

Division of Developmental Services
Virginia SIS[®] Instructions—Initial/Reassessment Request Form

This form is used to request that an individual new to Waiver services be assessed with the Supports Intensity Scale (SIS[®]). The form is completed by the CSB and sent to the Regional Support Specialist. After review, the Regional Support Specialist will forward the form to Ascend for scheduling of the SIS[®].

1. The Support Coordinator/Case Manager fills in the form and passes it on the SIS[®] Point Person who ensures the information is accurate.
2. The CSB Point Person or designee sends the form (secure email) to the Regional Support Specialist.
3. The Regional Support Specialist will verify that the individual's Waiver enrollment has been completed in IDOLS.
4. After enrollment is verified, the form is sent to Ascend for scheduling of the SIS[®] Interview.
5. The SC/CM will be contacted by Ascend to obtain respondent names and contact information.
6. At this point the process will follow the usual SIS[®] process for scheduling, completion of the interview, posting of the report on SISOnline, etc.