

SIS™ URGENT REQUEST PROCESS

Quick Tips

(From the July 2008 SIS™ Manual, ISP Bulletin 00-08-11)

When an individual experiences significant life changes a new SIS™ assessment must be scheduled.

Has there been a significant life change that will cause a lasting impact on the individual's needs?

- Health
- Behavioral issues
- Skills
- Available technology

Yes

SCO or AE submits request to the SIS™ scheduling system:

- Individual's
 - Name
 - MCI number
 - Date of birth
 - Age
- SC name and contact information
- AE
- Reason for the request
- Date of waiver enrollment (if request is for a new participant)

Next Step

AE approves request.

Within 45 days of request

SIS™ assessment is completed.



pennsylvania

DEPARTMENT OF HUMAN SERVICES
OFFICE OF DEVELOPMENTAL PROGRAMS