



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

This document explains what a Supports Intensity Scale (SIS) Assessment is, why it is used in Colorado for Home and Community Based Services (HCBS) 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 SIS is a needs assessment which gathers information by means of a face-to-face interview with the person being assessed and other people who know them well. The people who answer interview questions are called respondents. The interview collects information about 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. The Department of Health Care Policy and Financing (HCPF) has a rate-setting methodology that reimburses for services according to a person's needs as identified using the uniform SIS assessment. Persons are assigned a Support Level based on their intensity of support needs identified by the assessment.

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

The Case Management Agency (CMA)/Community Centered Board (CCB) is responsible for completing a SIS assessment for every person before enrollment in the Developmental Disabilities (HCBS-DD) waiver or Supported Living Services (HCBS-SLS) waiver. A certified SIS interviewer conducts the SIS assessment. An interviewer must receive special training from the Department SIS Trainer and demonstrate under supervision that they can conduct an interview correctly before being allowed to conduct one independently.

Every person must have a SIS assessment completed prior to enrollment into the HCBS-DD or HCBS-SLS waiver. For young adults with Intellectual and Developmental Disabilities (I/DD), the SIS interview may be conducted no more than 6 months prior to their 18th birthday. The



CMA is responsible for informing the person, the person's guardian, or legally authorized representative of the need to schedule a SIS interview. The CMA must make sure that at least two valid 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. Respondents should plan their schedule to accommodate, at minimum, the three-hour average interview time and it is the responsibility of the respondents to stay for the entire length of the interview.

VI. When will I get a copy of my SIS assessment report?

You will receive a copy of the completed SIS assessment within 30 days of the date of the SIS interview. If you do not receive your SIS assessment, contact your case manager. Your case manager can help you review this document, which is called the Family Friendly Report.

The SIS assessment report will be reviewed with you at your initial or annual support planning meeting.

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

If the person being assessed or their 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 or complete information, or the right people were not invited to the SIS interview. The person being assessed can file a complaint by contacting their case manager. The person being assessed will receive a copy of the SIS Complaint Process with this Disclosure.



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

The Support Level is the result of information gathered and obtained from this assessment and that information is entered into an algorithm (formula) to note a level of funding available for your supports and services. The Support Level 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 document and copies of the SIS Complaint Process and Support Level Review Process.

Member Signature:	Date:
Guardian Signature:	Date:
Authorized Representative Signature:	Date:
Family Member Signature:	Date:
Other Signature (indicate relationship):	Date:

