

VT SIS Scheduling Process

Step	Process Overview
Intake	PCG receives from DAIL a report listing individuals due for a SIS assessment.
Verification	PCG coordinates with each agency's Points of Contact (POC) regarding the SIS assessments that need to be scheduled. PCG provides the POC with the link to the referral scheduling form. The POC shares the link with the assigned Service Coordinator/Case Manager (SC/CM), prompting them to complete the secure, online scheduling form for each individual requiring an assessment. The information includes the person to be contacted, demographics of the individual, respondents to be included in the assessment, contact information for those respondents, preferred location for the assessment, proposed date(s) and time, any special accommodations, interpreters, or health/safety information for the assessment.
Notification	PCG contacts the person to be contacted to schedule the SIS, upon receipt of the information provided on the scheduling form, the PCG Scheduling Team will call and email (if email is available) the person to be contacted on the scheduling form. Usually, this is the SC/CM. PCG will verify and confirm all information submitted on the scheduling form. They will also discuss the suggested date(s) and time submitted by the SC/CM and choose a date/time most convenient for the team. The assessment will be scheduled no less than two weeks in advance, unless otherwise noted.
Scheduling	Once a date and time has been agreed upon, the PCG Scheduling Team will generate an appointment calendar invitation and send it to the assigned Assessor and all respondents participating in the assessment. Additional information about the assessment and SIS resources will be attached as documents in the invitation. The setting of the assessment (in person or virtual) will be identified in the calendar invite based on the individual's preference.
Completion	PCG will conduct a complete assessment adhering to all DAIL requirements and AAIDD standards.
After Completion	PCG Assessor will validate the assessment. Following an internal quality assurance process, the SC/CM and respondent team can expect a SIS Summary Report within approximately 2 weeks of the assessment date.