



## Home and Community Based Waiver Supports Intensity Scale (SIS) Assessment and Support Level Information and Disclosure Form.

*This form serves to disclose what a Supports Intensity Scale (SIS) Assessment is, why it is used in Colorado for Home and Community Based Waivers, the process of the Assessment, and how the information will be used to identify a Support Level for services.*

### **I. What is the Supports Intensity Scale (SIS)?**

The Supports Intensity Scale (SIS) is a support needs assessment which gathers information by means of a face to face interview with the person being assessed and other people who know him or her well. The people who answer interview questions are called *respondents*. The interview collects information about many common activities such as shopping, dressing, taking medicine and going to visit friends. The interview questions focus on what supports a person needs to do these activities. The SIS assessment was developed in 2004 by the *American Association on Intellectual and Developmental Disabilities* (AAIDD). It was tested across the country to ensure its validity and reliability.

### **II. Why is the SIS used in Colorado Developmental Disabilities programs?**

The Centers for Medicare and Medicaid Services (CMS), a federal government agency, requires that a consistent method is used for everyone across the state to assess the need for services provided in the adult Medicaid Waivers for persons with developmental disabilities: Home and Community Based Services (HCBS) for Persons with Developmental Disabilities (HCBS-DD) and HCBS-Supported Living Services (HCBS-SLS). The Colorado Department of Human Services (CDHS) and The Department of Health Care Policy and Financing (HCPF) decided to implement a rate-setting methodology that would reimburse for services according to a person's needs as identified using a uniform assessment. Persons are assigned a Support Level based on their intensity of support needs identified by the assessment. After an extensive study of various assessment tools, the SIS assessment was chosen.

### **III. Who conducts the SIS and when will it be done?**

The Community Centered Board (CCB), as the Case Management Agency (CMA), is responsible for completing a SIS assessment for every person before enrollment in the HCBS-DD or HCBS-SLS waiver. A certified SIS interviewer conducts the SIS assessment. An interviewer must receive special training and demonstrate that he or she can independently conduct an interview correctly before being allowed to conduct one. Every person must have a SIS assessment completed prior to enrollment into the HCBS-DD or HCBS-SLS waiver. The CMA is responsible for informing the person, the person's guardian, authorized representative, and family member, as appropriate, of the need to schedule a SIS interview. The CMA must make sure that at least two respondents who know the person well are present at the SIS interview.



**IV. Who can be a respondent and who should attend the SIS assessment?**

A respondent must have known the person for at least three months and have direct knowledge of the person’s skills and abilities. The respondent also needs to have had recent opportunities to observe the person in one or more places such as home, work and out in the community. A respondent can be a parent, relative, guardian, direct support staff, work supervisor, or any other person who works or lives with the person being assessed. The person being assessed should be encouraged and supported to attend and may also serve as a respondent.

**V. What are the responsibilities of a respondent?**

A respondent is charged with providing guidance to the person being assessed in an effort to present honest and accurate information to the SIS interviewer so that a clear picture of the person’s support needs is fully captured by the SIS assessment.

**VI. What if there are concerns about how the SIS was conducted?**

If the person being assessed or his or her representative is concerned about how the SIS was conducted, he or she can file a complaint about the concerns. Examples of concerns are: the person thinks the interviewer did not administer the SIS correctly, the respondents did not provide accurate information, or the right people were not invited to the SIS interview. The person being assessed can file a complaint by contacting the case manager. The person being assessed will receive a copy of the SIS Complaint Process with this Disclosure Form.

**VII. What is a Support Level and what if there are concerns about the Support Level?**

The Support Level is a numeric value determined using an algorithm that places members into groups with other members who have similar overall support needs. The Support Level is used to determine which standardized rate will be reimbursed for services to the person. In addition, the Support Level also determines the Service Plan Authorization Limit (SPAL) in the HCBS-SLS waiver. The SPAL sets the upper payment limit of total funds available to purchase services to meet the person’s needs.

A Support Level Review may be requested. There may be occurrences when the SIS assessment and other factors all appear to be accurate, yet the Support Level assigned to the person by the algorithm is viewed by the Interdisciplinary Team (IDT) as not meeting the needs of the member. The Support Level Review Process is designed to address these concerns. Please see the Support Level Review Process for full information regarding the Support Level Review Process and Review Panel composition. You will receive a copy of the Support Level Review Process with this Disclosure Form.

**My signature indicates that I received a copy of this Information and Disclosure Form and copies of the SIS Complaint Process and Support Level Review Process.**

|                               |       |
|-------------------------------|-------|
| Person                        | _____ |
| Guardian                      | _____ |
| Authorized Representative     | _____ |
| Family Member                 | _____ |
| Other (indicate relationship) | _____ |
| Date                          | _____ |

