

Department of Behavioral Health and Developmental Services  
**Virginia SIS® Reassessment Request Instructions**

This form is used to request a reassessment of the Supports Intensity Scale® (SIS) 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 Supports Specialist (RSS).

1. The Support Coordinator (SC) completes the SIS Reassessment Request Form, selecting the appropriate category for reassessment.
  - a. The SC provides a brief description explaining how supports have changed and/or new supports being provided since the most recent SIS.
  - b. The SC submits documentation confirming the need and the new and/or increased supports. The documentation is submitted along with the SIS Reassessment Request Form. (\*Required documentation for each category may be found on the SIS VA Reassessment Request Form dated 1/5/2021).
  - 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 RSS. SIS Reassessment form should be attached as a word document.
3. The RSS reviews the full submission to ensure all required documentation is included. If the submission is incomplete, the request will be **rejected**.
  - a. **Rejected:**
    - i. RSS indicates the reason why, signs and returns the form to the CSB.
    - ii. A rejected submission may be resubmitted once the submission is complete.
  - b. RSS indicates a review request is complete by signing and forwarding for DDS review
4. Following a comprehensive review of submitted documentation, the SIS Quality Manager in coordination with the Regional Supports Unit Manager, makes a decision and both sign in agreement. The request is either:
  - a. **Approved:**
    - i. The RSS notifies the requesting CSB of the outcome.
    - ii. SIS vendor is made aware of the need for a new SIS via the SIS Vendor Report
    - iii. The assigned SIS vendor requests respondent information from the SC and proceeds with scheduling the interview.
  - b. **Denied:** The RSS notifies the requesting CSB of the outcome.