOSOPHY

The South Carolina Department of Disabilities and Special Needs (DDSN) will authorize admission to a DDSN Regional Center or Community ICF/ID facility when the following conditions exist:

- 1) the individual is eligible for that level of care;
- 2) all other less restrictive support and/or placement options have been exhausted, and
- 3) there is sufficient licensed and funded capacity at the respective facility.

The admission of an individual to an ICF/ID may be short-term (typically less than 90 days) or long-term. Individuals admitted for short-term are the subject of this directive.

## II. ELIGIBILITY/APPROVAL

All persons served by DDSN are eligible to receive short-term admission into a DDSN Regional Center or Community ICF/ID subject to the criteria noted above in Item #I. The DDSN District Director must pre-approve all such short-term admissions (refer to DDSN Directive

### 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

502-01-DD: Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Placements). Approval for short-term admission does not signify the regular admission to such facility is appropriate or will be approved. This service must be included in his/her plan of supports/services as determined by the assigned Service Coordinator.

### **III. COORDINATION OF SERVICES**

Close coordination between the designated DDSN District Office staff, the Service Provider residential staff and the Service Provider service coordination staff and, when applicable, the appropriate Regional Center staff is required to schedule a short-term admission to a Regional Center or Community ICF/ID.

Staff at DDSN Regional Centers and Community ICF/IDs will coordinate the schedule of individuals going on leave with those needing temporary support to maximize the amount of services that can be offered and to allow families sufficient lead-time for adequate planning in non-emergency situations. The assigned Service Coordinator shall identify the need for short-term admission services or receive such requests and make the appropriate contacts/referrals for such to be carried out as available.

### **IV. SERVICE COORDINATION RESPONSIBILITY**

All individuals receiving short-term admission services will be monitored by the assigned DDSN Regional Center and/or Service Provider Service Coordinator for the duration of care. The Service Coordinator shall make immediate contact (within 48 hours) with the appropriate receiving facility staff to discuss services needed and alert other staff to any circumstances and/or conditions that may warrant immediate or special attention during the short-term admission. All needed services (medical, social work, therapeutic, educational, etc.) will be provided to all individuals on short-term admission status regardless of the time expected or spent in the status. Whenever feasible, the individual will continue in public school, day services or other personal options while receiving short-term admission services.

### **V. POLICIES PERTAINING TO SHORT-TERM ADMISSION TO REGIONAL CENTERS AND COMMUNITY ICF/MR's**

#### **A. Fees for short-term admission services**

Charges for short-term admission services will be incurred in accordance with an individual's ability to pay.

Proper billing mechanisms shall utilize all possible sources of reimbursement. Medicaid shall be billed for all short-term admissions to DDSN Regional Facilities or ICF/ID's in accordance with routine Medicaid billing procedures. Prior to filing for Medicaid reimbursement for such individuals, the Facility must ensure compliance with all Title XIX Medicaid regulations, including individual eligibility, and adherence to an appropriate time-frame.

B. Length of Stay

Short-term admission is not intended to be a permanent residential placement and may not exceed 90 days without the approval of the Associate State Director-Operations.

C. Programmatic Requirements

Services and supports to individuals on short-term admission at a DDSN Regional Center or Community ICF/ID for whom Medicaid reimbursement is sought must comply with all applicable ICF/ID Standards, and when in care 30 days or longer, must have a habilitation plan. Individuals in care less than 30 days shall have an activity schedule and receive all appropriate supports to meet their needs, including medical and programmatic, for the duration of their stay.

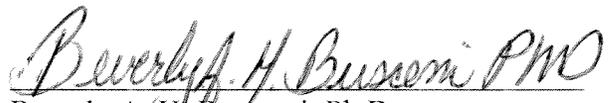
Whenever individuals enter under a short-term admission with a pre-existing habilitation plan or Individualized Education Plan (IEP) from a public school program, all appropriate elements of the plan shall be continued throughout the period of admission.

When the individual is receiving institutional respite funded through the Medicaid Home Community Based ID/RD waiver, procedures stipulated in the DDSN ID/RD Waiver Manual must be followed.



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Associate State Director-Policy  
(Originator)



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State Director  
(Approved)