

Provider Compliance Office Hours

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Welcome

- Question and answer (Q&A) can be accessed in the top left corner of your screen. This will be utilized for questions. Chat and video have been disabled.
- If you do not have access to the Q&A, please email BOQTraining@scdhhs.gov.
- We will get started shortly.

Purpose

- This webinar will cover employee and participant records, administrative records, an overview of what an infectious disease program is and a provider Q&A session.
- We would love to know any topics you would like us to discuss during these monthly meetings.
- Email BOQTraining@scdhhs.gov with any suggestions or include on the survey at the end of the meeting.

Administrative Records

- Current South Carolina Department of Public Health (DPH) license (formerly DHEC)
- Current business license
- Current organizational chart
- Worker's compensation certificate with **SCDHHS listed as certificate holder**
- General liability insurance certificate with **SCDHHS listed as certificate holder**
- Policy and procedure manual
- Back-up plan (**personal care services and nursing only**)
- Emergency plan (**Adult Day Health Care [ADHC] only**)
- Infectious disease program

Adult Day Care Administrative Records

In addition to the administrative records, ADHC providers must also maintain:

- Current number of opened community long term care (CLTC) authorizations
- Daily schedule/activity plan
- Holiday schedule
- Policy and procedure manual including emergency plan
- Infectious disease program
- Menu (including alternate menu)
- SCDHHS food service license (if your agency prepares food)
- Food service contract (if contracted)
- Attendance logs for both participants and staff
 - Including the in and out times for both participants and staff

Personal Care Participant Records

- Service plans
- Statement of acknowledgement for advanced directives
- Statement of acknowledgement for right to complain with two points of contact
 - First contact: Name of agency
 - Second contact: DPH
- Service authorizations (Service Provision form)
- Care plans
- Supervisory visits
- Task logs/time sheets
- Backup plans and any other documentation of communication

Adult Day Care Participant Records

- Service plans
- Service authorizations (Service Provision form)
- Care plans
- Attendance logs
- Daily documentation
- CLTC Mode of Transportation form
- Form 122/physical exam
- Physician orders (ADHC nursing)

Nursing Participant Records

- Service plans
- Service authorizations (Service Provision form)
- Registered nurse (RN) assessment
- Care plans
- Supervisory visits
- Daily nurses' notes
- Physician orders
- Medication administrative records (MAR)
- Summary of services

Employee Records

- All background checks (South Carolina Law Enforcement Division, Office of Inspector General, Certified Nursing Assistant registry)
- Application or resumes
- SCDHHS Competency Evaluation Documentation Form (**personal care services only**)
- SCDHHS In-service Training Documentation Form (**personal care services only**)
- Current nurse license verification
- Tuberculosis/Purified Protein Derivative (**ADHC and nursing only**)

What is an Infectious Disease Program?

- Infectious disease program: a comprehensive training curriculum given to employees to ensure they can provide services in a way that prevents the spread of an infectious disease.
 - What is an infectious disease?
 - How is an infectious disease spread?
 - How to provide services in a way that prevents the spread of infectious disease.

Questions from Survey Results

- Can the executive director be the nurse supervisor signing off the competency evaluation?
 - The competency evaluation must be administered by an RN or licensed practical nurse (LPN). If the LPN is the instructor, the RN must be the supervisor.
 - If the RN is the instructor, only one signature is needed.

Questions from Survey Results *(cont.)*

- Can the office staff or LPN complete the in-service training and be supervised by the RN?
 - The annual in-service training must be conducted under the supervision of the nurse supervisor.

Questions from Survey Results *(cont.)*

- Will the task sheets be printed from the portal suffice with compliance or will we need to also provide a care plan for each client?
 - Task sheets are separate from the service and care plan documents.
 - Task sheets, service and care plans must be included in participants' files.
 - SCDHHS service plan is completed by the case manager.
 - The care plan is completed by the nurse supervisor during the initial supervisory visits.

For more information, please see page nine of the Personal Care Scope of Services - [Personal Care Scope Final Draft 7-1-25.pdf](#)

Questions



Survey

Compliance Office Hours Feedback
Survey - July 21, 2026



