



Supports Intensity Scale (SIS®) Steering Committee Minutes – April 19, 2017

Participants:

Region 1-Sally Olson (phone); Region 3-Paul Duff; Region 4-Rhea Freitag (phone); Region 5-Todd Lewicki (phone); Region 6-Jason Newberry; Region 7-Jim Kelly (phone); Region 9-Lori Baumgart (phone); Region 10-Jim Johnson; Angela Martin [MI-DDI]; Jennifer Bohne [MORC-SNAC]; Belinda Hawks (phone) [MDHHS] and Amy Peckinpaugh [MDHHS];

Absent: Region 2-Mary Dumas; David Taylor [Oakland County-CLS]; Region 8-Rachel Densmore

Guests: Laura Vredevelde (TBD Solutions); Dick Berry [MDHHS-Performance Measurement Section]; Jim Anderson [AJ Boggs]

Meeting Minutes and Action Items:

- Reviewed minutes from February 9, 2017.

Group reviewed updated (extraction date March 29, 2017) document of IDD Individuals who had a SIS assessment between June 1, 2014 and September 30, 2017:

- Document of IDD Consumers who had a SIS, detailed Region, CMHSP, denominator (the number of individuals requiring a SIS) and numerator (number of individuals with a completed SIS). Two additional columns have been added to this document (Closed cases and Declined or Refused). SIS Steering Committee members will provide closed cases and declined/refusals from June 1, 2014 - December 31, 2016 using the excel format.
- Group discussed needing to clarify that closed cases are not receiving supports coordination, case management and respite-only services.
- Members discussed exploring measuring in fiscal years to assist with acceptable percentage. Will explore TBD Solutions assisting with this process to measure by fiscal years after the three-year mark (September 30, 2017).
- Discussed the contractual obligation of the PIHPs to have SIS assessments completed by September 30, 2017. Communication from contracts will be sent to the PIHPs as a reminder of this obligation.
- Group discussed data integrity concerns if a rush to complete assessments was made by the field.
- Reviewed the need to keep track of past and future SIS refusals through using the excel form.

SIS Assessors, Quality Leads and Training Update:

- Jennifer Bohne shared the plan for IRQR quality assurance activities for the quality leads (IRQR for Quality Leads – observing the QLs conducting an IRQR) occurring twice per year. Completed for some of the regions already.
- An update was provided on training. The Quality Lead seminar occurred yesterday April 18, 2017. **June 1 an all assessor technical assistance call is scheduled. On June 15 the annual all assessor one-day training is scheduled at CEI in Lansing.**

- **New SIS assessor training is scheduled for April 24, 2017. An additional training will be offered in May 2017.** Regions/CMHSPs in need of new SIS assessor training were reminded to contact Heather Hawkins at MORC/SNAC (Heather.Hawkins@morcinc.org).
- Jennifer reviewed challenges with assessors leaving positions. Regions 3 and Region 4 have Quality Leads whom have moved onto new positions or retired. MORC/SNAC is covering the Quality Lead for Region 3. Region 4 is in the process of moving a qualified assessor into the Quality Lead role. Rhea Freitag discussed the need to finalize the dates with MORC/SNAC for this training.
- Discussed the capacity for MORC/SNAC to assist regions with assessments. MORC/SNAC is currently supporting Regions 3, 5, 6, 7, and 8. Wayne County has brought in some additional assessors.
- Discussed issues related to canceled training. Reviewed Regions will be responsible for AAIDD State and/or PIHP funded training when canceling without adequate notice. A detailed notice was provided via email to SIS Steering Committee Members regarding the AAIDD SIS-A Training and Cancellation policy.
- Conflict Free forms are due from all assessors to MORC/SNAC by April 28, 2017.
- Group discussed exploring SIS Implementation Manual updates in the Fall 2017.
- Group discussed the SIS Application tool which was released in March 2017 to the field (PIHPs and CMHSPs in addition to the Steering Committee members and Quality Leads). Regions were encouraged to utilize the SIS Application to assist in tracking completion and to explore the SIS data.
- Quarterly QA reports were emailed to the Regional SIS Steering Committee members on April 18, 2017 covering the period of January - March 2017.

SIS-A Integration:

- Jim Anderson provided an update on SIS-A integration.
- Region 4 is still in need to finalizing their SI-A integration contract with AAIDD/AJ Boggs. All other regions are completed.
- A new version of SIS Venture will be available next week.
- Group reviewed the face-to-face assessment process, reviewed respondent requirements including switching respondents, using the SIS in a positive way, and future information coming from AAIDD on when a reassessment is needed.

Next Steps:

- Continue review and discussion of individuals requiring and receiving a SIS assessment; add information on closed cases and declined or refused from the regions based on excel sheet structure.
- Receive updates and reports from Jim Anderson (AJ Boggs) and Jennifer Bohne (MORC-SNAC).
- **Next meeting is June 14, 1-3 p.m. in Lansing.**