



What's New with SIS

There are many changes happening with the DD assessment process right now. This document provides an overview of what to expect over the next few months. There are 3 sections.

- A. Changes to the Assessment Process** - Discusses the additional steps BHDDH is taking to ensure we get all the information we need to understand participants' needs.
- B. When does my tier start after I have a SIS?** Answers one of the most common questions about the SIS. The effective date depends on the type of SIS and whether the tier changes. This section explains the dates and gives examples.
- C. Implementation of the SIS-A 2nd Edition** - Outlines the changes and what will happen until the implementation is complete.

A. Changes to the Assessment Process

BHDDH knows the assessment process needs to be more in-depth. As a result, BHDDH has started to use a **3-step assessment process**. The new process will let us better learn the strengths and needs of each participant.

1. The first step is to complete the Supports Intensity Scale-Adult Version (SIS-A). BHDDH started using the SIS-A 2nd edition August 7, 2023. While there are similarities between the two SIS versions, the SIS-A 2nd edition has new questions that need to be added to the scoring process. For more information on the new SIS 2nd Edition, please visit the website: <https://www.aaid.org/sis/sis-a/sis-a-2nd-edition>.
2. The second step is to complete another set of questions after the SIS-A, at the same meeting. This set of questions is called the "Additional Needs and Support Questionnaire." The goal of adding the Additional Needs and Support Questionnaire is to find out what a participant needs above and beyond what the SIS-A covers.

Participants will work with a BHDDH SIS social case worker to complete the SIS-A and Additional Needs and Support Questionnaire. The SIS social case worker will help answer any questions the participant and their support people may have when completing the assessments.

3. The last step is an optional meeting called the "Individual Meeting." BHDDH began offering Individual Meetings on September 20, 2023. The goal of this meeting is to build upon the SIS-A and Additional Needs and Support Questionnaire to make sure all support needs have been discussed. The SIS social case worker will meet with the participant and their support people for this meeting. The participant will be asked three more questions, and they will have the chance to share more details about themselves during the meeting. The meeting

will be scheduled one week after the SIS-A and Additional Needs and Support Questionnaire are completed.

B. When does my tier start after I have a SIS?

Initial (SIS): Occurs following determination of eligibility into the adult DD system.

The effective date of the Initial SIS is the date the assessment is fully processed, currently the “Create Date” in the BHDDH electronic case management system (Therap). This means that BHDDH has received the results from the online SIS without any errors.

Effective Date = Create Date

Example: Jim had an Initial SIS on 7/15/2023. The SIS “Create Date” in Therap is 7/30/2023. The tier effective date is 7/30/2023.

Regularly Scheduled (SIS): Occurs once every 5 years after Initial SIS.

If the Tier Increases:

If the tier has increased, the effective date is the 1st of the month following the date the assessment is processed, the “Create Date” in Therap. If there is a change to services because of the new increase, an Individual Service Plan (ISP) amendment and a new Purchase Order (PO) need to be submitted.

If the Tier increases, Effective Date = First of the month following the Create Date

Example: Donna has a tier B. Donna’s Regularly Scheduled SIS was done 9/1/2023. Her tier changed to a tier C. The “Create Date” is 9/15/2023. The new tier becomes effective 10/1/2023.

If the Tier Decreases:

If the tier has decreased, the effective date is the 1st of the month following 90 days after the date the assessment is processed, the “Create Date” in Therap. The three-month period is to allow for modifications to services and the ISP, if needed, and submission of an ISP amendment and new PO before funding is decreased. The effective date will be the 1st day of the month following that three-month period.

If the Tier decreases, Effective date = First of the month 90 days after Create Date

Example: Donna had a Regularly Scheduled SIS on 5/1/2023. The tier “Create Date” was 5/15/2023. Donna’s Tier C changed to a Tier B. Donna’s Tier B becomes effective 9/1/2023.

No Change:

If the tier stays the same, the effective date is the date the assessment is processed, the “Create Date” in Therap.

If there is no change in tier, Effective Date = Create Date

Example: Tony had an Regularly Scheduled SIS on 7/15/2023. His tier did not change. The SIS “Create Date” in Therap is 7/30/2023. The tier effective date is 7/30/2023.

Change in Situation (SIS): Occurs at the time of a major life change regarding, health, safety, caregiver, or living situation.

Supplemental Funding Request (S106/S109):

If the Change in Situation SIS is a result of a supplemental funding request (S106/S109), the tier is effective the date the request was received by BHDDH.

Supplemental Funding Request (S109) Effective Date = Date of Request

Example: John has a tier B. John filed a supplemental funding request (S109) on 5/1/2023. The S109 committee recommended a Change in Situation SIS which was conducted on 5/25/2023. This resulted in a tier D. The “Create Date” is 6/10/2023. The tier D effective date is 5/1/2023, the date S109 request was received by BHDDH

Administrative Review:

If the Change in Situation SIS is a result of an administrative review, the tier is effective the date the request for an administrative review was received by BHDDH.

Administrative Review Effective Date = Date of Request

Example: John has a tier B. John requested an administrative review on 5/1/2023. The review resulted in a recommendation for a Change in Situation SIS which was conducted on 5/25/2023. This resulted in a tier D. The “Create Date” is 6/10/2023. The tier D effective date is 5/1/2023, the date the request for the administrative review was received by BHDDH.

If the Tier Increases: *(not due to an Administrative Review or S106/S109)*

If the tier increases after a SIS is conducted due to critical need, without a supplemental funding request (S106/S109) or Administrative Review, the effective date of the SIS is the date the assessment is fully processed, currently the “Create Date” in Therap. If there is a change to services because of the new increase, an Individual Service Plan (ISP) amendment and a new Purchase Order (PO) need to be submitted.

If the Tier increases, Effective Date = Create Date

Example: Marc has a tier C. He had a Change in Situation SIS on 7/11/2023. The “Create Date” is 7/25/2023. He is now a tier D. The tier D becomes effective 7/25/2023.

If the Tier Decreases:

If the tier has decreased, the effective date is the 1st of the month following 90 days after the date the assessment is processed, the “Create Date” in Therap. The three-month period is to allow for modifications to services and the ISP, if needed, and submission of an ISP amendment and new PO before funding is decreased. The effective date will be the 1st day of the month following that three-month period.

If the Tier decreases, Effective date = First of the month 90 days after Create Date

Example: Donna has a tier C. She had a Change in Situation SIS on 6/15/2023. Donna’s tier resulted in a tier B. Donna’s tier B becomes effective 10/1/2023.

No Change:

If the tier remains the same, the effective date is the date the assessment is processed, the “Create Date” in Therap.

If there is no change in tier, Effective Date = Create Date

Example: Tony had a Change in Situation SIS on 7/15/2023. His tier did not change. The SIS “Create Date” in Therap is 7/30/2023. The tier effective date is 7/30/2023.

C. Implementation of the SIS-A 2nd Edition

Since the rollout of the SIS-A 2nd edition, BHDDH has been working with an outside contractor to create a new formula to produce tier results. This formula is called an “algorithm”.

BHDDH needs to have 500 new assessments completed with the SIS-A, 2nd edition in order to have enough information to develop a new algorithm.

The outside contractor will use the old algorithm to produce the tier results until we have the 500 new assessments done. This means that 500 individuals who receive an assessment with the SIS-A, 2nd edition will have their assessment run through both algorithms. The initial assessment run through the old algorithm will be an “interim tier.”

What happens now?

If you had an assessment with the SIS-A, 2nd edition (after August 7, 2023), your tier letter has been delayed. Once you receive your tier letter, it will provide you with the date your interim tier becomes effective. Until you receive your tier letter, the following will apply:

- If you are new to services, you will receive a letter to provide guidance to start services with a provider.
- If you had a Change in Situation SIS, you will receive a letter to provide guidance to ensure your support needs are met during the delay.
- If you had a Regularly Scheduled SIS, you will continue to receive services under your current tier level.

Q&A

Why can't we continue to use the old algorithm?

We can't use the old algorithm because it was developed for the SIS-A, not the SIS-A, 2nd edition. While they are similar, there are new questions in the 2nd edition that need to be included in the new scoring process. For more information on the new SIS, please visit the website <https://www.aaid.org/sis/sis-a/sis-a-2nd-edition>

If I have an interim tier, does that mean my existing tier could change with the new algorithm?

We do not know yet how the scoring of the SIS-A and the scoring of the SIS-A, 2nd edition will differ. The contractor will use the 500 new SIS to evaluate the changes and the impact on tiers.

What happens if my "interim tier" differs from the new algorithm tier?

The tier generated from the new algorithm will become your tier. This is why we need the 500 new SIS assessments and why the contractor will be evaluating the new algorithm. We want to be sure we have enough information to get the right results.

Who do I contact if I have more questions?

If you have questions regarding your tier or beginning services, please contact:

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