Supports Intensity Scale (SIS) Steering Committee Minutes, September 21, 2016

Participants:

Region 1-Sally Olson (phone); Region 3-Paul Duff; Region 4-Chase Grounds; Region 5-Todd Lewicki; Region 6-Jason Newberry; Region 7-Jim Kelly (phone); Region 8-Rachel Densmore; Region 9-Lori Baumgart (phone); Region 10-Jim Johnson; David Taylor (Oakland County-CLS); Angela Martin (MI-DDI); Jennifer Bohne (MORC-SNAC); Laura Vredeveld and Josh Hagedorn (TBD Solutions); Belinda Hawks and Amy Peckinpaugh (MDHHS); and Kathy Haines and Carol Hyso (MDHHS-Performance Measurement Section)

Absent: Region 2-Mary Dumas

Meeting Minutes and Action Items:
- Reviewed minutes from June 15, 2016. No changes were requested.

Group reviewed a draft document of IDD Consumers who had a SIS assessment between June 1, 2014 and June 30, 2016.
- Document detailed Region, CMHSP, denominator (the number of individuals requiring a SIS) and numerator (number of individuals with a completed SIS as evidenced by reporting in the MDHHS data warehouse-encounter data).
- Group reviewed and discussed the denominator needing correction to reflect individuals age 18 and older who have an intellectual or developmental disability, who are currently receiving case management or supports coordination or respite only services.
- Information used to obtain the denominator was discussed.
- Kathy Hines discussed the following information was used to assist in determining individuals requiring a SIS.
    - IDD Field in the QI File
    - The three DD Proxy measures used are support with mobility, support with personal care, and status of family/friend support

- Carol Hyso discussed the BH-TEDS replaced the QI Data and reviewed the DD Proxy measures and continuing to use the DD Proxy measures as it captures data for all ages.
- Group discussed issues and concerns regarding the numerator number for their Regions.
- Regional calls will be scheduled with the SIS Steering Committee members to discuss their numerators as well as providing updated denominator numbers (to reflect individuals age 18 and older who have an intellectual or developmental disability, who are currently receiving case management or supports coordination or respite only services). Individual technical support will be provided to the regions to work on syncing MDHHS data and the Regions' SIS Assessment data.
- A SIS Assessment report detailing the numerator and denominator will be provided quarterly to the SIS Steering Committee Members.

Laura Vredeveld and Josh Hagedorn reviewed "Potential Uses of the Supports Intensity Scale".
- The draft document, Potential Uses of the Supports Intensity Scale, was provided to SIS Steering Committee members via email and available in hard copy at the meeting.
- Group reviewed using the data to move the system forward, using creative thinking, using the assessment to show gaps in support needs, the SIS adding value and supporting the individual and the support team in the person centered planning process.
- Reviewed additional discussion required on integrating a standardized assessment with a PCP process and using the SIS assessment to assist with the need for ancillary supports and services. Group will revisit and further discuss at the next SIS Steering Committee meeting.
- Region 6 shared sending the Important To and Important For information directly to the Supports Coordinator/Case Managers to assist with the Person Centered Planning process.
- Group discussed Michigan's five supplemental questions to assist in identifying individuals that are at an increased risk in certain high priority support need areas and how they are being reviewed. Will discuss with AJ Boggs regarding this area being accessible and revisit at the next meeting.
- Laura Vredeveld and Josh Hagedorn will attend the next SIS Steering Committee meeting for additional discussion on the draft "Potential Uses of the Supports Intensity Scale" document.

Jennifer Bohne reviewed SIS training and provided an update on the SIS Quality Leads and Assessors.
- Two SIS Assessor cohorts received training. One person did not complete the training. Additional cohorts will be scheduled soon for training for new SIS Assessors.
- Four SIS Assessors have been discontinued for various reasons. All Quality leads have completed their quality assurance.
- "SIS-A Interview and Profile Form(s)" has been mailed to the field; to the Regional SIS Quality Leads. Quality Leads have all other SIS-A materials which were provided at the SIS-A August 2016 training.

Group reviewed the SIS-A transition occurring on October 1, 2016.
- SIS Steering Committee Members discussed issues with the SIS-A transition. It was reported that AJ Boggs is providing complicated information to the field regarding items for purchase with SIS-A.
- The PIHPs are responsible for SIS-A integrating into their individual IT/EMRs. MDHHS continues to provide SIS-A Licensing Fees, Reports (including the Family Friendly Report), SIS-A Integration, and SISOnline Maintenance. Several regions shared information provided by AJ Boggs regarding proposals sent to them for the SIS-A integration.
- Amy Peckinpaugh will follow-up with AJ Boggs and Gary Slattery to reconfirm the plan for MDHHS and the responsibility of the PIHPs.

Group reviewed SIS succession planning.

- MDHHS will provide for ongoing SIS support/training going forward for the 2016-17 fiscal year. Training to include the following:
  - Quality Assurance, participating in one periodic drift review and one IRQR from AAIDD for the 10 Regional Quality Leads.
  - Quarterly conference calls with Quality Leads and SIS Assessors.
  - Two times per year Quality Lead all day Continuing Educations Sessions.
  - Attend an Annual SIS Assessor and Quality Lead Continuing Education Seminar.
  - Two times a year training to move a qualified SIS assessor into Quality Lead Status.

- Region 1 indicated they have one assessor leaving in December 2016 and Region 5 shared their Quality Lead will be on medical leave in January 2017.

Issues and Concerns from Advocates:

- Group discussed SIS Peer Mentoring.
- Information regarding a proposed policy formalizing the training process for the use of Peer Mentors to provide services to beneficiaries was provided electronically to members during the SIS Steering Committee Meeting. Comments on this proposed policy are due October 3, 2016.
- The SIS Peer Mentor process will align with the current policy.
- Plans are for David Taylor to provide information to peer mentors at a future Peer Mentor Retreat.
- Continue to discuss Potential Uses for SIS at the next SIS Steering Committee Meeting.

Next Steps:

- Schedule individual calls with each Region through the SIS Steering Committee Members to discuss numerator and denominator SIS Data.
- Email the Regional SIS Steering Committee members regarding the MDHHS covered supports for SIS-A.
- Invite Kathy Hines and Dick Berry to the next Steering Committee Meeting for additional data discussion.
- Review Michigan's five supplemental items-integration with SIS-A.
- Continue discussion with TBD Solutions regarding Potential Uses of the Supports Intensity Scale.
- **Next meeting is October 26, 1-3 p.m. in Lansing.**