

## **Supports Intensity Scale (SIS) Steering Committee Minutes, April 13, 2016**

### **Participants:**

Region 1-Sally Olson (phone); Region 2-Mary Dumas (phone); Region 3-Paul Duff; Region 4-Chase Grounds; Region 5-Todd Lewicki; Region 6-Jason Newberry; Region 7-Jim Kelly; Region 8-Rachel Densmore (phone); Region 9-Lori Baumgart (phone); Oakland County-David Taylor; DDI-Angela Martin (phone); MORC-SNAC-Jennifer Bohne; and MDHHS-Belinda Hawks and Amy Peckinpaugh

Absent: Region 10-Jim Johnson

Guest: Dr. Darren Lubbers

### **Meeting Minutes and Action Items:**

- Reviewed minutes from March 2, 2016. No changes were requested.
- Discussed the previous QL Advanced Trainings held in January, February and March 2016. Reviewed all SIS assessors were invited for an hour call-in presentation during the March training.
- Reviewed regions 1, 3, 4, 5 and 7 continue to maintain a Quality Lead in their region. Regions 2, 6, and 10 are scheduled for QL Advanced training in May 2016.
- Regions 8 and 9 are partnering and have a QL candidate that has not met the criteria.
- Dr. Darren Lubbers presented on SIS Statistical Data Models
  - Reviewed oversampling needs, issues with refusals, adjusting your sample, Michigan using a convenience model for SIS completion, ABE scores, and exceptions—Refer to the PowerPoint provided by Dr. Darren Lubbers for detailed information.
- Discussed updates on the Conflict Free Assessor Form and the Quality Assurance documentation.
  - The forms were emailed to SIS Assessors, Quality Leads, and Steering Committee members on March 30, 2016. They are due by April 29, 2016 to Heather Hawkins at MORC/SNAC.
  - Reviewed the signature lines on the Conflict Free Assessor Form. The form may come with the SIS assessor signature and one other signature (Supervisor and/or PIHP Designee).
  - MORC/SNAC will maintain the Conflict Free Assessor forms electronically along with additional quality assurance documentation.
  - MORC/SNAC will refine the database, log-in information and usernames. Each PIHP will have access to their own folder. The QL will be responsible for keeping the database updated. The SIS QL and the SIS Steering Committee member will have access, in addition will decide others in their PIHP that may need access to their database.
- Discussed succession planning for the QL model and SIS assessors. Discussed the variables around what makes good SIS Quality Leads and Assessors.

### **Issues and Concerns from Advocates:**

- David discussed ways in which peers can assist with SIS. David asked about options for a role with peer mentorship and SIS. MDHHS will explore options with AAIDD.

### **Next Steps:**

- Revisit how refusals are tracked by the PIHP.
- Develop a succession plan with the SIS Steering Committee Members – Bring ideas to the next meeting.
- Develop continuing education for the SIS Assessors and Quality Leads.
- Review data; explore collaboration with PIHPs and MDHHS.
- Next meeting is in early June in Lansing; email with date options will be sent to the SIS Steering Committee members.