

## STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State South CarolinaOrganization and Functions of the State Agency

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Attachment 1.2 contains charts and describes the organization of the Department of Health and Human Services (DHHS). DHHS is authorized under State Law to:

- Perform statewide health planning;
- Be the single State Agency administering Medicaid; and
- Administer social services block grants.

The purpose of DHHS is to develop a unified system of planning, financing and administering interagency health and human services programs and to assure that essential services provided by such programs are delivered in the most effective and efficient manner.

With specific regard to administration of Medicaid DHHS intends:

- To integrate Medicaid and the statewide health plan;
- To maximize utilization of available resources to meet the health care needs of the citizens it serves;
- To promote cost effective health care delivery systems; and
- To ensure that the services delivered are of high quality.

In carrying out its activities, DHHS will strive to comply with state and federal laws, regulations and guidelines.

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Governor

The Governor of the State of South Carolina is the elected head of the Executive Branch of State Government. The Governor appoints the Director of the Department of Health and Human Services. The Department functions as a Cabinet agency under the Governor.

The Governor employs a Director and other personnel he considers necessary to carry out the duties of the Cabinet agency within the limitations of funds provided and in compliance with state and federal laws, regulations and guideline.

Director

The Director's function is to carry out the duties of the Governor within the limitation of funds provided. The Director serves as the chief administrative officer and has the responsibility of executing policies, directives and actions of the Department, either personally or by issuing appropriate directives to Department employees. The Director has the sole authority to employ and discharge Department employees subject to such personnel policies and funding available for that purpose.

Deputy Director

The Deputy Director has overall responsibility for the functions performed within the office of the Deputy Directors of Fiscal Management, Operations and Programs. This office is primarily concerned with internal operations. The basic functions are to establish goals in broad terms, suggest initiatives, monitor performance and furnish general supervision.

General Counsel

The Deputy Attorney General within the Office of General Counsel provides legal representation for the Department in actions in the state and federal courts and administrative hearings. This office also renders legal advice and opinions concerning administration of Medicaid, including the drafting and interpretation of statutes and regulations.

## Office of Operations

The Deputy Director for operations, with executive oversight of the agency's and state interagency health and human services planning; human resources administration; public information functions; and administrative support, which includes contracts, procurement administration, as well as other administrative support services. The Deputy Director is over four bureaus. They are the Bureau of Administrative Services; Bureau of Interagency Planning, Research and Coordination; Bureau of Personnel and Bureau of Public Information.

## Office of Fiscal Management

The Deputy Director of Fiscal Management is responsible for all fiscal activities of the Department. The office is divided into five bureaus. They are the Bureau of Budgeting, Data Management and Legislative Affairs; Bureau of Information Resource Management; Bureau of Medicaid Program Assessment; Bureau of Fiscal Affairs and Bureau of Reimbursement methodology and Policy.

## Office of Programs

The Deputy Director of Programs administers and coordinates the programs of the Department of Health and Human Services. The Deputy Director is over two bureaus and one Division. They are the Bureau of Health Services, the Bureau of Community Services and the Division of MMIS User Services.

## Internal Audits

The Office of Internal Audits evaluates whether the agency is carrying out its responsibilities according to statutory and regulatory requirements of the many health and human services programs, which are delivered by various service agencies and providers throughout the state. This includes reviewing internal organizational units to determine whether they are efficiently and effectively carrying out their responsibilities. The primary objective of the Office of Internal Audits is to assist management by providing information, analyses, and corrective action plans to the director and the Governor.