

# **Instructions for Use of the Level Of Care**

## **Re-evaluation Tool**

Since July 1, 2017, the SIS assessment results will be used in the level of care re-evaluation process for waiver participants enrolled in a waiver. The tool is also to be used in the annual re-evaluation for ICF/ORC level of care for individuals with autism. The re-evaluation process utilizes the SIS information to determine if the individual continues to meet ICF/ID/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 re-evaluation process using the SIS, the SIS data does not reflect the three areas of deficit, the QDDP should utilize the initial level of care process.

For SIS assessments completed prior to January 1, 2017 the AE will have access in DocuShare to a SIS summary report that will include all data components.

### **Re-evaluation Tool**

The Re-evaluation Tool is an Excel document designed to populate cells that use the same data elements. 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 populate based on the score, either Yes (Green) or No (Red).

### **Use of the Family Friendly SIS Report**

#### ***Identifying information***

- You must use the most current completed SIS assessment.
- Current SIS Interview Date – found on the first page of the report under the heading Assessment Data, labeled Interview Date.

#### ***SIS Scores - Questions 1 – 6***

- Use the **Support Needs Profile – Graph** section of the report to answer questions 1, 3, 5 and 6.
- The information found under the column header **Standard Score** is matched with the associated Activities Subscale area identified on the tool.
- For questions 2 and 4, the Score will be a number between 0-3 located at the end of the report under the PA Plus questions.

### **Use of SIS Data Located in Docushare**

The standards scores for individuals who received a SIS assessment prior to January 1, 2017 are not available in HCSIS. This information is posted in Docushare for each AE. This SIS data is static and should be used until a new SIS Assessment is completed for the individual. If a AE is unable to locate the data for a specific individual in their file, please contact your Regional Office for assistance.

#### ***Identifying information***

- Location of Current SIS Interview Date – found in the Header Column labeled **Assessment Date**.

#### ***SIS Scores - Questions 1 – 6***

- The SIS Activities Subscale section is in the column labeled **Page Name**.
- Use the **Standard Score** columns to answer questions 1, 3, and 5. 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 located on a separate tab in the file. Use the Assessment Date to confirm that you have identified the data from the same assessment.
- Three data columns are needed: **Parent Question Description**, **Question Description**, and the **Rating Code**.
- Question 2 - Receptive/Expressive Language – SIS PA Plus Question 5 is found in the **Question Description** Column 5. How much support does the person need to communicate effectively with a variety of people in a variety of settings? The score in the **Rating Code** column is entered onto the Tool.
- Question 4 - Mobility – SIS PA Plus Question 1 is found in the **Question Description** Column 1. How much support does this person need for mobility? The score in the **Rating Code** column is entered onto the Tool.
- 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 Determination – 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 (three or more areas indicate YES) and that the required frequency of service need 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 their review and sign and date the DP 251. Both completed documents must be maintained by the AE, per the Operating Agreement. The Re-evaluation Process is now completed.