



Virginia Department of Behavioral Health & Developmental Services

Division of Developmental Services

Virginia SIS® Instructions: Reassessment Request

This form is used to request a reassessment of the Supports Intensity Scale® for an individual currently enrolled in DD Waiver services. The form is completed by the assigned Community Services Board (CSB) and submitted to the Regional Support Specialist.

1. The Support Coordinator/Case Manager completes the form and selects the appropriate category for reassessment.
 - a. The SC/CM provides a brief description of reason for reassessment.
 - b. The SC/CM reviews the required documentation for reassessment and submits it along with the Reassessment Request Form. (*Required documentation for each category may be found on the Reassessment Request Form dated 03/02/2017).
 - c. The SIS® Point Person at the CSB reviews entire submission to ensure accuracy.
2. The Point Person (or designee) submits the form and required documentation (via secure email) to the Regional Support Specialist.
3. The Regional Support Specialist reviews the full submission to ensure all required documentation is included. If the required documentation is not included in the submission, the request is rejected and the form is return to the CSB for follow up.
4. The Regional Support Specialist submits complete requests to the State SIS® Coordinator for comprehensive review.
5. Following a comprehensive review of submitted documentation, the request is either:
 - a. Approved: The Regional Support Specialist notifies the requesting CSB of the outcome. The Regional Support Specialist submits the approved request to Ascend (via secure email). Ascend adds the individual's name to the Portal.
 - b. Denied: The Regional Support Specialist notifies the requesting CSB of the outcome.

6. For approved requests, the Support Coordinator/Case Manager enters respondent information in to the Ascend Portal and submits for scheduling.
7. Ascend begins the process of contacting identified respondents and scheduling of the reassessment.