

Pennsylvania Department of Public Welfare
Office of Developmental Programs
PA Universal Summary Report
Tip Sheet

Why Am I receiving this Tip Sheet?

The Office of Developmental Programs (ODP) has assured the Centers for Medicare and Medicaid Services (CMS) that a statewide, standardized assessment would be adopted to consistently assess the needs of Waiver participants. After an extensive review of available tools, ODP elected to use the Supports Intensity Scale™ (SIS™), as it is a reliable and valid needs assessment developed by the American Association on Intellectual and Developmental Disabilities (AAIDD). The PA Plus is a set of nine additional questions not covered in the SIS™ that was developed to be administered concurrently with the SIS™.

Upon completion of the SIS™ and PA Plus assessments, the data is entered into Home and Community Services Information System (HCSIS) by the staff at Ascend Management Innovations (Ascend), the vendor chosen for the SIS™ project. Ascend is required to comply with all Health Insurance Portability and Accountability Act (HIPAA) regulations in the handling of individual information and only has access to the demographic and assessment screens in HCSIS. If the individual/family requests a copy of the assessment within seven days of the interview, Ascend will provide a copy of the handwritten assessment. If requested after seven days, the Supports Coordinator (SC) should provide the PA Universal Summary Report (Summary) generated in HCSIS to the individual/family, as this document contains all of the information from the assessment. The Summary is available approximately 14 days after Ascend enters the assessment data into HCSIS, and can be found by following the path: Individual/Evaluation/Assessment Switchboard. The SC is responsible for obtaining the Summary in HCSIS and distributing copies to the individual, family, and members of the ISP Planning Team, so that the Summary Report can be used in the planning process.

The purpose of this document is to fully explain the different sections of the Summary and the ways that the information can be used in the Individual Support Plan (ISP) planning process. This tip sheet refers to the Summary that is currently available in HCSIS, which was updated on February 14, 2009 to incorporate the assessment date and the PA Plus information. On April 25, 2009, the Summary was updated once again to include the Ascend assessor's name in the first section of the report.

Section I: Identifying Information

The first page of the report contains the individual's name, gender, Master Client Index (MCI) number, current address, phone number, birth date, age, and preferred language. This information is populated directly from HCSIS information at the time the SIS™ and PA Plus is entered by Ascend. The date of the assessment and the assessor's name also appear in this section.

Section II: Respondent and Assessment Information

This section lists the respondents' names, relationship to the individual, languages spoken, and length of time known to the individual. This information refers to the respondents who were present for the SIS™ and PA Plus assessment interview.

This information can be used to identify which areas of the individual's life were represented during the assessment. The goal for ODP and Ascend is to schedule each assessment at a date/time that allows at least two knowledgeable respondents to attend, so that the individual's support needs in a variety of settings can be captured and discussed. Ascend will make every effort to ensure that the individual/family have preference of date and time for assessments.

Section III: Interviewer Comments by Domain

Information included in this part of the Summary documents the Ascend assessor's comments for each domain of the SIS™. Comments could include one or more pieces of the following information:

- A general summary of information obtained about the individual's needs in that domain;
- Information regarding whether consensus was or was not reached by the respondents for specific items within the domain. If significant discrepancies in ratings exist among respondents, assessors will note the differing viewpoints shared and final rating decisions made;
- Specific information mentioned during the discussion, including the individual's preferences in each domain.

Comments listed in each domain can make some of the rich information provided by the SIS™ available to the planning team. Although some of this information may already be known, there may be new items of interest found in this section that can be useful in the ISP planning process. The information about items where consensus could not be reached can also be brought to the planning meeting as key items for discussion and follow up.

Though not an exhaustive list, information in this section could be used in the following sections of the ISP:

- Home Living
 - Individual Preferences
 - Functional Information
 - Health and Safety
- Community Living
 - Individual Preferences
 - Health and Safety
- Lifelong Learning
 - Individual Preferences
 - Functional Information
- Employment
 - Individual Preferences
 - Functional Information
 - Health and Safety
- Health and Safety
 - Health and Safety
 - Individual Preferences
 - Medical Information
 - Functional Information
- Social Activity
 - Individual Preferences
 - Functional Information
 - Health and Safety
- Protection and Advocacy
 - Individual Preferences
 - Functional Information
- Medical Supports
 - Medical Information
 - Health and Safety
 - Functional Information
- Behavioral Supports
 - Health and Safety
 - Medical Information

For more information about utilizing the information from the assessment in the ISP, please visit the ODP Consulting website, listed at the end of this document, for a SIS/ISP Crosswalk.

Section IV: Critical Planning Items by Domain

This section houses the responses to the questions on the SIS™. Instead of utilizing the number code and having readers refer between the Summary and the SIS™ Rating Key, the report includes the actual responses to the questions.

For the first six domains, including Home Living, Community Living, Lifelong Learning, Employment, Health and Safety, and Social Skills, the information is recorded in the following format:

- Item - describes the item or activity
- Support Type - describes what kind of support is needed, which will fall into one of the following categories:
 - None
 - Monitoring
 - Verbal/Gestural Prompting
 - Partial Physical Assistance
 - Full Physical Assistance
- Frequency - describes how frequently the support selected above is needed for the activity, which will fall into one of the following categories:
 - None or less than monthly
 - At least once per month, but not once per week
 - At least once per week, but not once per day
 - At least once per day, but not once per hour
 - Hourly or more frequently
- Daily Time - describes how much time should be devoted to support for this activity on a typical day:
 - None
 - Less than 30 minutes
 - 30 minutes to less than 2 hours
 - 2 hours to less than 4 hours
 - 4 hours or more

For more detailed information about the rating system, please refer to the websites listed at the end of this document.

For the domains of Protection and Advocacy, Medical Supports, and Behavioral Supports, the information appears in a different format. According to American Association for Individuals with Intellectual Disabilities (AAIDD), the creators of the SIS™, these three sections are not part of the normed assessment but they are included to provide useful information to the people involved in the individual's life.

During the SIS™ interview, Protection and Advocacy items are rated identically to the domains above, but they are considered supplemental information, so their ratings do not translate directly into the Summary the way the first six domains do. In the report, the four areas with the highest need in this domain are posted in order of ranking, from highest to lowest, based on AAIDD specifications.

The Medical Supports and Behavioral Supports sections of the SIS™ are also considered supplemental, although they also provide excellent information. Support for these items is determined by the respondents choosing whether the person needs:

- No support
- Some support, or
- Extensive support

In following the actual SIS™ assessment and AAIDD specifications, the items that the individual needs no support with do not show up on the Summary. The areas indicated by the respondents as needing support (either “some” or “extensive”) are listed based on the responses chosen. These are areas to keep in mind during the planning meeting, as they will most likely impact other domains in the individual’s life.

Section V: The PA Plus

This section of the report contains the nine additional questions and answers that comprise the PA Plus assessment. Each question is printed in bold, followed by the response chosen during the administration of the tool. A section for comments is included after each question where the assessor can include additional information as to whether consensus was reached by respondents and/or any other relevant information about the individual’s needs.

Though not an exhaustive list, information in this section could be used in the following sections of the ISP:

- Mobility
 - Individual Preferences
 - Medical Information
 - Functional Information
- Transfer
 - Individual Preferences
 - Medical Information
 - Functional Information
- Vision
 - Medical Information
 - Functional Information
- Hearing
 - Functional Information
- Communication
 - Functional Information
- Safety
 - Individual Preferences
 - Health and Safety
- Health
 - Health and Safety
 - Medical Information
- Psychiatric Diagnosis
 - Psychosocial Information
 - Current Health Status
- Psychotropic Medication

- Medications/Supplements
- Behavioral Support Plan
- Crisis Support Plan

As always, thank you for your continued support. If you have any questions, please contact your ODP Regional Office.

Further Information

ODP: <http://www.dpw.state.pa.us/About/ODP/>

Ascend: www.ascendami.com

SIS: www.siswebsite.org

ODP/SIS: www.odpconsulting.net

ODP Western Regional Office: 412-880-0535

ODP Central Regional Office: 717-772-6507

ODP Northeast Regional Office: 570-963-3166

ODP Southeast Regional Office: 215-560-2245