



About the Assessment Process

The Division uses a new 3-step assessment process. This new process is more detailed and will better identify a person's strengths and needs. The 3-steps are:

1. Complete the Supports Intensity Scale-Adult Version (SIS-A). The Division started using the SIS-A 2nd edition August 7, 2023. The new SIS-A is like the old version but has new questions that were added to it. [Learn more about the new SIS-A online.](#)
2. Complete the Additional Needs and Support Questionnaire (ANSQ). The ANSQ is used to find out what a participant needs beyond what the SIS-A covers. Participants will work with a SIS Social Case Worker to complete the SIS-A and ANSQ.
3. Complete the Individual Follow-up. The Division started offering the follow-up on September 20, 2023. The goal of the follow-up is to make sure all support needs are identified. Participants will meet with the SIS Social Case Worker for this follow-up. The follow-up includes a conversation about the participant's needs. The follow-up is scheduled one week after the SIS-A and ANSQ.

The SIS-A 2nd Edition

When participants complete the SIS, they get a tier result. A tier result is a person's level of need. It includes information about supports the person needs with different life activities.

Though the Division already started using the new SIS, it has taken time for tier results to be ready. This is because the way the new SIS scores a person's answers needs to be created. The Division has been working with a contractor to create this new scoring system. To get started with this, the Division had to wait for 500 new SIS's to be completed.

Until the Division finishes the new scoring system, it will use the old system to get tier results. Tier results found using the old system will be an "interim tier."

What happens now?

If you had an assessment with new SIS (after August 7, 2023), your tier letter will be delayed. When you do get your tier letter, it will list the date your interim tier becomes effective. While you wait for your tier letter the following will apply:

- If you are new to services, you will get a letter about how to start services.
- If you had a Change in Situation SIS, you will get a letter about how to get the support you need during the delay.
- If you had a Regularly Scheduled SIS, you will keep getting services under your current tier.

Common Questions and Answers (Q&A)

Why can't we continue to use the old scoring system?

We can't use the old scoring system because it was not made for the new SIS. The new SIS includes new questions that the scoring system needs to include.

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

We do not know yet if tier results will change with the new scoring system. Your interim tier may or may not change with the new scoring system. We can't know for sure until the new scoring system is made.

What happens if my interim tier differs from my new tier?

The tier you get from the new scoring system will become your new tier.

Who do I contact if I have more questions?

If you have questions about your tier or starting services, please contact:

- Tracy Levesque at 401-462-0209 or Tracy.Levesque@bhddh.ri.gov
- Donna Standish at 401-462- 2628 or Donna.Standish@bhddh.ri.gov

When does my tier start after I have a SIS?

Initial SIS

The Initial SIS happens after the Division approves your application for services. The effective date of the Initial SIS is the date the assessment is processed. This is known as the "Create Date." This means that the Division got the results from the online SIS without any errors.

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

Regularly Scheduled SIS

The Regularly Scheduled SIS happens once every 5 years after the Initial SIS.

If the tier increases, the effective date is the 1st of the month after the date the assessment is processed. If the new tier leads to service changes, updates to these documents are needed:

- Individual Service Plan (ISP).
- Purchase Order (PO).

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, the effective date is the 1st of the month and 90 days after the date the assessment is processed. The 90 days allows time for service changes to be made. An updated ISP and PO must be submitted before funding decreases.

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.

If the tier stays the same, the effective date is the date the assessment is processed.

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

Change in Situation SIS:

The Change in Situation SIS happens at the time of a major life change. This change may be to health, safety, caregiver, or living situation.

If the Change in Situation SIS is a result of a supplemental funding request (S106/S109), the tier is effective on the date the Division got the 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. This was done on 5/25/2023 and resulted in a tier D. The “Create Date” is 6/10/2023. The tier D effective date is 5/1/2023.

The Change in Situation SIS may be the result of an administrative review. If this happens, the tier is effective the date the Division got the 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.

A tier may increase after a SIS due to a major life change without a S106/S109 or administrative review. If this happens, the effective date is the date the assessment is processed. If the new tier leads to service changes, updates to the ISP and PO are needed.

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, the effective date is the 1st of the month and 90 days after the date the assessment is processed. The 90 days allows time for service changes to be made. An updated ISP and PO must be submitted before funding decreases.

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.

If the tier stays the same, the effective date is the date the assessment is processed.

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