

## VA SIS Scheduling Process

If you are a Support Coordinator (SC) looking to schedule an overdue SIS Assessment for an individual on your caseload, please complete this [Scheduling Form](#).

Step	Process Overview
<b>Intake</b>	<b>PCG receives from DBHDS a report listing individuals due for a SIS assessment.</b>
<b>Verification</b>	<b>PCG notifies the Support Coordinator (SC) that a SIS needs to be scheduled.</b> The PCG Scheduling Team will securely email the SC, prompting them to complete a secure, online scheduling form for each individual requiring an assessment. The information includes demographics of the individual, respondents to be included in the assessment, contact information for those respondents, preferred location for the assessment, proposed date(s) and time, any special accommodations, interpreters, or health/safety information for the assessment.
<b>Notification</b>	<b>PCG contacts the individual and all respondents listed on the scheduling form.</b> Upon receipt of the information provided on the scheduling form, the PCG Scheduling Team will call and email (if email is available) the individual and all respondents listed. PCG will verify and confirm all information submitted on the scheduling form. They will also discuss the suggested date(s) and time submitted by the SC and choose a date/time most convenient for the team. The assessment will be scheduled no less than two weeks in advance unless otherwise noted.
<b>Scheduling</b>	Once a date and time has been agreed upon, the PCG Scheduling Team will generate an appointment calendar invitation and send it to the assigned Assessor, the individual, and all respondents participating in the assessment. The invitation will include additional information about the assessment and SIS resources. The calendar invite will identify the setting of the assessment (in-person or virtual) based on the individual's preference.
<b>Completion</b>	The PCG Assessor will conduct a complete assessment adhering to all DBHDS requirements and AAIDD standards.
<b>After Completion</b>	The PCG Assessor will validate the assessment and complete a SIS interview agreement checklist with the respondent team. The checklist will be uploaded to the individual file in SISOnline.