



## Guide to the BHDDH Assessment Process

BHDDH will change the way it learns about the strengths and needs of participants. This will be done by asking two sets of questions when meeting with participants.

- The first set of questions will use the **Supports Intensity Scale-Adult Version (SIS-A 2<sup>nd</sup> edition)**.
- The second set of questions will use a new questionnaire called the **Additional Needs and Support Questionnaire**. Participants will meet with a BHDDH SIS social case worker to complete both the SIS-A 2<sup>nd</sup> edition and questionnaire.

One week later, the participant will be invited to a second meeting with the BHDDH SIS social case worker. This meeting is called the **Individual Meeting** and is optional. The Individual Meeting will help the BHDDH SIS social case worker understand what types of support are needed to be even more successful in the community.

During the meeting, the participant and BHDDH SIS social case worker will look at the questionnaire answers to find the areas of highest need. This will help make sure all the participant's support needs are identified. The BHDDH SIS social case worker will ask the participant if there are any other areas of need that the questionnaires missed. The BHDDH SIS social case worker will ask the participant questions about the support they receive from people at home and in the community.

The BHDDH SIS social case worker will share the questionnaire answers and notes from the Individual Meeting with the BHDDH Review Committee. That Committee will determine whether supplemental funding, above tier, is needed based on the information from the SIS-A, additional needs and support questionnaire, and the Individual Meeting. BHDDH will send the participant a letter to inform them whether additional funding is granted within 30 days.

The participant will then be connected to a conflict free case manager. The case manager will work with the participant to write the service plan. The participant will make decisions about their service plan, such as what services they want, how and where they want to receive services, as well as how often they would like services.

The participant will meet the BHDDH SIS social case worker once a year after they start receiving services. This meeting is called the **Annual Individual Meeting**. The annual individual meeting will be scheduled 120-days (or 3.5-months) before the service plan expires. The BHDDH SIS social case worker will ask the participant for updates on their needs and will complete an annual additional needs and support questionnaire. The BHDDH SIS social case worker will also ask the participant questions about the types of support they receive from people at home and in the community.

The BHDDH SIS social case worker will share what they learn about the participant with the BHDDH review committee. The review committee will determine if supplemental funding above

tier is needed based on the information obtained from the SIS-A, the additional needs and support questionnaire, as well as the individual meeting. Within 30 days, BHDDH will send the participant a letter informing them whether additional funding is granted. The participant will work with the case manager to update their service plan for the year.

Here is an overview of the BHDDH assessment process:

