

Beverly A. H. Buscemi, Ph.D.

State Director

David A. Goodell

Associate State Director

Operations

Kathi K. Lacy, Ph.D.

Associate State Director

Policy

Thomas P. Waring

Associate State Director

Administration



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3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240

803/898-9600

Toll Free: 888/DSN-INFO

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Applicability: Central Office, District Offices, Regional Centers, DSN Boards and Contracted Providers

I. Purpose

The purpose of this directive is to establish a process for approving or disapproving pilot services or programs requested by the South Carolina Department of Disabilities and Special Needs (DDSN) to be implemented.

II. Policy

It may be in the best interest of persons with disabilities and special needs for DDSN to pilot in the field a new program or service of unknown effectiveness or efficiency before considering the implementation of the service or program statewide. Only the State Director may approve the initialization of a pilot service or program.

III. Procedure

Any proposed service or pilot program shall be submitted to the Associate State Director of Policy and include a thorough description of the following:

1. How the pilot program will be organized and structured.

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

2. The scope of the pilot covering services, consumers, and area(s).
3. How the pilot will be monitored to be sure the pilot is implemented as designed and ensures that the health and safety of any parties participating is protected.
4. How the pilot will be evaluated in terms of costs, effectiveness, and efficiency as to consumers and their families, provider staff and DDSN staff.

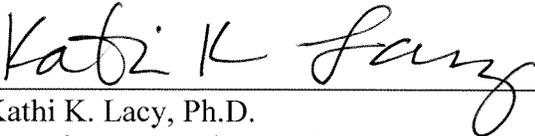
IV. Implementation

A pilot service or program may be implemented only with the approval of the State Director. Once implemented, any change needed in a pilot must be submitted to the Associate State Director of Policy and include an explanation of the impact of the change in the structure, scope, monitoring, and evaluation of the pilot service or program.

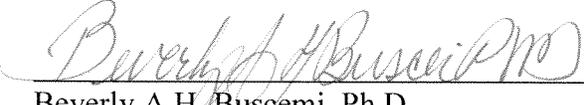
V. Expansion

The final evaluation of the pilot will be submitted to the Associate State Director of Policy.

If the Associate State Director of Policy determines that the evaluation is positive and indicates substantial benefits in the administration of services and programs to consumers and their families, a positive recommendation will be made to the State Director to consider expanding the pilot service or program.



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



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