

The Supports Coordinator's Role in SIS-A Assessments

As the Supports Coordinator, you have the primary responsibility of locating, coordinating, and monitoring the services and supports of individuals on your caseload which may include guiding the individual and their team through the waiver process. One of the waiver requirements for enrollment and renewal is to have a SIS-A (Supports Intensity Scale – Adult Version) assessment conducted before waiver services start and every five years thereafter. As the SC, you play an important role in helping to ensure the overall success of the SIS assessment.

Before the Assessment

- Provide up-to-date information into Acentra Health's scheduling portal (<https://pasis.acentra.com>). It is extremely helpful when listing attendees to provide multiple methods of contact (e.g. email, cell and/or home phone, etc.).
- Be proactive. When requesting an assessment, contact team members to explain the SIS and why it is needed. Let them know that a representative from Acentra Health will be reaching out to schedule the assessment. When team members know what to expect, especially family members, it helps the scheduling process as well as the assessment go more smoothly.
 - Help to ensure the meeting happens by reminding families two to three days in advance of the assessment date, time, and location. As multiple people are involved, it is extremely helpful to stress the importance of keeping the appointment as scheduled,
 - For more information, you may find it helpful to review the [AAIDD Respondent Handbook](#) and the [AAIDD SIS-A Respondent Resources](#).

What to Bring

- Access to the individual's ISP including the exact spelling of the first and last name and MCI number as it appears in HCSIS.
- The reasons for any medications, medical treatments, and/or special diets the individual may receive.

During the Assessment

- ODP requires that you participate in all First and Change of Need assessments. See [ODP Announcement 23-014](#).
 - ODP does not require that you participate in routine 5-year assessments although your attendance is strongly encouraged.
- Be a good advocate for the individual by actively participating in the assessment. Even if you do not know them well, your insight can provide valuable information to the assessor and set the pace for other team member involvement.
 - You have a unique vantage point. Families and/or providers may tend to under or over score support needs. Your guidance in helping to ensure accurate information is critical to the process.

When Assessments Are Virtual

- Set the pace – stay engaged! Be on camera with microphone unmuted. Team members will model what others do. If they see you actively taking part, they will do the same.
- Come prepared. Print or have available the [Respondent Guide](#) which is also attached to email invitations.
- If you are assisting families with technology, please arrive early to allow time for any issues to be addressed. Assessors will be on the Teams meeting fifteen minutes early and are available to provide technology support as well.
- Be sure to have the assessor's contact information in the event it is needed. Acentra Health's PA SIS phone number is listed below.