



August 10, 2016

MEMORANDUM

To: Residential Treatment Facilities and Administrators

From: Gwen C. Thompson

Subject: Regulation 61-103 Training Workshop

The Bureau of Health Facilities Licensing (BHFL) has scheduled a community workshop to discuss certain revisions to Regulation 61-103, *Residential Treatment Facilities for Children and Adolescents*. The Department is requesting that the licensee, administrator, and an administrator designee of each facility attend the workshop.

The workshop is scheduled for Tuesday, September 13, 2016, from 1:00 p.m. to 3:00 p.m., in room 2407 of the Columbia Mills Building (co-located with the SC State Museum), located at 301 Gervais Street, Columbia, South Carolina 29201. The DHEC entrance is at the rear of the building near the parking garage.

Please notify the Department via email at HealthRegComm@dhec.sc.gov no later than September 6, 2016, if you plan to attend, including the name and title of the attendee(s).