![Pennsylvania Department of Human Services logo]

Instructions for Use of the Revised Level of Care Re-evaluation Tool

Since July 1, 2017, the SIS assessment results have been used in the level of care re-evaluation process for waiver participants enrolled in a waiver. In addition, the Re-evaluation Tool is also to be used in the annual reevaluation for ICF/ORC level of care for individuals who are not enrolled in a waiver. Starting January 1, 2024, the re-evaluation process will now utilize the SIS-A 2nd edition information when determining if an individual continues to meet ICF/ID or ICF/ORC level of care.

The re-evaluation process will only use the standard scores indicated in the SIS Report. The QDDP must recertify that the individual continues to require an ICF/ID or ICF/ORC level of care. If through the reevaluation process, the SIS-A 2nd Edition data does not reflect the three areas of deficit, the QDDP should utilize the initial level of care process as outlined in the current Eligibility Bulletin(s) for ID/A Waiver(s) and/or TSM.

SIS Assessment information is located in HCSIS (PATH: HCSIS > Plan > Plan Admin > Print Plan and click on the "Print SIS Report" button).

Re-evaluation Tool

The Re-evaluation Tool is an interactive document formatted in Excel designed to populate cells that use the same data elements from the SIS-A 2nd edition. For example, the SIS Score for 2A is required for Question 1, and the same data is used to inform Question 6. The user only has to enter the Score for 2A; it will automatically populate into the cell in Question 6. The tool will also indicate if a functional limitation is noted as the user enters data. The last column will prepopulate based on the scores and will indicate whether the individual continues to meet the level of care for eligibility with either Yes (Green) or No (Red).

Use of SIS Reports Located in HCSIS

Accessing SIS reports in HCSIS

- From the HCSIS home screen, select **"Plan"** ➡ "**Plan Admin"** ➡ **"Print"** ➡ **"Print SIS report."**
- You must use the most current completed SIS assessment.
- Location of Current SIS Interview Date – 1st page at the top right side of page under Assessment

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- The SIS Activities' Subscale section is in the section labeled **Supports Need Profile-Graph.**
- Use the **Standard Score** columns to answer questions 1, 3, 5 and 6. This information is matched with the associated Activities' Subscale area identified on the tool.

SIS Scores - Questions 2 and 4

- For questions 2 and 4, the Scores will be a number from 0-3 based on responses to Questions 1 & 5 located in the PA Plus Section of the Report.
- Question 2 - Receptive/Expressive Language – SIS PA Plus Question 5: How much support does the person need to communicate effectively with a variety of people in a variety of settings? *Enter in the Score Column; 0 - None; 1 - Requires extra time to communicate; 2 - Requires some assistance from familiar persons or technology to communicate; 3 - Requires familiar persons or technology to communicate at all times.*
- Question 4 - Mobility – SIS PA Plus Question 1: How much support does this person need for mobility? *Enter in the Score Column; 0 - None; 1 - Assistive Technology (Wheelchair, walker, braces, or cane); 2 - Occasional personal support; 3 - Extensive personal support (at all times)*
- The QDDP must complete the final question by selecting the appropriate response from the drop-down box. The QDDP must sign and date the form.

Level of Care Recertification – DP 251

The DP 251 must be completed. It includes a review by both the QDDP and AE. The QDDP's determination is based on the information from the SIS assessment (YES is indicated in three or more areas on the Level of Care Re-Evaluation Tool) and that the required frequency of service needs as specified by the waiver(s) and identified in the ISP is confirmed. Upon completion of this review, the QDDP must sign and date the form. The AE must complete its review and sign and date the DP 251. The completed DP 251 and the Level of Care Re-Evaluation tool must be maintained by the AE, per the AE Operating Agreement. The re-evaluation process is now competed.