

Organizational Units
(Study Step 1: Agency Legal Directives, Plan and Resources)

Agency Responding	Department of Disabilities and Special Needs
Date of Submission	

Did the agency have an exit interview and/or survey, evaluation, etc. when employees left the agency in 2013-14; 2014-15; or 2015-16? (Y/N)	2013-14: Y 2014-15: Y 2015-16: Y
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Note: Delete any rows not needed;
Add any additional rows needed

Organizational Unit	Purpose of Unit	Turnover Rate in the organizational unit in 2013-14; 2014-15; and 2015-16	Did the agency evaluate and track employee satisfaction in the organizational unit in 2013-14; 2014-15; and 2015-16? (Y/N)	Did the agency allow for anonymous feedback from employees in the organizational unit in 2013-14; 2014-15; and 2015-16? (Y/N)	Did any of the jobs in the organizational unit require a certification (e.g., teaching, medical, accounting, etc.) in 2013-14; 2014-15; and 2015-16? (Y/N)	If yes, for any years in the previous column, did the agency pay for, or provide in-house, classes/instruction/etc. needed to maintain all, some, or none of the required certifications?
AGENCY HEAD - EXECUTIVE SUITE	Division of the State Director of DDSN, and the key leadership positions of organizational units created to deliver the established mission of the agency.	2013-14: 0% 2014-15: 0% 2015-16: 0%	2013-14: N 2014-15: N 2015-16: Y	2013-14: Y 2014-15: Y 2015-16: Y	2013-14: Y 2014-15: Y 2015-16: Y	
GENERAL COUNSEL	The Office of General Counsel is legal counsel for the agency. Duties include representing the agency in state courts, monitoring cases handled by outside counsel, and offering legal advice on varied agency issues.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: Y 2014-15: Y 2015-16: Y	Some
GOVERNMENT AND COMMUNITY RELATIONS		2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
ADMINISTRATION OFFICE	The division of the chief financial officer, the division directors of the units created to ensure fiscal accountability of the agency.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
BUDGET OFFICE	Responsible for the oversight, planning, development, organization and maintenance of the agency's complete budgetary system, totaling approximately \$740M. The division evaluates policies, plans and programs for cost effectiveness and overall fiscal impact. Budget division conducts research and analyses to support decision making and monitors agency expenditures and revenues. The division is responsible for external budgetary policy interpretation and participation in development of internal procedures. The division coordinates with staff outside the agency concerning budgetary and planning requirements.	2013-14: 0% 2014-15: 0% 2015-16: 14.3%			2013-14: N 2014-15: N 2015-16: N	
FINANCE AND ACCOUNTING	Ensures that all revenues and expenditures for the agency are properly processed and accounted for according to generally accepted accounting principles and SC state laws and regulations. The division is also responsible for processing all Medicaid claims for eligible services provided to consumers in our network.	2013-14: 0% 2014-15: 14.3% 2015-16: 50%			2013-14: N 2014-15: N 2015-16: N	

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COST ANALYSIS	Responsible for developing and maintaining rates paid to Providers; developing and reconciling contracts with Providers; filing Cost Reports for the Department; and ensuring that Providers are paid timely. The Division also performs a variety of analyses to track expenditures, trends, and contract compliance.	2013-14: 40% 2014-15: 16.7% 2015-16: 33.3%			2013-14: N 2014-15: N 2015-16: N	
ENGINEERING & PLANNING	Ensures that buildings owned by the Department are constructed, renovated, and life cycle maintained in good condition for the health and safety of clients, staff, and others, and in accordance with SC state laws and regulations. The division is also responsible for procurement of professional design services, procurement and contract administration for construction contracts, and procurement of inspection services related to building systems. The division assists other DDSN divisions and provider organizations with various capital and construction projects related to DDSN's mission.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: Y 2014-15: Y 2015-16: Y	Some
INFORMATION TECHNOLOGY	Directs and manages the agency's information technology program. This including planning, policy development, technology procurement, program management, systems development, design and operation of the agencies information technology systems. The Information technology division is also responsible for the agencies office automation , information technology architecture, information technology infrastructure, and records management systems. All of these systems have significant impact upon the agency's ability to successfully carry out its mission.	2013-14: 0% 2014-15: 13.3% 2015-16: 8.9%			2013-14: N 2014-15: N 2015-16: N	
PROCUREMENT	Responsibility to oversee the following functions agency wide: Procurement Services, Fixed Assets, Vehicle Management, Nutrition Services, Mail Services, Laundry Services, Housekeeping Services, Ground Maintenance, Regional Inventories, Drug & Alcohol Testing for CDL Drivers, Surplus Property, Contract Administration, Copier Management, SCEMIS (State Fleet) Coordinator, Building Card Access System, Recycle Program, Building Maintenance & Services, State Contracts, P-Card Administration, and Gas Card Security.	2013-14: 91.7% 2014-15: 0% 2015-16: 50%			2013-14: Y 2014-15: Y 2015-16: Y	Some

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POLICY OFFICE	The Office of Policy develops and maintains policies to provide guidance to and requirements of the Agency. The following Divisions are contained within the supervision of the Office of Policy: Autism Division, Eligibility Division, Head and Spinal Cord Injury Division, Intellectual Disability/Related Disabilities Division, Quality Management Division and Waiver Administration Division.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
INTELLECTUAL DISABILITIES & RELATED	Develop policies, procedures and standards that govern the delivery of services provided through the agency; operate two (2) Medicaid Home and Community Based Waivers; facilitate the coordination of Agency services with services provided by other state agencies; assist in the qualification of providers of Agency services; provide training, assistance and support to the Agency's qualified providers.	2013-14: 0% 2014-15: 0% 2015-16: 15.4%			2013-14: N 2014-15: N 2015-16: N	
AUTISM DIVISION	Responsible for providing training and consultation to parents and professionals on matters pertinent to Autism Spectrum Disorder (ASD), and for conducting evaluations to determine the presence of ASD.	2013-14: 22.05% 2014-15: 5.06% 2015-16: 16.34%			2013-14: N 2014-15: N 2015-16: N	
HEAD & SPINAL CORD INJURY DIVISION	Oversee the delivery of services provided through DDSN, operate the Head and Spinal Cord Injury Waiver, provide training and technical support to DDSN qualified providers, and to support and implement prevention and awareness initiatives.	2013-14: 50% 2014-15: 0% 2015-16: 66.7%			2013-14: N 2014-15: N 2015-16: N	
QUALITY MANAGEMENT DIVISION	Works to improve the health, safety and welfare of DDSN's service recipients and monitors compliance with State and Federal Regulations and Medicaid requirements.	2013-14: 0% 2014-15: 0% 2015-16: 16.7%			2013-14: N 2014-15: N 2015-16: N	
ELIGIBILITY DIVISION	Determines DDSN Eligibility based on set criteria and completes administrative duties such as determining Level of Care for Medicaid Waivers and TEFRA eligibility.	2013-14: 20% 2014-15: 8.3% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
WAIVER ADMINISTRATION	Responsibility to review individual service plans and approve service levels in compliance with Medicaid requirements. Ensures quality and consistency components are present in all Home and Community-based Waiver support plans.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
OPERATIONS OFFICE	Provides oversight and leadership to the District I and District II Offices, four ICF/IID Residential Regional Centers, the Office of Clinical Services and the Office of Children's Services. Most areas are directly involved in serving individuals directly or training and monitoring DSN Boards and private providers serving eligible individuals.	2013-14: 0% 2014-15: 0% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	

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CHILDREN'S SERVICES	Responsible for monitoring and training the DSN Board and private Early Intervention providers delivering early intervention services to children birth to six years old. Staff also serve on numerous interagency committees.	2013-14: 0% 2014-15: 25% 2015-16: 25%			2013-14: N 2014-15: N 2015-16: N	
CLINICAL SERVICES	Responsible for conducting psychological evaluations of individuals charged with a crime who are thought to be unable to competently stand trial. Staff in this unit are responsible for arranging in-home and residential services for judicially admitted individuals; arranging in-home and residential services for children with dual developmental and psychiatric disabilities; and are also involved in numerous interagency initiatives.	2013-14: 45% 2014-15: 0% 2015-16: 58.3%			2013-14: Y 2014-15: Y 2015-16: Y	None
DISTRICT OFFICES: I & II	Provide training to the DSN Boards and private providers delivering community services to individuals residing in the western (District I) and eastern (District II) halves of the state. These staff also review and respond to individuals who are in crisis. The District I Director supervises Midlands Regional Center's and Whitten Regional Center's facility administrators. The District I Office is located on the grounds of Whitten Center. The District II Director supervises Coastal Regional Center's and Pee Dee/Saleeby Regional Center's facility administrators. The District II Office is located on the grounds of Coastal Center.	2013-14: 0% 2014-15: 6.7% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
MIDLANDS REGIONAL CENTER	Residential ICF/IID facility located in Columbia. Staff at this unit are responsible for providing a broad array of medical, therapeutic, recreational, and personal care to individuals with some of the most severe disabilities of any served by DDSN. Services are provided 24 hours per day/365 days per year. Must operate in compliance with extensive federal regulations governing all facets of operation.	2013-14: 25.11% 2014-15: 26.91% 2015-16: 32.72%			2013-14: Y 2014-15: Y 2015-16: Y	NONE
PIEDMONT (WHITTEN) REGIONAL CENTER	Residential ICF/IID facility located in Clinton. Staff at this unit are responsible for providing a broad array of medical, therapeutic, recreational, and personal care to individuals with some of the most severe disabilities of any served by DDSN. Services are provided 24 hours per day/365 days per year. Must operate in compliance with extensive federal regulations governing all facets of operation.	2013-14: 43.86% 2014-15: 39.16% 2015-16: 36.14%			2013-14: Y 2014-15: Y 2015-16: Y	None

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COASTAL REGIONAL CENTER	Residential ICF/IID facility located in Summerville. Staff at this unit are responsible for providing a broad array of medical, therapeutic, recreational, and personal care to individuals with some of the most severe disabilities of any served by DDSN. Services are provided 24 hours per day/365 days per year. Must operate in compliance with extensive federal regulations governing all facets of operation.	2013-14: 20.79% 2014-15: 27.59% 2015-16: 29.45%			2013-14: Y 2014-15: Y 2015-16: Y	None
PEE DEE/SALEEBY REGIONAL CENTER	Residential ICF/IID facilities located in Florence and Hartsville. Staff at this unit are responsible for providing a broad array of medical, therapy, recreational, and personal care to individuals with some of the most severe disabilities of any served by DDSN. Services are provided 24 hours per day/365 days per year. Must operate in compliance with extensive federal regulations governing all facets of operation.	2013-14: 16.65% 2014-15: 26.11% 2015-16: 27.15%			2013-14: Y 2014-15: Y 2015-16: Y	None
INTERNAL AUDIT	Audit of the agency's and its contractors' processes and business practices; reporting to the DSN Commission.	2013-14: 14.29% 2014-15: 14.29% 2015-16: 0%			2013-14: N 2014-15: N 2015-16: N	
HUMAN RESOURCES	Designs, implements, and monitors the administration and coordination of the agency's human resources programs. Anticipates and plans for long-term HR needs and trends.	2013-14: 20.03% 2014-15: 9.76% 2015-16: 4.55%			2013-14: N 2014-15: N 2015-16: N	