

DBHDS/Division of Developmental Services

SIS Interview Information for Respondents

- In order to achieve a current and accurate picture of needed supports, it is requested that respondents not bring the following:
 - Copies of old SISs
 - Copies of SIS expanded clarifications or
 - Other assessments like the Virginia Individual Developmental Disabilities Eligibility Survey (VIDES), Inventory for Client and Agency Planning (ICAP), etc., as they are not needed.
- During virtual SIS assessments cameras should stay on for the duration of the interview. If respondents require a break, the assessor will pause the assessment to allow everyone the same opportunity.
- In order to assure the interview is conducted with full attention on accurate and timely completion of the SIS, during a face-to-face SIS laptops or tablets brought to the interview should be turned off and put away for the duration of the interview, unless being utilized as a personal communication device. The one exception to this policy is that the interviewer may use a laptop to conduct the interview.
- For the same reason, all cell phones should be turned off or set to vibrate and should not be answered unless the respondent has informed the interviewer, prior to the interview, that he expects to receive an emergency call. Texting is not permitted during any part of the interview.
- No audio or video recording of the SIS interview is permitted. This prohibition includes the use of security recording devices.
- During the interview, it is the respondent's responsibility to accurately and honestly describe needed/provided supports in response to the interviewer's questions so the interviewer may determine an accurate rating.
- To ensure that the interviewer has a clear picture of the supports needed for the individual, he/she will ask follow-up questions. The interviewer, based on the answers of the respondents and his/her training and knowledge of the SIS, will determine the appropriate rating.
- Important "To's" and Important "For's" should be identified for this coming plan year only. (Additional or replacement "To's" and "For's" in subsequent years will be addressed at Individual Support Plan meetings.)
- At least 2 primary respondents must remain for the entire interview.
- At the beginning of the assessment, the interviewer will document the names of all participants and note the means by which each participated on the Virginia Standard Operating Procedures (SOPs) Checklist for the SIS Interview Participation log, as well as the time at which this activity occurred.
- Immediately following the session, the interviewer will verbally review the Virginia Standard Operating Procedures (SOPs) Checklist for the SIS Interview with participants and will ask for their verbal agreement/disagreement with these items.
- The interviewer will note the responses and the time at which they were obtained, on the form. If a respondent must leave before the interview has ended, he/she will be asked before leaving to indicate his/her agreement or disagreement that SOPs were followed while he/she was present.