

Service Coordination SIS Scheduling Process

Step	Process Overview
<b>Identification</b>	Service Coordination Entities (SCE) receive a list from BDS containing individuals due for a SIS assessment. <b>This list is used as a guide for scheduling however, the SCE can refer individuals not included within the list.</b> For those new to services, a SIS assessment must be completed once an individual is found financially and 171-A eligible and plans to receive waiver services within the next 12 months.
<b>Verification</b>	<b>Each SCE's SC or Point of Contact (POC) will initiate the process.</b> The SC or POC will complete the secure, online referral form for each individual requiring an assessment. The form requests information including the person to be contacted, demographics of the individual, respondents to be included in the assessment, contact information for all respondents, preferred location for the assessment, proposed date(s) and time, any special accommodations, interpreters, or health/safety information for the assessment. The form is automatically sent to the PCG Scheduling Team upon submission.
<b>Notification</b>	<b>PCG contacts the identified 'Person to be Contacted' to schedule the SIS.</b> Upon receipt of the information provided on the referral form, the PCG Scheduling Team will call and/or email the contact person identified on the form. Usually, this is the SC. PCG will verify and confirm all information submitted on the referral form. The POC/SC will provide date/time availability for all respondents. If no date/time options are provided, PCG scheduling will discuss availability with the POC/SOC and choose a date/time most convenient for the team.
<b>Scheduling</b>	<b>Once a date and time have been agreed upon,</b> the PCG Scheduling Team will generate a calendar invitation and send it to the assigned Assessor and all respondents participating in the assessment. The calendar invitation is the confirmation of the scheduled assessment. All respondents on the invitation will receive a reminder email a few days before the scheduled date/time. 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.
<b>Completion</b>	PCG will conduct a complete assessment adhering to all BDS requirements and AAIDD standards.
<b>After Completion</b>	PCG Assessor will validate the assessment. Following an internal quality assurance process, the Summary Report is securely emailed by PCG to the SCE POC within approximately 2 weeks of the assessment date. The SCE POC should ensure that the report is shared with the SC, individual and/or guardian, and the Area Agency.