Supports Intensity Scale (SIS®) Steering Committee Minutes – June 14, 2017

Participants:
Region 1-Sally Olson (phone); Region 2-Mary Dumas (phone); Region 3-Paul Duff; Region 4-Rhea Freitag; Region 5-Todd Lewicki (phone); Region 6-Jason Newberry (phone); Region 7-Jim Kelly; Region 8-Rachel Densmore (phone); Region 9-Lori Baumgart (phone); Region 10-Jim Johnson; Jennifer Bohne [MORC-SNAC]; and Amy Peckinpaugh [MDHHS]

Absent: David Taylor [Oakland County-CLS]; Angela Martin [MI-DDI]

Guests: Dick Berry [MDHHS-Performance Measurement Section]; Jim Anderson [AJ Boggs]; Andy Kulie [Region 1]

Meeting Minutes and Action Items:
- Reviewed minutes from April 19, 2017.

Group reviewed updated (extraction date June 13, 2017) document of IDD Individuals who had a SIS assessment between June 1, 2014 and September 30, 2017:
- Reviewed 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) in addition to closed cases and declined or refused.
- SIS Steering Committee members will provide closed cases and declined/refused from June 1, 2014 to June 30, 2017, using the Excel format, due by July 12, 2017.
- DWMHA is in need of reporting their closed cases from June 2014 to December 2016.
- Dick Berry will provide regional information to the "DCH File Transfer" PIHP designees to assist with regions matching their SIS data.
- Dick reviewed the future plan to move from QI to BH-TEDS; discussed the importance of having accurate DD Proxy information – reviewed the three DD proxy fields populated which are: Support with mobility, support with personal care, and status of family/friend support; BH-TEDS being more functional in the coming months; and not investing a ton of time in cleaning up the DD Proxy Measures as BH-TEDS will soon be used to determine SIS data.
- Members discussed a variety of ways to "fix" the SIS data at the PIHP/CMHSP level which include but are not limited to the following: Check to assure the Medicaid number is included, verify the HW modifier was used, cleaning the DD Proxy, coordinating with the list provided by Dick Berry, verifying that PCE has not dropped a digit from the Medicaid number, bumping the SIS assessment up with the actual user, review of the SIS Application, and reviewing BH-TEDS.
- Members discussed individuals with borderline intellectual functioning and these individuals not requiring a SIS if they do not have an intellectual or developmental disability.

SIS-A Integration:
- Jim Anderson stated there continue to be issues with SIS Venture. A new SIS Venture will be made available.
- Region 4 has finalized their SIS-A integration contract with AAIDD/AJ Boggs.

SIS Assessors, Quality Leads and Training Update:
- Jennifer Bohne shared an all assessor trainer is scheduled for tomorrow June 15, 2017 at CEI in Lansing.
- Scott Wyzgoski is the new QL for Region 4.
- MORC/SNAC continues to schedule IRQR/quality assurance activities for the quality leads.
- Members were reminded of the AAIDD cancelation policy.
- A technical call for all SIS assessors is scheduled for Sept 21, 2017.
- Jennifer shared the need for separate times for the QLs and SIS Assessors on the technical assistance calls going forward.
- In 2017, 12 new assessors were trained - 10 out of 12 remain active and 65 active qualified SIS assessors are in Michigan. MORC/SNAC continues to offer new training opportunities with the next one on July 24, 2017.
- The majority of the Conflict Free Assessors forms have been turn into MORC/SNAC which were due April 28, 2017. A few remain to be collected.
- Profile forms will be provided to assessors tomorrow at the training.
- There is a request for Spanish tools for assessors. Jennifer will email this request/change in contract forms to Ajith/AAIDD and cc Amy Peckinpaugh.

SIS Manual and Succession Planning:
- Discussed SIS Implementation Manual updates. The manual will be emailed to members to review and provide feedback/suggestions for changes at the August meeting.
- Reviewed succession planning, the difficulty in retaining assessors, shared ideas for assessor retention, and discussed the pressure assessors have to complete assessments.
- Discussed COFR individuals and video conferencing options (page 27 of the SIS Implementation Manual). Amy will follow-up with Kathy Haines (MDHHS-Performance Measurement Section) regarding billing and the SIS video conference options.
- Members were reminded of the SIS Webinar on Tuesday, June 27 at 12 pm.

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).
- Review Manual updates for FY2017-18
- **Next meetings are August 17 and September 20, 2017 at 1-3 p.m. in Lansing.**