



OPERATIONAL MEMO

Title: Decommission of Supports Intensity Scale Assessment and Implementation of Interim Support Level Assessment	Topic: Support Level Assessment
Audience: Case Management Agencies (CMAs)	Sub-Topic: Case Management
Supersedes Number: N/A	Division: Case Management and Quality Performance
Effective Date: April 1, 2025	Office: Office of Community Living
Expiration Date: April 1, 2027	Program Area: Case Management
Key Words: Developmental Disabilities, HCBS, HCBS-DD, HCBS-SLS, Home and Community-Based Services, IDD, Intellectual Disabilities, Interim Support Level Assessment, ISLA, SIS-A, Supported Living Services, Supports Intensity Scale Assessment, Support Level, Waiver	
Legal Authority: 10 CCR 2505-10 §8.612 and §8.7202.AA	
Memo Author: Aubre Frost	
Operational Memo Number: OM 25-015	
Issue Date: March 20, 2025	
Approved By: Hayley Gleason	

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Purpose and Audience:

The purpose of this Operational Memo is to inform Case Management Agencies (CMAs) of processes related to the decommissioning of the Supports Intensity Scale Assessment (SIS-A) and implementation of the Interim Support Level Assessment (ISLA) for individuals newly enrolling into Home and Community-Based Services Developmental Disabilities (HCBS-DD) or HCBS-Supported Living Services (SLS).

Definitions:

Algorithm - A formula that establishes a set of rules that precisely defines a sequence of operations. An algorithm is used to assign Members into one of six Support Levels in the HCBS-DD and HCBS-SLS waivers.

Respondent - A person participating in the Support Level Assessment who has knowledge of the Member's skills and abilities in various areas of their lives. The Respondent must have recently observed the Member directly in one or more places such as home, work, or in the community.

Interviewer - An individual formally trained in the administration and implementation of the Support Level Assessment by a Department of Health Care Policy and Financing (HCPF) approved trainer using the HCPF-approved curriculum.

Support Level - A numeric value determined using an Algorithm that places Members into groups with other Members who have similar overall support needs.

Virtual Meeting Platform - A form of communication that enables individuals in different physical locations to use their mobile or internet connected devices to meet in the same virtual room.

Information:

Individuals enrolling in HCBS-DD or HCBS-SLS receive a comprehensive, structured Support Level Assessment to assess their adaptive functioning along with their service and support needs. These assessments are a component in developing a methodology for the classification of individuals into Support Levels (also known as Support Level Algorithm). These Support Levels are a principal factor, in addition to other underlying cost components, in the rate-setting methodologies that build provider payment rates for Day Habilitation, Prevocational, Supported Employment, and Residential Habilitation services.

The SIS-A is the current assessment used to determine an individual's Support Level and is being decommissioned on June 30, 2025. The last day to conduct a SIS-A will be Friday June 13, 2025, and the last day to enter information into SIS Online will be June 30, 2025. The last day to submit a SIS Reassessment request will be March 31, 2025.

The Colorado Single Assessment (CSA)-Needs Assessment was designed as a more robust and comprehensive replacement for the SIS-A. However, HCPF has delayed its

implementation to allow for Colorado's Case Management ecosystem to stabilize. HCPF has partnered with HCBS Strategies and stakeholders to develop the ISLA to be used in the interim, until the CSA is launched. The ISLA is based on the components of the CSA which map across to the SIS-A Support Level Algorithm.

Beginning July 1, 2025, the ISLA will replace the SIS-A and be conducted in-person or by virtual meeting platform, based on the Member's preference, by a trained Interviewer in collaboration with the Member and their Respondent(s), using an electronic Microsoft Excel spreadsheet containing the ISLA, which is external to the Care and Case Management (CCM) system.

HCPF will continue to use existing SIS-A Support Levels for Members who had a SIS-A conducted prior to July 1, 2025. As a result, both SIS-A and ISLA Support Levels will be in use. However, a Member shall only have one Support Level type and shall never have both simultaneously.

HCPF is in the process of repealing the rules outlined in 10 CCR 2505-10 §8.612 SIS-A and Support Levels and promulgating §8.7202.AA Support Levels and Algorithms. The draft version of the rules can be found on the Medical Services Board (MSB) [website](#) (MSB 12-24-20-A) with a proposed effective date of 6/14/25.

Action To Be Taken:

Training

HCPF requested that each CMA identify a minimum of one to two trainees, preferably with experience serving Members with Intellectual and Developmental Disabilities (IDD). A training announcement with registration information was provided to CMAs and current SIS-A Interviewers identified to conduct the ISLA.

Each trainee shall attend a total of three two-hour Virtual Instructor-Led Training (VILT) sessions. In addition to the three training sessions (a total of six hours), trainees shall take and pass a competency examination.

CMAs shall ensure that trainees have completed the ISLA training and have passed the competency examination to become an ISLA Interviewer prior to conducting ISLA assessments.

Following these initial ISLA Interviewer VILT sessions in March 2025, HCPF will make the recording available. All subsequent ISLA Interviewer trainees shall register for and

attend the recorded training, as well as complete and pass the competency examination prior to conducting ISLA assessments.

CMAs will be provided with a CMA Pre/During/Post ISLA Checklist. CMAs shall follow the checklist for each ISLA conducted to implement a consistent process.

Pilot Processes

From April 1, 2025 to June 30, 2025, CMAs shall pilot the ISLA for Members *newly enrolling* in HCBS-DD and HCBS-SLS. Members *newly enrolling* in HCBS-DD and HCBS-SLS will also receive the SIS-A and a SIS-A Support Level. In addition, CMAs shall pilot the ISLA for Members already enrolled in HCBS-DD or HCBS-SLS who have received a SIS-A or SIS Reassessment from Jan. 1, 2025, through June 30, 2025. The Pilot ISLA and SIS-A shall be conducted after the Member has received functional and financial eligibility approval.

The purpose of the pilot is to provide comparative data to the vendor developing the ISLA Support Level Algorithm. This Algorithm will be used to determine HCBS-DD and HCBS-SLS provider rates for Day Habilitation, Prevocational, Supported Employment, and Residential Habilitation services. Pilot participants will *not* receive an ISLA Support Level; existing SIS-A Support Levels will be used for these Members.

Members who had a SIS-A or SIS Reassessment July through December 2024 may participate in the pilot at HCPF's discretion. HCPF will assist with the outreach for these Members, as necessary. CMAs shall utilize HCPF provided recruitment materials to outreach eligible pilot participants.

CMAs shall complete the HCPF Pilot ISLA Tracking and Invoicing form, including attaching a copy of the signed Informed Consent and completed Pilot ISLA Excel Document directly into the form, for each completed ISLA, within five business days of the assessment date. This form will automatically populate to HCPF's tracking and invoicing spreadsheet and serves as the invoice submission process. HCPF will reimburse each CMA per Pilot ISLA completed and appropriately invoiced for the period of April 1, 2025 to June 30, 2025, on the 15th of the following month. CMAs shall document all SIS-As conducted in SIS Online each month by the last day of the month. HCPF will reimburse each CMA per SIS-A completed and documented in SIS Online during the period of April 1, 2025, through June 30, 2025, on the 15th of May and June, respectively.

In addition to the guidance on implementing the ISLA outlined above, CMAs shall refer to the Pilot ISLA Operations Guide provided by HCPF and uploaded to the CMA SharePoint sites.

Full Implementation Processes

Beginning July 1, 2025, once the SIS-A has been decommissioned, CMAs shall conduct the ISLA only for Members ***newly enrolling*** in HCBS-DD and HCBS-SLS ***requesting*** Day Habilitation, Prevocational, Supported Employment, and/or Residential Habilitation services who have not previously had a SIS-A and, therefore, do not already have a Support Level. The need for an ISLA assessment will be determined following the completion of the ULTC 100.2 assessment, as outlined by program specific guidance. The ISLA shall be conducted after the Member has received functional and financial eligibility approval. Members newly enrolling in HCBS-SLS who are ***not requesting*** Day Habilitation, Prevocational, and/or Supported Employment services shall not have an ISLA conducted.

Case Managers shall complete Case Notes for scheduling and conducting the ISLA. Case Managers should save a copy of the ISLA using the following naming convention *Member First Name_Last Name_ISLA_Assessment Date* and upload in the Documents section of the Member's record in the CCM system within 10 business days of the activity.

CMAs shall complete the HCPF ISLA Tracking and Invoicing form, including attaching a copy of the signed ISLA Disclosure form and completed ISLA Excel Document directly into the form, for each completed ISLA, within 30 calendar days of the assessment date. This form will automatically populate to HCPF's tracking and invoicing spreadsheet and will serve as the invoice submission process. HCPF will reimburse each CMA per ISLA completed and appropriately invoiced on the 15th of the following month.

HCPF will reimburse each CMA per SIS-A completed and documented in SIS Online for during the period of April 1, 2025, through June 30, 2025, on the 15th of May and June, respectively.

HCPF Contact:

SIS_SL@state.co.us