Supports Intensity Scale-Adult Version™ (SIS-A)™: Annual Review Protocol Training for Case Management in Kentucky

A Joint Presentation between AAIDD and

Kentucky Division of Developmental and Intellectual Disabilities (DDID)

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Components

▶ Review SIS-A Assessment Concepts and Item Descriptions

▶ Introduce SIS-A Annual Review Protocol (ARP)

▶ Logistics of SIS-A and SIS-A ARP in Kentucky

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Introductions of Trainers

Debbie Hall- DDID SIS Supervisor

- SIS Trainer and Assessor
- Involved in SIS implementation in Kentucky
- Worked with persons with IDD for 20+years
- Working at DDID since 2000 in a variety of roles; working with SIS since 2011

Cindy Christensen - DDID SIS Supervisor

- SIS Trainer and Assessor
- Involved in SIS implementation in Kentucky
- Working with DDID since October, 2008
- Worked in the human services field since 1987

Donna Pottinger - DDID SIS Trainer

- SIS Trainer and Assessor
- Involved in SIS implementation in Kentucky
- Worked with persons with IDD 20+ years
- Working at DDID since 2009 as Quality Admiinstrator & SIS assessor

Kathy Varner - AAIDD Trainer

- Lives in New Mexico
- Using the SIS since 2006
- Many years experience with individuals with IDD
- Training experience with SIS in Kentucky and many other states, provinces and Internationally

Cathy Lerza-

- DDID Clinical Supports Branch Manager
- Working at DDID since January, 2009
- Began working with individuals with IDD January 1980

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Supports Intensity Scale-Adult Version™

Concepts and Item Descriptions

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Role of a Functional Assessment

▶ Establishes personal connection with the individual & their support needs

▶ Historically has been a Statutory requirement:

   ▶ CMS Final Rule Requirement

   ▶ Supports for Community Living Waiver requirement

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Role of a Functional Assessment

▶ The CMS (Centers for Medicare and Medicaid Services) has specific requirements/guidelines for person centered planning to include the provision for a functional needs assessment:

> ▶ *" (Person Centered Plan) must be reviewed and revised upon reassessment of functional needs as required every 12 months; when the individual's circumstances or needs change significantly; and at the request of the individual."*
>
> *- excerpt from CMS Person Center planning for HCBS Waiver*

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Consider this Scenario
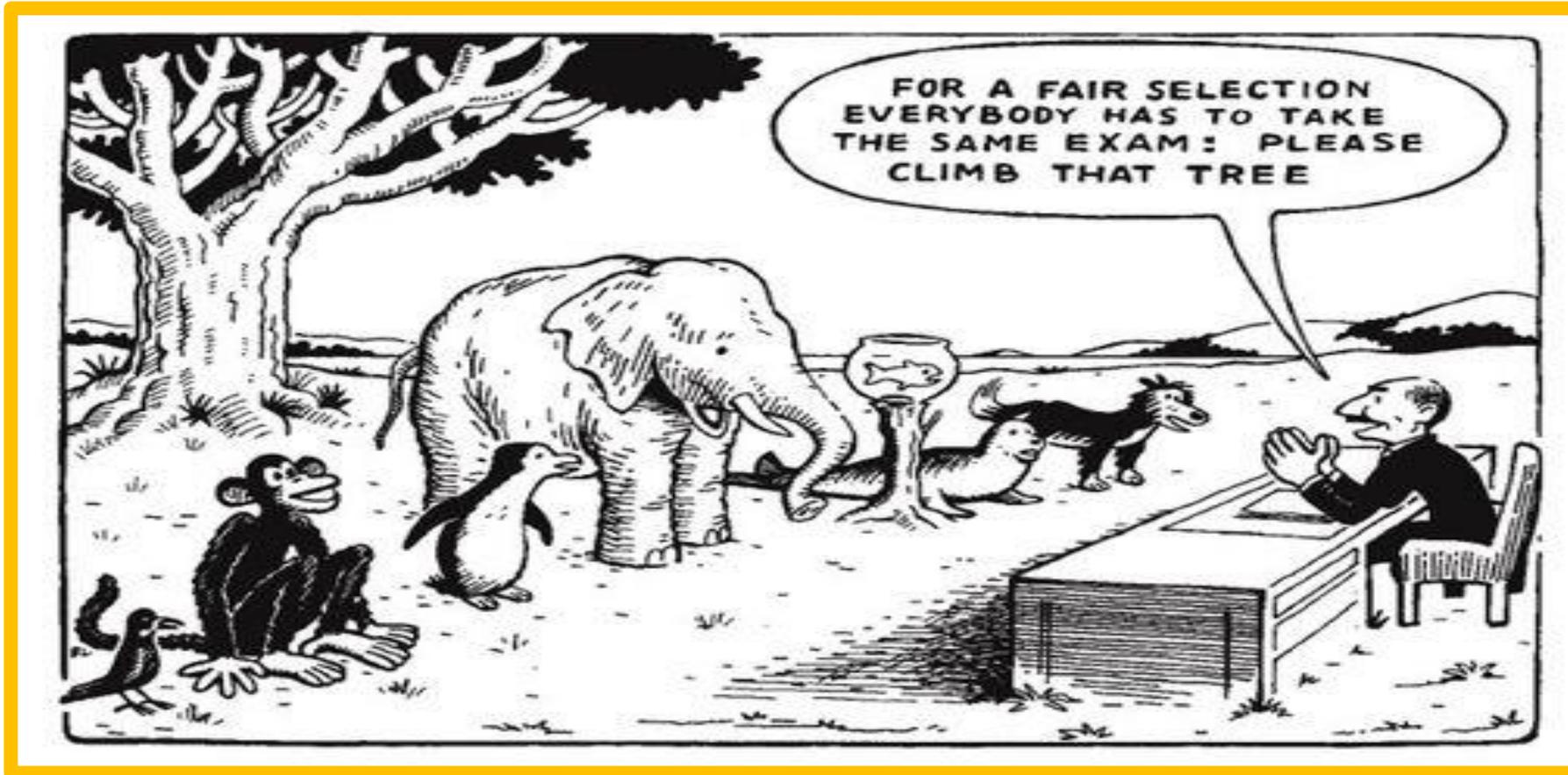
Importance of Valid Reliable Assessment

Folks can escape

bad teaching, bad planning…..

BUT

they can't escape…

a bad assessment

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The Supports Intensity Scale -Adult Version (SIS-A)

▶ SIS-A was developed by AAIDD over a five-year period in response to **changes in how society views and relates to people with disabilities**

▶ The Supports Intensity Scale-Adult Version is a standardized assessment tool, specifically designed to measure the pattern and intensity of supports an adult with intellectual and developmental disabilities needs to be successful

▶ Originally published in 2004, (under the name of SIS), SIS-A is the updated version published in 2015 and is currently used in Kentucky in the Supports for Community Living Waiver

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Understanding People by Their Support Needs

▶ The *SIS-A* is based on the assumption that people with IDD differ in the nature and extent of support they need to participate in community life compared to people in the general population

▶ *Supports* are resources and strategies that promote personal development and enhance functioning, and *support needs* refer to the pattern and intensity of supports necessary for a person to participate in activities of daily life

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Why SIS-A Makes Sense

SIS-A is **comprehensive**.

- It evaluates the pattern and intensity of needed supports in:
  - 6 Life Activity Domains (common to ALL persons),
  - Protection and Advocacy activities,
  - Exceptional Medical and behavioral support needs.

SIS-A **involves the individual**.

- As a vital source of information
- As a member of the respondent team
- Participating in Adult Life Activities

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How SIS-A is Different

Not concerned with what the individual can or can't do.

SIS-A is a planning tool.

SIS-A Directly Measures Supports

Assessment based on group perspective.

Captures needed supports, may differ from current services.

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SIS-A offers Discovery!

▶ Broaden and deepen a person's opportunities

▶ Guided discussion to explore what "it will take"

▶ Safe environment to examine unfamiliar or untried

▶ Surrounded by people who know the individual

Major Concepts of SIS-A

Supports and Success

SIS-A Captures "Supports"

▶ Everyone uses Supports in life

▶ Supports can be paid or unpaid

▶ The SIS-A captures the supports that an individual needs to be successful in life

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"Supports" are…

▶ …resources and strategies that promote the interests and welfare of individuals and that result in:

> ▶ Enhanced personal independence and productivity
>
> ▶ Greater participation in an interdependent society
>
> ▶ Increased community integration, and/or
>
> ▶ Improved quality of life

- Thompson et al., 2004

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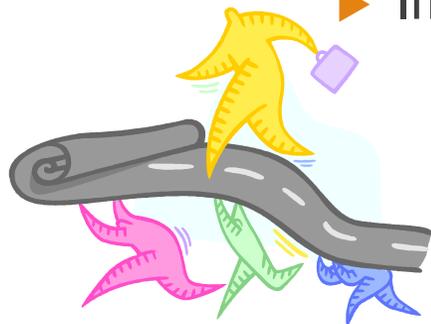
What does the SIS-A Measure?

▶ The SIS-A measures the *support* a person needs to be *successful* in various life activities

 ▶ **_Support can be natural or paid_**

▶ What it *doesn't* measure:

 ▶ Deficits (what the person can/can't do)

 ▶ The services that others are currently providing to the individual

 ▶ Diagnosis

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Supported Success

With the Right Supports in place...
people ***soar!***

Success

Support

Individual

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Supports   vs.   Services
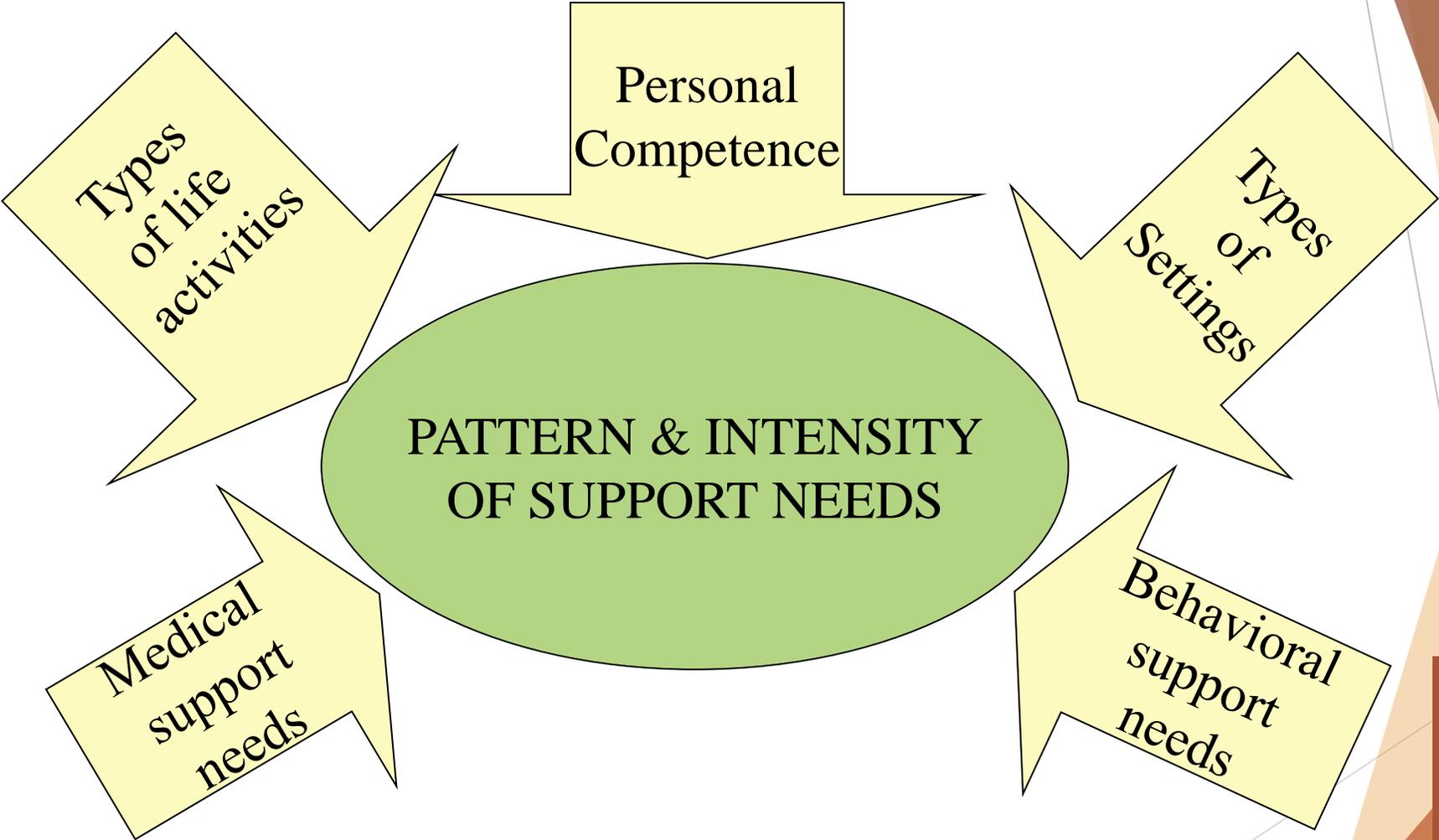## *What is the difference?*

Supports

Services

Supports

▶ Get the individual to success

▶ Allows the group to look at situations that are not currently happening

▶ Facilitates discussion and planning

Services

▶ What is currently being provided – may not get to success

▶ Only looks at current situations

▶ Doesn't look at planning for new situations

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Major Influences on Needed Supports

Types of life activities

Personal Competence

Types of Settings

PATTERN & INTENSITY OF SUPPORT NEEDS

Medical support needs

Behavioral support needs

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TIP: "To Be Successful"

▶ "Successful engagement" in an activity entails a **level** of performance, involvement, and participation in an activity that is comparable to that of typically functioning adults without disabilities.

What SIS-A Measures

Individual Being Assessed:
Expectations
Responsibilities
Involvement in the activity

Standard of an Adult Your Age in Your Community:
Expectations
Responsibilities
Involvement in the activity

Type of Support
Frequency of Support
Daily Support Time

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Now let's look at the domains on the SIS-A

Supports Intensity Scale-Adult Version

▶ Three sections to the SIS-A:

  ▶ Exceptional Medical and Behavioral Support Needs

  ▶ Supports Needs Scale

  ▶ Supplemental Protection and Advocacy Scale

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Section 1A: Exceptional Medical Support Needs

▶ *Current and Exceptional*

  ▶ **Respiratory Care** (Oxygen use; postural drainage; Chest PT; Suctioning)

  ▶ **Feeding Assistance** (Oral Stimulation; Tube Feeding; Parenteral Feeding)

  ▶ **Skin Care** (Turning/Positioning; Dressing of Open Wounds)

  ▶ **Other Exceptional Medical Care** (Immune Issues, Seizure Management; Dialysis; Ostomy; Lifting/Transferring; Therapy; Hypertension; Allergies; Diabetes

  ▶ **Other**

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Section 1B: Exceptional Behavioral Support Needs

▶ **Current and Exceptional Prevention**

    ▶ Externally Directed Destructiveness (Assaults to others; emotional outbursts; property destruction; stealing)

    ▶ Self Directed behavior (Self-Injury; Suicide Attempts; Pica)

    ▶ Sexual behavior (Nonaggressive but inappropriate; Aggressive sexual behavior)

    ▶ Other (Substance Abuse; wandering; maintenance of mental health, other serious behavioral issues)

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Section 2: Support Needs Scale

▶ **6 Activity Domains (49 life activities):**

- ▶ Home Living Activities
- ▶ Community Living Activities
- ▶ Lifelong Learning Activities
- ▶ Employment Activities
- ▶ Health and Safety Activities
- ▶ Social Activities

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SECTION 3: Supplemental Protection and Advocacy Scale

▶ **Items Focus On**

　　▶ Encouragement and acceptance

　　▶ Opportunity and access

　　▶ Exercising legal responsibilities

　　▶ Assisting with acquisition and expression of skills

SIS-A Three Year Standard

A 2018 research study (AAIDD, Shogren, et al) examined the stability of SIS-A scores over a 3 year period. The findings of the study supported the stability of SIS-A scores over a 1-3 year period. The 3-year time frame is reasonable from a conceptual standpoint as supports needs have been understood to be an *enduring* characteristic of a person.

SIS-A Annual Review Protocol

▶ Shogren, et al research concluded that the SIS-A is stable over a 3 year period and in most instances conducting a full assessment more frequently (annually) would yield information that is redundant.

▶ This conclusion led to the development of the SIS–A Annual Review Protocol

Supports Intensity Scale-Adult Version™

Annual Review Protocol (ARP)

What is the SIS-A Annual Review Protocol?

▶ The *SIS--A Annual Review Protocol* is a tool that planning teams can use to reach a conclusion about a person's need for ==reassessment== with the *Supports Intensity Scale–Adult Version* when a prior assessment has been administered within the past 3 years.

▶ It also may be helpful in ==informing other recommendations== pertaining to the provision of personalized supports and human services.

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Why was the SIS-A Annual Review Protocol created?

▶ Although it is a positive aspect of SIS-A to involve people with disabilities and their family members in the assessment process and it is very comprehensive, these features also contribute to the time required to conduct the assessment.

▶ SIS-A interviews typically take 2 or more hours to complete, which is a considerable expense of time and effort for Kentucky.

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Why was the SIS-A Annual Review Protocol created?

▶ The SIS-A Annual Review Protocol was created to inform decision makers regarding the need for SIS-A reassessment.

▶ Reassessment is a good investment of time and resources if support needs have changed, but is <u>not</u> a good investment if support needs have not changed.

SIS-A Annual Review Protocol– The Basics

▶ The SIS-A Annual Review Protocol is completed by a reviewer who

- ▶ (a) conducts an interview with at least two respondents who know the person well and

- ▶ (b) records information on the Protocol form.

▶ The *SIS-A Annual Review **Protocol 3 Year Standard***: <mark>If it has been more than 3 years since the previous SIS-A assessment, a new SIS-A assessment is needed</mark>

▶ Critical Question to Answer: *Have there been meaningful changes in pattern and intensity since the last SIS/SIS-A assessment was completed?*

SIS-A Annual Review Protocol – The Basics

▶ Created to identify people whose support needs and corresponding SIS--A scores **may** have changed in meaningful ways since the previous assessment and for whom a reassessment could provide new information.

▶ Not intended to be an audit

▶ Not intended to be a review of prior assessment

It is a review of a person's support needs since the prior assessment with a focus on whether support needs have changed in terms of intensity

SIS-A Annual Review Facilitation

▶ The review process is intended to be quick & efficient:

- ▶ Ideally, completed in a face to face meeting with respondents

- ▶ Administration time about 15 – 30 minutes

- ▶ Focus on whether the intensity of someone's support needs may have meaningfully changed since the prior SIS-A Assessment

- ▶ Informs the person centered team as to whether meaningful changes warrants the administration of a full SIS-A assessment

- ▶ Aids in compiling information to utilize in the development of the person-centered service plan

Summary of Differences between SIS-A and ARP

SIS-A	ARP
• Precise Assessment	• Review of support needed
• Comprehensive evaluation of support needs	• Structured discussion of how support needs may have changed
• SIS-A Interviewer facilitates process	• ARP Reviewer facilitates process
• Rating selection and scoring	• Forced choice responses and narrative

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SIS-A ARP Components

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SIS-A ARP Components

▶ Sections:

　▶ Introductory/Demographic Items

　▶ Section 1: Significant Life Change Experiences

　▶ Section 2: Medical or Health Experiences

　▶ Section 3: Challenging Behaviors

　▶ Section 4: SIS-A Item Review

　▶ Summary

SIS-A Annual Review Sections

▶ There are four review sections in the SIS-A Annual Review. In each, the critical question is, **"Have there been meaningful changes since the last SIS-A was completed?**

    ▶ Section 1 – Review/identify any significant life events that may have impacted the pattern or intensity of the person's support needs.

    ▶ Section 2 - Review/identify any significant health changes

    ▶ Section 3 - Review/identify any significant behavioral changes

    ▶ Section 4 - Review/identify any significant changes in 21 SIS-A items

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SIS-A Annual Review Summary

▶ The annual review summary calls for the reviewer and respondents go over the four sections and come to the agreement on a conclusion:

  ▶ The **pattern** and **intensity** of support needs *have not meaningfully changed* since the prior SIS-A assessment

  OR

  ▶ The **pattern** & **intensity** of support needs *may have changed* in important ways since the prior SIS-A assessment

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Role of the Reviewer

▶ Share the purpose of the review (i.e., this will help us decide if a new assessment is needed) and share relevant information with the Respondents

▶ Facilitate thoughtful consideration of each SIS-A ARP section

▶ Bring respondents back to the overriding purpose for the process: *determining if supports needs may have changed*

▶ Probe and clarify perspectives of all respondents to reach a conclusion

▶ Final determination if perspectives vary

▶ Complete the SIS-A ARP form

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Role of the Respondent

▶ Provide accurate information

▶ Know the person for a significant period of time (ideally since the last SIS-A assessment)

▶ Share perspectives, even if different from others

▶ Willing to listen to other perspectives

▶ Reviewer may also serve as a Respondent

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SIS-A Annual Review Protocol Form

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Page 1 of 6

The SIS-A Annual Review Protocol was developed by and is owned by the American Association on Intellectual and Developmental Disabilities (AAIDD).

Thompson, J.R., Shogren, K.A., Schalock, R.L., Tasse, M.J., & Wehmeyer, M.L. (2017)

Product No. 357

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Supports Intensity Scale—Adult Version™ SIS—A Annual Review Protocol

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Let's fill out a form together

[Supports Intensity Scale-Adult Version™ (SIS-A)™: Annual Review Protocol.](#)

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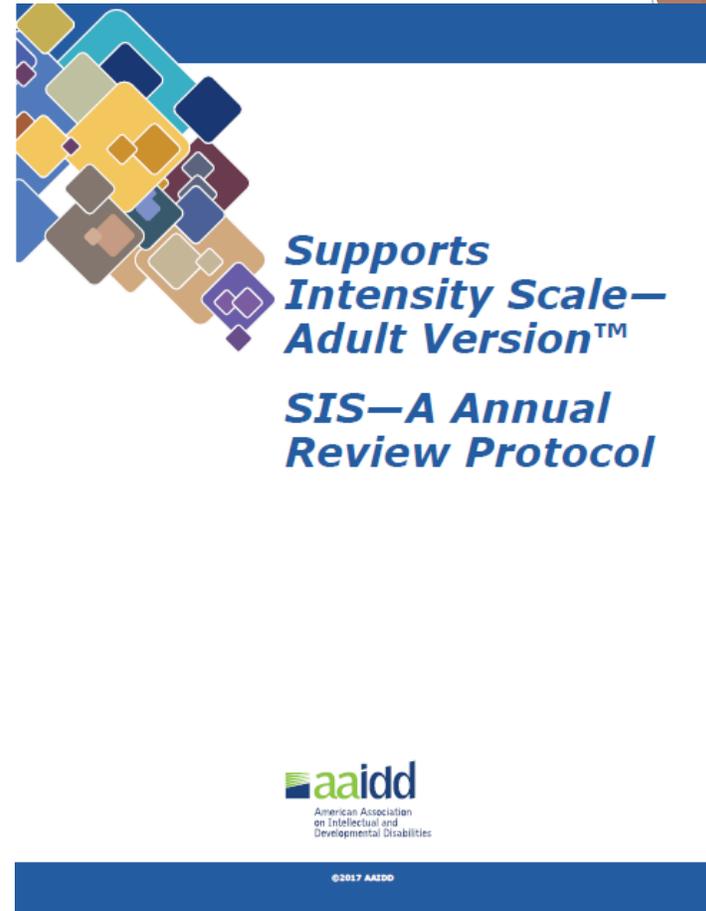
SIS-A Annual Review Another Example

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Thompson, J.R., Shogren, K.A., Schalock, R.L., Tasse, M.J., & Wehmeyer, M.L. (2017)

Product No. 357

Supports Intensity Scale— Adult Version™

SIS—A Annual Review Protocol

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Let's look at another example

Supports Intensity Scale-Adult Version™ (SIS-A)™: Annual Review Protocol.

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Demographic Information

Demographic Information	
DATE Review Completed	--------------------------------------
DATE of prior SIS-A Assessment	--------------------------------------
First Name of person being assessed	--------------------------------------
Last Name of person being assessed	--------------------------------------
Social Security number (SSN) of person being assessed	--------------------------------------
Case Management Agency of person being assessed.	--------------------------------------
First Name of Reviewer	--------------------------------------
Last Name of Reviewer	--------------------------------------
Reviewer email	--------------------------------------

➢ Fill out Demographic information prior to the interview

➢ Introduce the SIS-A ARP and the purpose of the review

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Demographic Information

Name (first and last) of respondent #1

....

Respondent #1 relationship to person being assessed.

....

How long has respondent #1 known the person being assessed?

....

Name (first and last) of respondent #2

....

Respondent #2 relationship to person being assessed.

....

How long has respondent #2 known the person being assessed?

....

Were there additional respondents during this review?   ○ Yes   ○ No

List all respondents names, and relationships to the person.

➢ Fill out Demographic information prior to the interview

➢ Introduce the SIS-A ARP and the purpose of the review

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Section 1: Has the person experienced any of the following "life events" since the previous SIS-A assessment?

Section 1: Life Events

Has the person experienced any of the following life events since the previous SIS-A assessment?
(Check all that apply)

☐ Loss of parent, spouse, or other close loved one
☐ Personal injury or illness
☐ Change in financial status
☐ Change in residential status
☐ Change in employment status
☐ Involvement with the criminal justice system
☐ Change in social and/or recreational activities
☐ Changes in access to or regular use of technologies
☐ Retirement
☐ Birth of a child
☐ No significant life events

Do the life changes identified impact the pattern and/or intensity of the person's support needs?

○ Yes   ○ No

Please specify the change in support needs due to life events.

Have these changes (identified above) impacted the pattern or intensity of the individual's support needs? Yes____   No____

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Sections 2 & 3: Health/Medical Issues and Challenging Behaviors

Section 2: Health Problems or Medical Issues

Section 3: Challenging Behaviors

Since the prior SIS-A assessment, has the person experienced any new health problems or medical issues that impact his or her support needs?

○ Yes   ○ No

Please specify the change in support needs due to health changes.

Since the prior SIS-A assessment, has the person engaged in any new challenging behaviors that impact his or her support needs?

○ Yes   ○ No

Please specify the change in support needs related to behavior challenges.

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Section 4:

▶ 21 SIS/SIS-A items that, collectively, have a strong association with scores on the full SIS-A assessment.

▶ Review and indicate if there has been a change in the intensity of support the person requires since the prior SIS-A assessment.

Section 4

Section 4: SIS-A items that collectively show a strong association with the support need domains.

Please review and indicate if there has been a change in the person's support needs in any of these life activities since the prior SIS-A assessment.
Check all that apply.

- ☐ Operating home appliances
- ☐ Housekeeping and cleaning
- ☐ Using the toilet
- ☐ Using public services in the community
- ☐ Interacting with community members
- ☐ Going to visit friends and family
- ☐ Learning and using problem-solving strategies
- ☐ Learning health and physical education skills
- ☐ Participating in training/educational decisions
- ☐ Learning and using specific job skills
- ☐ Interacting with coworkers
- ☐ Accessing/receiving job/task accommodations
- ☐ Taking medications
- ☐ Learning how to access emergency services
- ☐ Maintaining a nutritious diet
- ☐ Making and keeping friends
- ☐ Engaging in loving and intimate relationships
- ☐ Socializing within the household
- ☐ Protecting self from exploitation
- ☐ Exercising legal/civic responsibilities
- ☐ Obtaining legal services
- ☐ No change in support needs in any of the listed life activities since the prior SIS-A assessment

Do the changes identified impact the pattern and/or intensity of the person's support needs?

○ Yes   ○ No

Please specify the change in support needs related to the SIS-A items.

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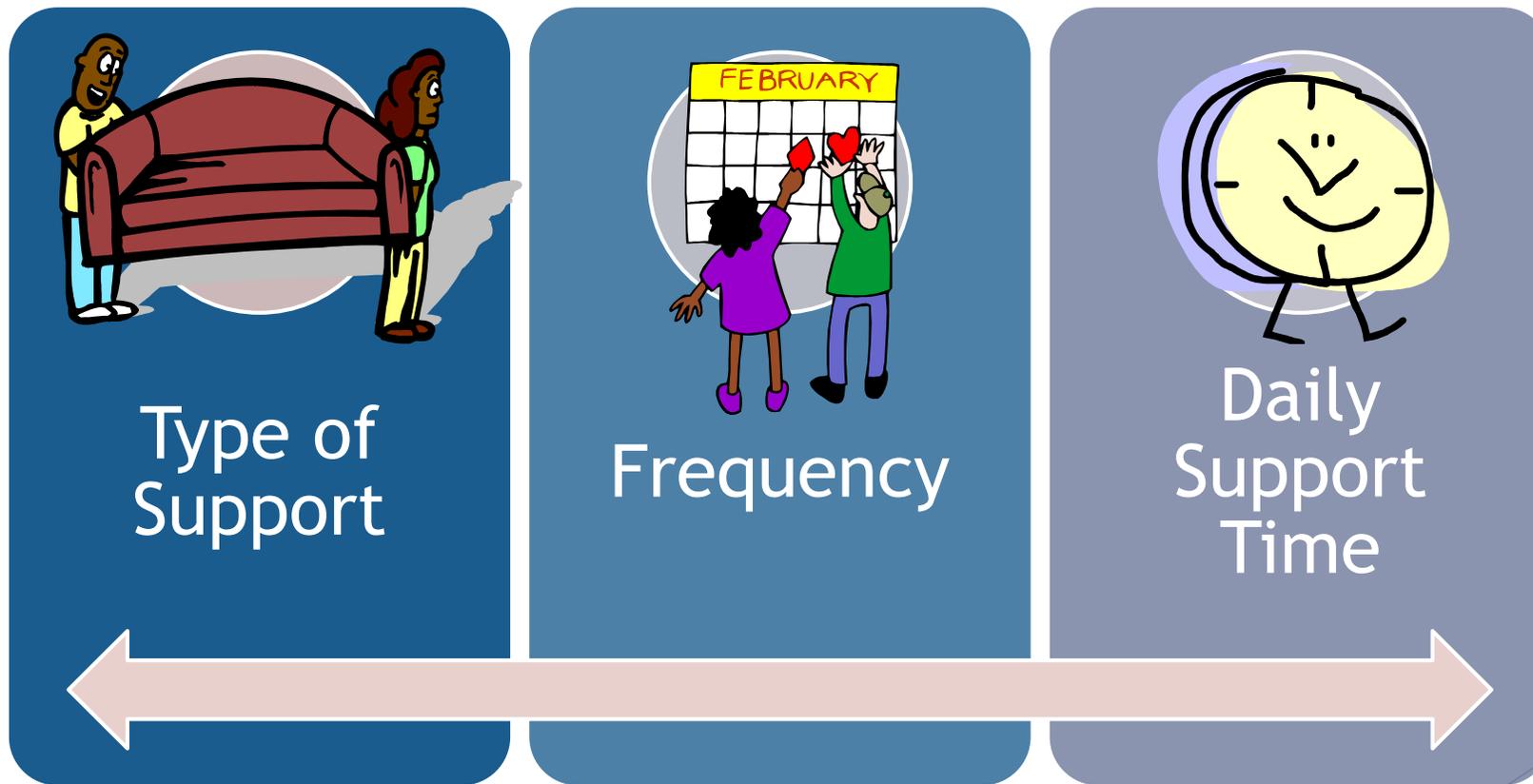Developmental Disabilities

Yes or No

Yes = change in the intensity of support a person needs to fully participate in the life activity since the prior SIS-A assessment.

No = no change in the intensity of support a person needs to fully participate in the life activity since the prior SIS-A assessment.

Only two options, the team must determine a response. This is a <u>forced choice </u>- Not applicable doesn't apply.

SIS-A Ratings Work Together to Tell a Story of the Individual's Support Needs

Type of Support

Frequency

Daily Support Time

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Item Descriptions

▶ **Home Living Activities**:

  ▶ 1. **Operating home appliances/electronics**: Supports associated with the functional operation of common technologies that are used on a regular basis in a home.

  ▶ 2. **Housekeeping and cleaning**: Supports associated with housekeeping and cleaning tasks necessary to maintain a presentable and healthy living environment by completing common household chores.

  ▶ 3. **Using the toilet**: Supports necessary to accomplish all of the activities necessary for a person to void in a socially acceptable manner in all environments throughout the day.

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Item Descriptions

▶ **Community Living Activities**:

  ▶ 4. **Using public services in the community**: Supports to assist in using services in the community that are available to the general public.

  ▶ 5. **Interacting with community members**: Supports to promote positive and effective interactions with community members in whatever context they occur.

  ▶ 6. **Going to visit friends and family**: Supports to assist an individual in going places where he or she can interact with friends and family.

Item Descriptions

▶ **Lifelong Learning Activities**:

▶ 7. **Learning and using problem-solving strategies**: Supports needed to learn and apply problem-solving strategies in an effort to resolve problems and other issues in real-life situations.

▶ 8. **Learning health and physical education skills**: Supports to learn to stay healthy and fit, and to apply concepts learned to real-life situations.

▶ 9. **Participating in training/educational decisions**: Supports needed to review options, select course(s), and plan a course schedule in keeping with learning goals.

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Item Descriptions

▶ **Employment Activities**:

▶ 10. **Learning and using specific job skills**: Developing specific job skills and applying them to all aspects of work to complete assigned tasks.

▶ 11. **Interacting with co-workers**: Supports for positive formal and informal interactions with co-workers when at work.

▶ 12. **Accessing/receiving job/task accommodations**: Supports to identify, arrange, and obtain reasonable job accommodations or modifications necessary for the successful completion of work activities.

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Item Descriptions

▶ **Health and Safety Activities**:

  ▶ 13. **Taking medications**: Supports to follow prescriptions and use over-the-counter medications to address and illness or injury.

  ▶ 14. **Learning how to access emergency services**: Supports to know when and how to contact emergency personnel and how to appropriately respond.

  ▶ 15. **Maintaining a nutritious diet**: Supports required to eat a nutritious diet and avoid problems associated with poor nutrition, as well as to promote a healthy lifestyle.

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Item Descriptions

▶ **Social Activities**:

  ▶ 16. **Making and keeping friends**: Supports needed to make friends and maintain friendships.

  ▶ 17. **Engaging in loving and intimate relationships**: Supports needed to initiate and maintain a special intimate or romantic relationship.

  ▶ 18. **Socializing within the household**: Supports to promote use of positive interactions and communications in the household as well as learning to respect the privacy of others with whom you live.

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Item Descriptions

▶ **Protection and Advocacy Activities**:

   ▶ 19. **Protecting self from exploitation**: Supports needed to identify when an exploiter is attempting to take an unfair advantage (i.e., to promote his or her own interests at the expense of one's own interests), and then take action to prohibit the exploiter from gaining an advantage.

   ▶ 20. **Exercising legal/civic responsibilities**: Supports to abide by the laws of the community and exercise civic responsibilities.

   ▶ 21. **Obtaining legal services**: Supports to contact an attorney for legal services.

Section 4: Overall Question

▶ Section 4: Do changes in Section 4 impact the pattern and/or intensity of the person's support needs?

▶ ___ YES   ___ NO

Final Question - Annual Review Summary:

Annual Review Summary

Based on information collected in sections 1-4, please indicate the summative conclusion from this review.

○ The pattern and intensity of this person's support needs have NOT meaningfully changed since the prior SIS-A assessment.

○ The pattern and intensity of this person's support needs HAVE meaningfully changed since the prior SIS-A assessment.

Please summarize the pattern and intensity of supports that have changed and what has been put in place (or the plans to put in place) for meeting those needs.

When the review suggests that there are changes in the pattern and/or intensity of support needs since the last SIS-A, indicate the action to take.

○ There are changes to support needs and the changes can be or have been managed through a plan modification without the need for another SIS-A

○ The changes to support needs are significant enough that the current SIS-A assessment does not indicate the need for those supports; therefore a new SIS-A is being requested.

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Reviewer Techniques

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Impression NOT Precision

ARP is….	ARP is NOT….
a tool to guide decision-making	an assessment tool
an overall impression of an individual's changes in support needs	a precise rating process

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Framing Questions

▶ Reviewer asks Respondents:

1. Explain Item and Ask:

"*Has there been a MEANINGFUL change in the support this person needs to (insert item)?*

2. Keep focus on "big picture" and Ask:

Based on your memory of the person at the time of the last SIS--A assessment, does he or she currently need more or less intrusive supports, more or less support time, and higher or lower frequency of support in relationship to this life activity today? Or is the intensity of support the person needs similar today to what was needed at the time of the last assessment?

Reviewer Administration Approaches

Administration Techniques:

▶ Maintain a holistic view of the individual's support needs

▶ Group SIS-A items by domain when determining meaningful changes

▶ Encourage discussion about changes in support needs

  ▶ And avoid:

    ▶ Analysis of previous SIS-A assessment

    ▶ Prolonged focus on a single SIS-A item

▶ Clarify, note, and revisit relevant evidence of changes to help the team make determinations

▶ Remain mindful of the time spent on discussion. If teams have difficulty making a determination, it is plausible that meaningful change has occurred.

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Kentucky Logistics of Supports Intensity Scale-Adult Version™ And

SIS –A Annual Review Protocol (ARP)

A Bit of History - Kentucky Guidelines

▶ In 2011, Kentucky adopted the Supports Intensity Scale as the functional needs assessment for individuals receiving Supports for Community Living waiver services.

▶ As part of the CMS mandate for an annual reassessment, the case manager provides validation on the LOC form indicating the person centered team has reviewed the most recent SIS assessment and that it is an accurate reflection of the person's needs.

SIS-A Assessment and SIS-A Annual Review

- ▶ Kentucky continues to use the SIS-A assessment as the functional needs assessment for the SCL Waiver

- ▶ A SIS-A assessment shall be completed at least every 3 years

- ▶ The SIS-A Annual Review shall be completed at least annually in the years a full SIS-A is not done

- ▶ Case Managers serve as reviewers when completing the SIS-A Annual Review

- ▶ There must be at least two respondents. If the Case manager knows the individual well, s/he may be a respondent

- ▶ The purpose of the SIS-A Annual Review is to identify whether there have been meaningful life changes that impact the **pattern** and **intensity** of the individual's support needs

- ▶ **The SIS-A Annual Review provides a form and process for completing the requirements that have already been in place to review the SIS annually and to utilize the SIS-A for person centered planning**

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SIS-A Annual Review Protocol in Kentucky

▶ The purpose of the SIS-A Annual Review is to identify whether there have been meaningful life changes that impact the **pattern** and **intensity** of the individual's support needs to warrant a new full SIS-A assessment.

▶ The SIS–A Annual Review:

- ▶ Shall be completed at least at the time of LOC recertification unless the SIS-A is being done

- ▶ May be completed at any time there is a concern that the person's most recent SIS-A may not provide a reflection of current support needs

- ▶ Is to be done during the LOC process when a newly allocated person has a prior SIS-A that will not be three years old at LOC recertification

Newly Allocated Who Have a Prior SIS-A

▶ A new SIS-A will be scheduled by the SIS Assessor if the prior SIS-A will be three years old at LOC recertification.

 ▶ Example: Allocation 9-1-19. Previous SIS-A was 5-1-17. SIS-A is not three years old at the time of the allocation, but will be more than 3 years old before the LOC recertification in 2020, so a new SIS-A will be scheduled the same as it is for newly allocated individuals who have never had a SIS.

▶ The Case Manager is to conduct the SIS-A Annual Review if the prior SIS-A will be less than three years old at LOC recertification

 ▶ Example: Allocation 9-1-19. Previous SIS-A was 5-1-18. SIS-A will be less than 3 years old at the LOC recertification in 2020. Conduct the SIS-A Annual Review to determine whether or not to request a new SIS-A

SIS-A Annual Review for Newly Allocated Who Have a Prior SIS-A

▶ The Case Manager is to conduct the SIS-A Annual Review if the prior SIS-A will be less than three years old at LOC recertification

  ▶ Example: Allocation 9-1-19. Previous SIS-A was 5-1-18. SIS-A will be less than 3 years old at the LOC recertification in 2020. Conduct the SIS-A Annual Review to determine whether or not to request a new SIS-A

▶ If there are not qualified respondents at the time the LOC needs to be done, follow the same procedures as for someone for whom this is their first allocation and then conduct the review when there are qualified respondents

▶ If there are qualified respondents, conduct the review and submit it as part of the LOC process

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Reviewer Qualifications

▶ In order to conduct a SIS-A Annual Review, an individual must:

- ▶ Be an independently functioning SCL Case Manager or Case Management Supervisor

- ▶ Be familiar with the SIS-A Assessment as evidenced by:

  - ▶ Having attended SIS-A Assessments AND

  - ▶ Having a basic understanding of the questions contained in the SIS-A and the Rating Scale

- ▶ Have completed SIS-A Annual Review Protocol training, developed by the American Association on Intellectual and Developmental Disabilities (AAIDD) and the Kentucky Division of Developmental and Intellectual Disabilities (DDID).

- ▶ Cooperate fully with monitoring and oversight provided by DDID. This may include technical assistance as well as observed SIS-A ARP administration by SIS Assessors and Trainers.

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Respondent Qualifications

▶ Qualifications to serve as a respondent for a SIS-A Annual Review are the same as for a SIS-A Assessment:

▶ Know the person well: Worked with him/her at least 90 days

AND

▶ Spent significant time with the person in one or more settings

SIS-A Annual Review Benefits

▶ Efficient use of resources

▶ Quick and efficient process

▶ Done electronically with a pdf created to save the information

▶ Provides a form and process to fulfill an LOC recertification requirement that has already been in place

▶ Structured review for person-centered teams

▶ Information based decision making

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Starting the SIS-A Annual Review Form

▶ To begin completing the form, click on the link

Supports Intensity Scale-Adult Version™ (SIS-A)™: Annual Review Protocol.

▶ The link can be found on the following two web pages:

  ▶ Clinical Services Branch page in the Related Links section

    ▶ http://dbhdid.ky.gov/ddid/clinical.aspx#

  ▶ SCL Case Management Forms

    ▶ http://dbhdid.ky.gov/ddid/scl-forms-cm.aspx

Saving Partially Completed Forms

▶ At the bottom of the screen are buttons to either advance to the next page of the form or save and return later.

| Next Page >> |
| Save & Return Later |

▶ If you choose to save and return later, you will enter your email address and receive a link to resume the review you have been working on. Use it only for that specific review. Use the main link for any subsequent reviews.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

Survey link for returning
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

| | Send Survey Link |
* Your email address will not be stored

Or if you wish, you may continue with this survey again now.

| Continue Survey Now |

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Finishing the SIS-A Annual Review Form

▶ When you have recorded all of the information on the form, at the bottom of the screen is a submit button.

SIS-A Annual Review Document

▶ **IMPORTANT!** – Be sure to download and save the completed Annual Review Form before clicking on the Close survey button

Close survey

Thank you for completing the review. Be sure to upload the pdf of the review in MWMA when completing the level of care recertification process.

Download your survey response (PDF): 📄 Download

Supports Intensity Scale-Adult Version™ Annual Review Protocol™
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SIS-A Annual Review Form Upload

▶ Upload the Annual Review Form with the rest of the required documents for level of care redetermination

▶ SIS-A Annual Review Form is not currently one of the document types in the dropdown choices, so choose "other" and add a comment stating it is the SIS-A Annual Review Form.

▶ The Assessment History screen shows a listing of the documents uploaded.

Assessment History Screen:

Document Uploaded

Document Type

LOC Recertification Form

Physical Exam

Other

▶ The Documents screen includes the date of upload and comments.

View Documents Screen:

View Documents

Document Type	Document Date	Comments

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SIS Assessor Role in SIS-A Annual Review

▶ If the completed AIS-A Annual Review indicates a request for a SIS-A Assessment, the Case Manager who made the request will be contacted.

▶ Technical Assistance will be provided as needed

   ▶ through reading the completed reviews

   ▶ through questions from Case Managers

      ▶ Case Managers do not need to contact SIS Assessors about the completion unless there are questions.

▶ For questions, email SIS@ky.gov

Resources

▶ SIS@ky.gov - for questions

▶ Link to Kentucky's ARP form

Supports Intensity Scale-Adult Version™ (SIS-A)™: Annual Review Protocol.

▶ Clinical Services Branch page has SIS-A and SIS-A ARP information in the Related Links section

▶ http://dbhdid.ky.gov/ddid/clinical.aspx#

▶ SCL Case Management Forms

▶ http://dbhdid.ky.gov/ddid/scl-forms-cm.aspx

Questions?

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Thank you!

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