

SIS[®] Scheduling Process Overview

- 1 Ascend receives the name and other demographic information of the individual to be scheduled for a SIS assessment.** This information is received through the Office of Developmental Programs (ODP) in one of three ways: 1) as a first round assessment for a person new to waiver, 2) through an urgent request for an assessment (before the person enters into waiver), or 3) upon the anniversary date, three years from the previous SIS assessment.
- 2 Ascend notifies the Support Coordinator (SC) that a SIS needs to be scheduled.** Ascend will email the SC, prompting them to log on to Ascend's Scheduling Assistance Program™ (ASAP) on Ascend's website and enter the needed information to begin the scheduling process. This information includes the respondents to be contacted and invited to the SIS, including a legal guardian and any other family member, as well the contact information for those respondents. In addition, the SC will need to provide a suggested location for the SIS, identify any special needs or accommodations for the individual, and provide his or her own availability to attend the SIS. Ascend will also ask that the SC call and introduce Ascend and the SIS to any legal guardians and/or family members who are to be contacted if this is an initial SIS assessment.
- 3 Ascend contacts the individual, legal guardian and/or family member(s).** Ascend will then call the individual, legal guardian and/or family members suggested by the SC. Ascend will ask if there are any other suggestions for who should participate in the interview, confirm if there are any accommodations needed (such as an interpreter) and verify their agreement with the suggested location of the SIS. They will also discuss the suggested time and date(s) submitted by the SC and choose what is most convenient. Ascend will explain what to expect during the interview, and can send an education packet if requested.
- 4 Ascend contacts the other respondents suggested by the SC and/or family.** Ascend will call and invite the other respondents who have been suggested to attend the interview, such as the Day Program and Residential Providers. Ascend will ask if there are any other suggestions for who should participate in the interview, and if there are any other needed accommodations. They will also discuss the suggested time and date(s) confirmed by the family and determine if these will meet their needs.
- 5 Ascend confirms the SIS interview with all respondents.** Ascend will call and/or email all respondents involved with the SIS interview to confirm the final date, time and location of the SIS assessment.
- 6 Ascend notifies the Ascend Assessor about the details of the SIS assessment.** Ascend will notify the assessor of the date, time and location of the SIS assessment. The assessor will also be provided with the names and phone numbers of all respondents who are attending, in order to make confirmation calls to all respondents 5-7 business days before the assessment.

Who should participate?

At least two people who have known the individual for at least 3 months should participate in the interview. People who participate must be able to specifically describe the day-to-day support the individual needs to be successful in current and potential situations. Potential respondents can be the individual, parents,

relatives, guardians, direct support staff, work supervisors, teachers and any others who work or live with the person being evaluated. Although there may be more than two respondents, at least two persons meeting these criteria must be willing and able to be fully engaged, without interruptions, for the length of the interview.