



November 2014

These publications were produced by South Carolina state agencies and state-supported academic institutions. All titles are available online through the [State Documents Depository](#).

Agriculture



Clemson University

Clemson Sandhill Research Education Center

[Clemson Sandhill Farmers Market : market flash](#) – 2014-11-04 [Market Flash](#)

[Clemson Sandhill Farmers Market : market flash](#) – 2014-11-11

[Clemson Sandhill Farmers Market : market flash](#) – 2014-11-18

[Clemson Sandhill Farmers Market : market flash](#) – 2014-11-25

OCLC#: 896127572

The Market Flash newsletter provides information about the activities at the Sandhill Farmers Market and other markets in the Columbia area. The newsletter also provides links to recipes, planting tips, Clemson University, the South Carolina Farmer's Market, and other relevant consumer information.

Judiciary



South Carolina Administrative Law Court

[Rules of procedure for the Administrative Law Court](#) – 2013-05-01

[Rules of procedure for the Administrative Law Court](#) – 2014-04-27

OCLC#: 898065490

This guide provides rules to be followed by the Administrative Law Court. These rules are applicable to all matters within the jurisdiction of the Court, whether they are contested cases under the Administrative Procedures Act or heard pursuant to a constitutional command for a hearing.

Annual Accountability Reports



Clemson University Public Service Activities

[Fiscal Year 2013-14 Accountability Report](#) - 2014 [Annual Reports & Annual Accountability Reports](#)

OCLC#: 41075865

Clemson University Public Service Activities reports to the Office of State Budget its annual accountability report that includes a discussion and analysis, major accomplishments, strategic planning and performance measurement.



- Coastal Carolina University
[Fiscal Year 2013-14 Accountability Report](#) - 2014 [Annual Reports & Annual Accountability Reports](#)
OCLC#: 38736329
- Francis Marion University
[Annual accountability report fiscal year 2013-2014](#) - 2014 [Annual Reports & Annual Accountability Reports](#)
OCLC#: 38734139
- South Carolina Department of Labor, Licensing and Regulation
[Fiscal Year 2013-14 Accountability Report](#) - 2014 [Annual Reports & Annual Accountability Reports](#)
OCLC#: 38200615
- South Carolina Forestry Commission
[Fiscal Year 2013-14 Accountability Report](#) - 2014 [Annual Reports & Annual Accountability Reports](#)
OCLC#: 34561811
- South Carolina Governor's School for the Arts and Humanities
[2013-2014 accountability report](#) – 2014 [Annual Reports & Annual Accountability Reports](#)
OCLC#: 38200858

Certified Public Manager Projects



Ford, Ethel Douglas

South Carolina State Office of Victim Assistance

[Accountability of Donating and Receiving Victim Assistance Fines, Fees and Assessment Funds](#) – 2014-02-03

OCLC#: 897364974

In this project, there is provided background on the Office of Victim Assistance and incorporated information on how the auditing section was created and implemented to provide oversight of the victim assistance fines, fees and assessment fund. The author also identified problems with donating and or receiving the funds, provided data reviewed, collected and outlined how the problem could be resolved while utilizing various documents developed by the agency to aid in the reduction and or elimination of the funds being used for unauthorized expenditures.



Boylston, John D.

South Carolina Department of Transportation

[Alternative Technical Concepts and Design Build Projects](#) – 2014-03-03

OCLC#: 897745018

The author discusses the traditional procurement method for construction contracts that the SCDOT obtains which is the Design-Bid-Build method wherein the project is designed, bid, and constructed in separate, consecutive steps and the alternative delivery method is known as the Design-Build method of procurement. The Design-Build method of project procurement affords both the owner (SCOOT) and the contractor greater flexibility in how the project is pursued.



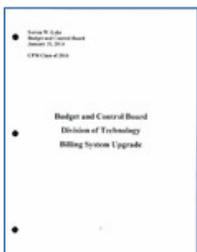
Flowers, Angela W.

South Carolina Department of Juvenile Justice

[Balanced and Restorative Justice: A Pathway to Rehabilitation](#) – 2014-03-03

OCLC#: 897746007

The author explains the Balanced and Restorative Justice Program (BARJ) and its impact on South Carolina's juvenile justice system. The following are a few areas of concern that have been posed as questions: 1. Are conference mandated sanctions being carried out by juvenile offenders? 2. Do the conferences have the desired effect of decreasing re-offending behavior in juveniles? 3. Is the victim satisfied with the process? 4. Have the number of major incidents and the length of time in seclusion decreased since the implementation of BARJ? The author discusses the answers to these questions.



Lake, Steven W.

South Carolina Budget and Control Board, Division of Technology

[Budget and Control Board Division of Technology Billing System Upgrade](#) – 2014-01-31

OCLC#: 897736836

The Division of Technology provides many different and constantly expanding information technology services to a myriad of customers, including state and local governments, K-12 school districts, colleges, universities, technical colleges and other entities that have reached out to the Division. The Division charges these customers a rate for each of the individual services provided. Customers must trust the fact that the billings that they receive each month from the Division are accurate, understandable and reflect the actual services that they in fact received. The Division uses a system known as the Customer Work Order Fulfillment system to generate customers' billing statements. This paper examines that system.



Allen, Tom

South Carolina Office of Regulatory Staff

[Creating and Implementing a Paperless Process for Pipeline Safety : Reducing Cost through Enhancing Efficiency](#) - 2014-02-28

OCLC#: 897740946

This paper examines the South Carolina Office of Regulatory Staff's Natural Gas Pipeline Safety Program and how it can improve its efficiency. If the Program can decrease the amount of time spent associated with hard-paper processes, then the Program can increase the amount of time performing inspections. Additionally, if the



Program can eliminate hard-paper processes, then there will be a decrease in equipment cost (i.e. vehicle wear, office supplies, cameras, printers, etc.).



Hampleton, Rochelle

South Carolina Department of Mental Health

Charleston Dorchester Community Mental Health Center

[The Effectiveness of Utilizing the Electronic C20 Screening Tool Versus the Scanned Paper Screening Tool](#) – 2014-03-05

OCLC#: 897746617

This project was chosen to investigate which of the two screening tool processes are more efficient and effective in assuring that potential clients are offered an assessment appointment within the allotted standards set by the Future Is Now committee. The screening tools in this investigation will consist of the electronic C20 screening tool and the paper scanned tool utilized over a three month time span beginning August 2013 to November 2013. The electronic C20 tool is a new way of ensuring that the 17 mental health centers are uniformed and cohesive in offering assessment appointments to person presume to have mental illness.



Little, Nichole

South Carolina Department of Employment and Workforce

[Enhancement to the Audit Assignment Process](#) – 2014-02-03

OCLC#: 897743851

This project focuses on the Field Service unit of the Unemployment Insurance (UI) Tax Department in DEW. One core function of the Field Service unit is to audit employer accounts to ensure that businesses are properly reporting and

paying unemployment insurance taxes. Over the past 3 years DEW's audit program has generated over 6,442 audits, reclassified 10,273 employees, and uncovered over \$3.44 million owed by employers to the UI Trust Fund. These accomplishments were achieved by using a primarily random audit assignment process. The recommendation to enhance to the current audit assignment process by using a 10% random rate, and a 90% focused audit rate will not only be focusing more efforts on ensuring that noncompliant employers are reporting and paying their fair share, but will also improve the integrity of the UI Trust Fund by uncovering monies that should be assessed.



West-Barnett, Angela

South Carolina Department of Health and Human Services

[ENHANCING THE SC MEDICAID CLASS ACTION DRUG RECOUPMENT PROCESS](#) – 2014-02-04

OCLC#: 897385827

A class action case lead audit was conducted by the Casualty Department in an attempt to identify Medicaid Beneficiaries who ingested a specific class action drug and they also received medical treatment specific to those caused by the class action drug. The results of the audit revealed a large number of MB who took the drug, received injury related treatment, but they were not active participants in the Global Class Action Law Suits. The Casualty Department active cases averaged about 2% of the MB identified through the audit. The goal of this project is to further enhance the current class action recoupment process and to increase revenue for SCDHHS.



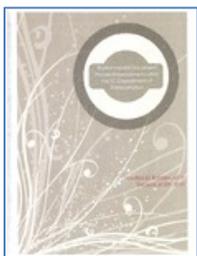
Ramsey, Frankie B.

South Carolina State Housing Finance and Development Authority

[Enterprise Risk Management \(ERM\) : "A Journey, Not a Destination"](#) – 2014-02-03

OCLC#: 897747607

The goal of this project is to research and identify techniques, methods, frameworks, and/or tools that can help advance the SC Housing's Enterprise risk management/control self-assessment objectives by enabling CSA to be a consistently applied management driven self-assessment process applied across the entire SC Housing to include testing of internal controls, (CSA phase three) performing annual control self-assessments, and assurance reporting on the design adequacy and effectiveness of controls.



Robbins, Heather M.

South Carolina Department of Transportation

[Environmental document process improvement within the SC Department of Transportation](#) – 2014-12-20

OCLC#: 897369374

SCDOT's Environmental Services Division is responsible for securing the necessary environmental documentation required for all SCDOT construction and maintenance projects throughout the state. Even if a project is only partially funded with federal funds, it still requires an environmental document. As such, the timely completion of environmental documents is imperative to the efficient operation of SCDOT to achieve its core mission. Consultants hired by SCDOT complete environmental documents in a condensed time frame, as compared to when environmental documents are completed in-house. This paper examines that if a more efficient process can be developed to approve environmental documents, then the entire project development process through construction would benefit.



Johnson, Renee H.

South Carolina Department of Health and Human Services

[HELPING PRO SE PETITIONERS NAVIGATE THE APPEALS PROCESS](#) – 2014-03-04

OCLC#: 897736304

South Carolina Department of Health and Human Services is the state agency responsible for determining Medicaid eligibility and paying provider claims for services provided to Medicaid beneficiaries. Most appeal requests are filed by Medicaid applicants/beneficiaries who are not familiar with the appeal process and do not know what evidence is needed in order to properly argue their case. Every court, board, or agency that hears appeals for self-represented or pro se appellants should have information available online to answer basic questions and contact information for more in depth questions. The SCDHHS Division of Appeals and Hearings did not have any such information available. As a result of this study, the Division now does have that information on its web site.



Hawkins, Chad W.

South Carolina Department of Transportation

[Improving the Asphalt Materials Acceptance Process](#) - 2014

OCLC#: 897364300

The purpose of this project is to examine the current means of acceptance for Hot Mix Asphalt as directed by the technical specifications, such as SC-M-400, and determine if the process can be improved to meet the requirements as directed by state and federal guidelines. By examining current methodologies for compliance with specifications and guidelines, this project will attempt to improve the process as it compares not only the requirements needed for acceptance but also the staffing levels on a district and a statewide level to optimum current resources.



Miley, Frances

South Carolina Department of Parks, Recreation and Tourism

[Improving the Use of the Grants System](#) – 2014-01-27

OCLC#: 897750513

This paper deals with the use of the Grant Management module in SCEIS for the Department of Parks, Recreation and Tourism. It was found that it was difficult to use and the Department still had to maintain separate spreadsheets in order to track grants as do several other agencies. In order for SCPRT and other agencies to track their grants in SCEIS, changes need to occur either at SCEIS by lifting the budget ceiling requirement they have in place in the Grant Management module or at the State Budget Office by allowing agencies to load their total budget authorization needed for their grants.



Edwards, Victor M.

South Carolina Department of Transportation

[Managing District Level Communications With the Public](#) – 2014-12

OCLC#: 897740929

Over the years, the South Carolina Department of Transportation has attempted to meet the public's desire for accessibility and transparency by adding additional methods of communication. The department continues to find new ways for the public to contact and communicate more directly with engineering staff. This project will focus on three data input systems, and attempt to identify if there is redundancy in the three systems and/or the amount of time spent in reviewing old data to determine an answer. It is also hoped that some means can be identified so that records coming into the office can be quickly scanned to provide a higher level of consistency to various concerns.



Fesler, John

South Carolina Department of Health and Environmental Control, Pee Dee District

[Meeting the Pharmaceutical Shipping Needs in the New Pee Dee Health Region](#) – 2014-01-28

OCLC#: 897515868

As the chief procurement officer for the Pee Dee Health Region, it is the author's responsibility to ensure that staff in the region has the supplies and services needed to perform their jobs. Since the former Public Health Region 6 expanded in the reorganization from three counties to twelve, procurement operations as a whole have undergone dramatic and sweeping changes, and continue to evolve almost



daily. This project will focus primarily on providing essential pharmaceutical supplies to eighteen widely scattered health departments located throughout the Pee Dee Region.



Curtis, Debbie

South Carolina Department of Probation, Parole and Pardon Services

[**The Office of Economic Opportunity: An Analysis of Information Sharing Between The Auditing and Monitoring Departments**](#) – 2014-02-10

OCLC#: 897386152

The Office of Economic Opportunity was implemented to act as oversight for monies provided for by the federal government for the purpose of helping low income families in our state. Monies are awarded in the form of grants. This paper found that the programmatic and financial auditing units of the Office need to establish a consistent, comprehensive process of sharing information, specifically information regarding anomalies discovered in the course of their respective responsibilities. Once this process has been implemented, the specific auditing processes should be reviewed and evaluated.



Tolliver, Ronica

South Carolina Department of Health and Human Services

[**Onbase Workflow: SSI-Institutional**](#) – 2014-03-05

OCLC#: 897737982

In 2012, South Carolina Department of Health and Human Service released a new document imaging system, Onbase, for the housing of all eligibility documents. In Onbase, SSI-Institutional includes, General Hospital, Nursing Home, Home and Community Based Services and Optional State Supplementation. This paper will be discussing the process improvements related to the process driven workflow for the SSI-institutional programs, Nursing Home and Home and Community Based Waiver Services.



Hill, Elizabeth A.

South Carolina Department of Juvenile Justice

[**Out of Many, One: Improving the Process of Providing Reports to the SC Board of Juvenile Parole and DJJ Release Authority**](#)

OCLC#: 897516459

This paper describes the juvenile justice parole process and the interaction between the different agencies responsible for the release of the juvenile offender.



Rivers, Georgette P.

South Carolina Judicial Department

[**Overhauled and Restructured Transitioning From New Hire Orientation to New Hire Onboarding**](#) – 2014-02-03

OCLC#: 897383877

This paper describes the New Hire Orientation program at the South Carolina Judicial Department. The scope of this project is to evaluate SCJD's current NHO efforts agency-wide and by individual



employees and hiring managers, and identify opportunities for development of a comprehensive onboarding program. Research on best practices and NHO data will be used in development of recommendations for the design and implementation of the onboarding program.



King, Greg

South Carolina Department of Health and Environmental Control

[Reorganizing IT Resources into Depots "Improving Efficiencies and Managing Hardware Lifecycles"](#) - 2014

OCLC#: 897515569

Historically DHEC's IT infrastructure has been separated by Bureaus, Districts, Program Areas, etc. The reorganization of the agency in the spring of 2013 consolidated DHEC into four Regions and Central Office. There were huge redundancies concerning purchases, support, and life cycles of equipment, as well as disposal of outdated equipment. It was necessary to reduce these redundancies and help the IT staff headquartered in various geographic areas of the state become more of a single unit "on the same page". The goal of this project was to develop a process to streamline, consolidate, and standardize the IT infrastructure.



Kimpson-Payne, Kathy M.

South Carolina Department of Mental Health

Orangeburg Area Mental Health Center

[Representative Payee Accountability Of Discharged Patients from Institutions](#) – 2013-11-18

OCLC#: 897737214

This project was selected to examine the effectiveness, efficiency, or flaws that exist in the activation process for entitlements on a selected number of mental health clients discharged to the community, of which the Orangeburg Area Mental Health Center is serving as the representative payee.



Clarke, Jennifer A.

South Carolina Department of Juvenile Justice

[A review of community division training](#) – 2014-01-03

OCLC#: 897368225

This paper explores the basic training for community specialists held at the Department of Juvenile Justice.



Lackey, Diane M.

South Carolina Department of Transportation, Office of Public Transit

[A review of transit performance data : collection and reporting](#) – 2014-02-03

OCLC#: 897744225

The South Carolina Department of Transportation Office of Public Transit has been moving towards a statewide performance-based process for planning and programming purposes. The goal has been to develop measures that show success towards specific organizational goals either defined by the Federal Transit Administration and/or through the SCDOT strategic planning document. The primary intent for this review was to assess the opportunity for streamlining SCDOT Office of Public Transit data collection and reporting requirements.



Gibson, Lynsee R.

South Carolina Department of Transportation

[STREAMLINING THE PROJECT PROGRAMMING PROCESS](#) – 2014-04

OCLC#: 897362756

This CPM Project submittal revolves around the development and implementation of a new Project Programming System within the South Carolina Department of Transportation. Specifically, the initial assessment of how the implementation was handled and whether the system is alleviating the issues the Department identified with its evaluation of the current project programming process.



Harris, Devon M.

South Carolina Department of Parks, Recreation and Tourism

[Welcome Center Data Collection Process Improvement](#) – 2014-01-29

OCLC#: 897741845

This paper explores the tabulation of statistical data provided by tourists at South Carolina welcome centers and how this process could be improved.



Famolari, Paul

South Carolina Department of Employment and Workforce

["What's Your Brief?"](#) – 2014-02-03

OCLC#: 897746946

This paper describes the process of appealing any contested issue involving unemployment insurance.