



Supports Intensity Scale (SIS®) Steering Committee Minutes – February 9, 2017

Participants:

Region 1-Sally Olson (phone); Region 3-Paul Duff; Region 4-Chase Grounds; Region 5-Todd Lewicki (phone); Region 6-Jason Newberry; Region 7-Jim Kelly; Region 8-Rachel Densmore (phone); Region 9-Lori Baumgart (phone); Region 10-Jim Johnson; Angela Martin [MI-DDI]; Jennifer Bohne [MORC-SNAC]; Belinda Hawks and Amy Peckinpaugh [MDHHS];

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

Guests: Dick Berry [MDHHS-Performance Measurement Section]; Jim Anderson [AJ Boggs]

Meeting Minutes and Action Items:

- Reviewed minutes from December 8, 2016. Jim Anderson and Jennifer Bohne confirmed there are no copyright issues related to the Michigan Supplemental questions and HSRI.

Group reviewed updated (extraction date January 18, 2017) document of IDD Individuals who had a SIS assessment between June 1, 2014 and September 30, 2016:

- 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).
- Group discussed COFR SIS assessments being pooled under the home PIHP. The PIHP is responsible to report the encounter.
- Dick Berry reviewed the updated information for IDD Individuals who had a SIS. Dick Berry offered to assist regions in additional analysis of their data in the encounter system.
- Reviewed SIS logic being defined as close as possible. Discussed the need to track discharges from the CMHSPs/PIHPs and SIS refusals. **Regions will report discharged individuals (without a SIS assessment) and SIS refusals from June 1, 2014 through December 31, 2016. This information will be reported from each SIS Steering Committee member by April 15, 2017 via email to Amy Peckinpaugh.** Dick Berry will include this information (discharges and refusals) in the SIS report which details IDD Individuals who had a SIS assessment.
- Dick Berry will provide detailed information to the CIOs for the regions by the end of March 2017.
- **Jennifer Bohne will share an Excel spreadsheet MORC/SNAC is currently using to track refusals with the Steering Committee Members.**
- Members reviewed the PIHPs are not currently on target to complete all SIS assessments by September 30, 2017 (revised date in the PIHP contract instead of June 30, 2017). Members reviewed capacity, full-time assessors needing to increase the amount of assessments completed weekly, using administrative staff to schedule SIS assessments instead of clinical staff, and communication with stakeholders.

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). Reviewed the plan for Region 9 MCCMH to receive state supported training for a quality lead candidate. MORC/SNAC and AAIDD will coordinate this date with Region 9.
- **An all SIS assessor technical assistance call is scheduled for March 14, 2017.**
- MORC/SNAC is assisting Regions 5 and 6 with SIS assessments. Wayne County has brought in some additional assessors. Currently a cohort of five individuals are being trained as SIS assessors. An April 2017 date for new assessor training is being developed.
- Jennifer Bohne shared trends to improve outcomes with quality assessments and scheduling of SIS assessments.
- **Group reviewed Conflict of Interest forms. A reminder of the need for an annual form to be on file with MORC/SNAC and for assessors to adhere to the conflict free agreement will be reviewed on the March 14, 2017 technical assistance call.**
- Amy Peckinpugh shared a SIS survey has been sent to the field and upcoming SIS focus groups coordinated by TBD Solutions scheduled, which are planned for Detroit, Petoskey, Kalamazoo, and Mt. Pleasant starting in March 2017. Requested assistance from the SIS Steering Committee members in the respective regions to assist with locating a venue for the focus groups and support in disseminating information regarding the SIS focus groups to the field.
- Amy Peckinpugh reviewed SIS peer mentors will be provided information to assist their CMHSPs and Regions in encouraging and informing individuals about the SIS assessment.

SIS-A Integration:

- Jim Anderson provided an update on SIS-A integration.
- Group reviewed the face-to-face assessment process again. Jim will add this piece from the IRQR to the SIS assessment and the number for face-to-face minutes. **Jennifer will send this information to Jim Anderson.**
- Jim Anderson shared SIS assessments will lock seven days after completion, the supplemental questions have been added to the family friendly report, the Spanish version of the family friendly report is now available, and progress has been made with regions having integration agreements.
- **Jim Anderson shared updates to the SIS online features will be made on Friday, March 17, 2017 starting at 5 pm through Monday, March 20, 2017 at 6 am. This information will be shared/informed by MORC/SNAC with all SIS assessors on the March 14, 2017 technical assistance call.**
- Group discussed changes with staff at AAIDD. Nathalie Martinez is no longer with AAIDD nor Secely Smith. The SIS help desk is being covered by AJ Boggs.

Next Steps:

- Continue review and discussion of Individuals requiring and receiving a SIS assessment.
- Receive updates and reports from Jim Anderson (AJ Boggs) and Jennifer Bohne (MORC-SNAC).
- **Next meeting is April 19, 1-3 p.m. in Lansing.**