



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS
CEOS, CONTRACTED SERVICE PROVIDERS
DAY PROGRAM DIRECTORS
JOB COACHES**

FROM: ASSOCIATE STATE DIRECTOR, SUSAN KREH BECK, ED.S., LPES, NCSP

A handwritten signature in black ink, appearing to read "SKB", enclosed in a hand-drawn oval.

DATE: JULY 26, 2019

RE: Employment Services - Individual and Group

The new standards for Employment Services – Individual and Group were approved by the Commission on July 18, 2019. They are available on the DDSN website at <https://ddsn.sc.gov/providers/directives-and-standards/current-standards>. In anticipation of the pending final approval of these standards by the Department of Health and Human Services, the following implementation schedule will take place:

Employment Services – Individual

- Implementation date is August 1, 2019.

Employment Services - Group

- Implementation will begin September 1, 2019, with the entire roll-out being completed in one year as day service plans become due.
- A short informational meeting has been scheduled for Wednesday, July 31, 2019 from 10:00-11:00 for Executive Directors, Day Directors, Therap Administrators and for any other interested parties to receive a general overview of the roll out. This meeting will be held in Room 180 at DDSN Central Office or is available via Skype at:

[Join online meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by Phone

[+18035671681](tel:+18035671681), [75083081](tel:+18035671681) #(Dial-in Number) English (United States)

[Find local number](#)

Conference ID: 75083081

- Training will be provided during the month of August (see schedule below) for attendance in person at the DDSN Central Office, Room 251. Each provider should attend one session with their Therap Administrator, Day Director, and anyone else your agency designates. The

training will include review of tools, the Therap ISP documentation method and the strategy for systematic roll-out. Hands on work will be done during these sessions.

Employment Services –Group Training Schedule:

Monday Aug. 5, 10:00-12:00

Tuesday, Aug. 6, 10:00-12:00

Monday, Aug 12, 10:00-12:00

Monday, Aug 19, 1:30-3:30

Monday, Aug 26, 10:00-12:00

Thursday, Aug. 29, 10:00-12:00

Providers are asked to RSVP by accessing a Google RSVP Form at <https://forms.gle/CnQ44c9sfoiwmFLv8>. You must bring a computer to access Therap in the training; however, a limited number of computers will be available to those indicating the need when completing the Google RSVP Form.

Please contact Lynn Sigg (lsigg@ddsn.sc.gov) or 803-898-9704 with questions about standards or training.