



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
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Deputy Secretary
Office of Developmental Programs

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May 4, 2009

Dear Colleague:

The purpose of this letter is to clarify the Office of Developmental Programs' (ODP's) expectations regarding the roles and responsibilities of Providers in implementing the statewide needs assessment. The Supports Intensity Scale™ (SIS™) and PA Plus assessment is a significant source of information for the development of the Individual Support Plan (ISP) and is critical to the planning process.

In March of 2008, the first SIS™ was administered by our vendor, Ascend Management Innovations (Ascend). Over the course of the year, we've seen tremendous improvements in the scheduling and assessment processes. We've also been able to track trends and issues. As a result, we are making changes to our current process to better enhance the flow of the assessment implementation.

In order to continue moving forward with this successful implementation, it is crucial for Providers of mental retardation services in Pennsylvania to comply and cooperate with the scheduling, participation, and completion of the SIS™ and PA Plus assessment. Because of the great value Providers add to the individual's life, and because you can provide excellent and detailed information about the individual's support needs, having Providers fully participate in the assessment process is crucial. During normal hours of operation, it is ODP's expectation that all Providers permit the use of their facilities, should this be requested. Further, it is ODP's expectation that Providers permit staff participation in the SIS™ and PA Plus assessment as this is a billable activity.

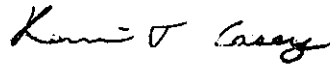
As outlined in Bulletin 00-08-11 *SIS™ Manual*, the role of the Provider is to assist individuals receiving Waiver services in the assessment process. The Provider is responsible to:

1. Provide supports, if necessary, to individuals to participate in the assessment.
2. Collaborate with SCs, SC Organizations, and the vendor specific to issues relating to scheduling or rescheduling and the identification of respondents.

3. Provide information about the individual's support needs if identified as a respondent.
4. Communicate to the SC any significant change in the individual's support needs.
5. Participate in the use of the information in ISP planning and implementation through the ISP team process.
6. Participate as part of the ISP team in the annual review of the assessment.

We appreciate your support and dedication to the individuals we serve. For further information or concerns, please contact your Regional Program Office.

Sincerely,



Kevin T. Casey

- c: Ms. Rita Zimmerman, Central Region Program Manager
Mr. Robert Conklin, Northeast Region Program Manager
Ms. Vicki Stillman-Toomey, Southeast Region Program Manager
Ms. Sandy Schalcosky, Western Region Program Manager