

South Carolina Department of Behavioral Health & Developmental Disabilities
Office of Intellectual & Developmental Disabilities
Independent Living Skills (ILS) Administrative Compliance & Individual Services Review
Key Indicator Review Tool for FY2027

The Key Indicators are based on Independent Living Skills Service Standards, Agency Directives, and Medicaid Policy/Requirements.

Providers can use designated modules in Therap to document service delivery.

Provider Qualifications (Includes anyone employed or contracted to provide ILS Services)

Indicator #	Indicator	Guidance
ILS-101	ILS Staff meet the criminal background check requirements for the position prior to employment.	Source: DILSN Directive 406-04-DD. Applies to new staff working less than 12 months.
ILS-102	ILS Staff continue to meet the criminal background check requirements, upon required recheck.	Source: DILSN Directive 406-04-DD. Re-check required every three years.
ILS-103	ILS Staff meet the CMS "List of Excluded Participants/ Entities" check requirements for the position.	Source: DILSN Directive 406-04-DD. Applies to new staff working less than 12 months.
ILS-104	ILS Staff meet the ILSS Central Registry Check requirements for the position.	Source: DILSN Directive 406-04-DD. Applies to new staff working less than 12 months.
ILS-105	ILS Staff meet the TB Testing requirements for the position, prior to direct service contact.	Source: DILSN Directive 603-06-DD. Applies to new staff working less than 12 months.
ILS-106	ILS Staff meet the annual TB screening requirements, as outlined in DILSN Directive 603-06-DD.	Source: DILSN Directive 603-06-DD. Annual TB screening must be completed by the last day of the month in which it is due.
ILS-107	ILS Staff have acceptable reference check requirements for the position.	Source: DILSN Directive 406-04-DD. Applies to new staff working less than 12 months.

Provider Training Requirements (Includes anyone employed or contracted to provide ILS Services)

Indicator #	Indicator	Guidance
ILS-201	ILS Staff must pass mandatory, competency-based ANE training, as required, during pre-service orientation.	Source: DILSN Directive 534-02-DD. Applies to new employees working less than 12 months.
ILS-202	The Provider employs ILS Staff who, when employed after 1 year, must pass mandatory, competency-based ANE training within 12-months of their prior training date(s).	Source: DILSN Directive 534-02-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
ILS-203	The Provider employs ILS Staff who must complete new employee competency-based training requirements, as required in 567-01-DD.	Source: DILSN Directive 567-01-DD. Does not include training covered in other Key Indicators (ANE, CPR, First Aid, Medication Technician, or Crisis Management). Applies to new employees working less than 12 months.
ILS-204	The Provider employs ILS Staff who must successfully complete CPR/First Aid certifications, new employee training.	Source: DILSN Directive 567-01-DD. Applies to new employees working less than 12 months.
ILS-205	The Provider employs ILS Staff who, when employed after 1 year, continue to successfully complete CPR/First Aid certifications at the frequency required by the certifying entity.	Source: DILSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the expiration date.
ILS-206	The Provider employs ILS Staff who must successfully complete competency-based crisis management curriculum certification prior to working alone with service participants.	Source: DILSN Directive 567-01-DD and 567-04-DD. Applies to new employees working less than 12 months.
ILS-207	The Provider employs ILS Staff who, when employed after 1 year, continue to successfully complete approved crisis-management certifications at the frequency required by the certifying entity.	Source: DILSN Directive 567-01-DD and 567-04-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
ILS-208	ILS Staff, when employed for more than 12 months, must receive annual training on the following topics: - Confidentiality & HIPAA - OSHA Guidelines and Workplace Safety - Fire Safety/Disaster Preparedness - Rights/Due Process	Source: DILSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.

ILS-209	Annually, the Provider employs ILS Staff who are made aware of the False Claims' Recovery Act, that the Federal government can impose a penalty for false claims, that abuse of the Medicaid Program can be reported, and that reporters are covered by Whistleblowers' laws.	Evidence of staff being made aware of the false claims' recovery act must be provided. This activity must be completed by the last day of the month in which it was due. Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model
ILS Service Delivery		
Indicator #	Indicator	Guidance
ILS-301	Within 30 days after acceptance of the referral, prior to the provision of Independent Living Skills training and annually thereafter, the ILS Trainer must complete the Independent Living Skills assessment and with input from the waiver participant and oversight by the ILS Supervisor.	Source: ILS Services Standards
ILS-302	Based on the results of the ILS Assessment, within 30 days of the assessment completion date and annually thereafter, the Independent Living Skills plan outlining the training goals and objectives must be completed by the ILS Trainer with involvement from the participant and/or his legal guardian and the ILS Supervisor prior to implementation.	Source: ILS Services Standards
ILS-303	The plan must be signed by the ILS trainer, ILS Supervisor and the participant and/or his legal guardian.	Source: ILS Services Standards
ILS-304	The plan must include measurable goals, that are specific to the participant, and are based on his/her interests, preferences, strengths, and experience with the expected outcome of meeting the participants' goal to achieve greater independence in the identified areas.	Source: ILS Services Standards
ILS-305	The plan must include the strategies/activities identified to support the person's goal for independence in the identified areas.	Source: ILS Services Standards and DILSN Directive 510-01-DD
ILS-306	The plan must include a description of any information necessary to support the person during the provision of ILS services.	Source: ILS Services Standards
ILS-307	The plan must include timelines for achievement.	Goals and objectives are not required for Support Center Services. This Indicator is N/A for all other Day Services. Source: ILS Services Standards
ILS-308	The plan must include emergency contact information.	Source: ILS Services Standards Source: ILS Services Standards
ILS-309	The plan must include relevant medical information.	Source: ILS Services Standards
ILS-310	At least quarterly, the plan is monitored by the ILS Supervisor or his/her designee to determine its effectiveness and review/assess progress toward the goals.	Source: ILS Services Standards
ILS-311	Data must be collected as specified in the plan and documentation must be present to show that the service was rendered on the dates for which reimbursement is requested.	Source: ILS Services Standards
ILS-312	The plan is amended with input from the participant and/or his/her legal guardian (if applicable) when significant changes to the plan are necessary.	Source: ILS Services Standards
ILS-313	All categories of incidents/events are recognized and reported to protect and promote the health, safety, and welfare of people.	Source: DDSN Directives: 100-09-DD, 100-29-DD, 505-02-DD
ILS-314	A record shall be maintained for each participant, which contains a current plan that supports the provision of the service being delivered.	Source: ILS Services Standards
ILS-315	A record shall be maintained, for each participant, which contains record of unusual behavior incidents which are recorded at the time of occurrence.	Source: ILS Services Standards
ILS-316	A record shall be maintained, for each participant, which contains a record of illness and accidents and of critical incidents.	Source: ILS Services Standards
ILS-317	A record shall be maintained, for each participant, which contains an authorization for emergency medical service and medication administration.	Source: ILS Services Standards
ILS-318	The ILS Supervisor must observe each ILS worker during the active delivery of services to each participant at least once per quarter.	Source: ILS Services Standards