



SIS-A™ & PA Supplement Respondent Guide

Who Can Attend?

- ✓ Individuals, family members, legal guardians
- ✓ Supports Coordinators
- ✓ Residential Team Members
- ✓ ISP Team Members
- ✓ Friends, Caregivers

The SIS-A is a standardized, normed referenced Assessment tool designed to assess the relative intensity of support required for each person with a developmental disability to participate fully in community living.

AAIDD Respondent Criteria

- ✓ Has known the individual for at least 3 months.
- ✓ Must be able to address support needs across a variety of everyday life settings.
- ✓ 2 respondents must be present for the duration of the Assessment.

HOW ARE RESPONDENTS IDENTIFIED?

- The Vendor will contact the Supports Coordinator for scheduling information. The Supports Coordinator will identify family members, service providers and at least two people who meet respondent criteria.
- The vendor will contact the identified participants, confirm respondent criteria has been met and will ask if anyone else should be invited to the assessment.
- There is no maximum number of respondents, but size of the group should be considered in order to efficiently complete the assessment.

WAYS TO PREPARE FOR THE INTERVIEW

Free up your calendar: Assure your calendar is clear for the date and time of the interview. Assessment times average 1.5 – 3 hours. Plan accordingly.

Gather relevant information: Collect any relevant documents or information about the individual's *current support needs* and abilities. It is important that answers be accurate without overestimating or underestimating abilities and support needs. The SIS covers the following topics: **Home Living · Community Living · Health & Safety · Lifelong Learning · Work Activities · Social Activities · Advocacy Activities · Exceptional Medical & Exceptional Behavioral Support Needs.**

Create a comfortable environment: The assessment meeting should be held at an agreed-upon location. Ensure that the assessment environment is comfortable and free of distractions to help the individual feel at ease during the assessment and protect their privacy.

THINGS TO REMEMBER

- ★ The individual's participation is strongly encouraged but not required.
- ★ Always prioritize the individual's input and autonomy throughout the assessment.
- ★ The SIS-A is used in PA for individuals ages 14 and up.
- ★ If receiving residential services, a member of the residential team must be present, as a Respondent or an "Observer". An **Observer** is someone who doesn't meet Respondent criteria but can participate in the assessment.
- ★ All questions must be answered. If it is a sensitive matter that could result in embarrassment or defensiveness, please discuss it with the interviewer prior to the meeting or immediately after the meeting.
- ★ The SIS is a waiver & TSM requirement and must be prioritized. SIS reassessments occur every 5 years or when a significant life change is identified (lasting longer than 6 months).