

POLICIES AND PROCEDURE MANUAL

Chapter:	Service Delivery System		
Title:	Supports Intensity Scale		
Policy: <input checked="" type="checkbox"/>	Review Cycle: Annually	Adopted Date: 07.07.2015	Related Policies: Service Delivery
Procedure: <input type="checkbox"/>	Author: Waiver Director, Chief Financial Officer	Review Date: 05.08.2018	
Version: 2.0		Revision Eff. Date:	
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Purpose

Mid-State Health Network (MSHN) shall administer the Supports Intensity Scale in accordance with the Pre-Paid Inpatient (PIHP) contract with the Michigan Department of Health and Human Services (MDHHS).

Policy

MSHN shall comply with section 7.7.3 Supports Intensity Scale of the PIHP Contract. In accordance with the contract MSHN shall:

1. Ensure that each individual age 18 and older with an Intellectual/Developmental Disability who has also received a case management, supports coordination, or respite only service, is assessed using the Supports Intensity Scale (SIS) at minimum of once every 3 years (or more or if the person experiences significant changes in their support needs). The PIHP will need to assure that a proportioned number of assessments are completed each year to assure that all are done in the three-year cycle, which began on June 30, 2014 and is scheduled to end on September 30, 2017. Each three-year cycle will begin consecutive to the end of the previous three-year cycle (Second three year cycle is from 10/1/2017 to 9/30/2020). PIHPs or their designee shall continue to engage, at least annually, individuals who did not participate (or refused) in the SIS assessment, to increase their understanding of the benefits of the process and how results will be used. The SIS is an essential part of service planning.
2. Ensure an adequate team of trained and AAIDD recognized as qualified SIS assessors across its region to ensure that all individuals are assessed in the required timeframe..."

To achieve the requirement for SIS administration, each CMHSPs shall designate a "Clinical Contact" to facilitate communication between the assigned SIS Assessor and their respective organization. Clinical Contacts or their designees will be responsible for communicating with the SIS Assessor, knowing the requirements to complete a valid SIS, scheduling the assessment times and getting the SIS report into their Electronic Medical Record (EMR).

Applies to:

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☒ MSHN's Affiliates: ☐ Policy Only ☒ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions:

AAIDD: American Association on Intellectual and Developmental Disabilities

CMHSP: Community Mental Health Service Program

EMR: Electronic Medical Record

MDHHS: Michigan Department of Health and Human Services

MSHN: Mid-State Health Network

PIHP: Prepaid Inpatient Health Plan

SIS: Supports Intensity Scale

UM: Utilization Management

Related Materials:

SIS Procedure

Attachment A: Reporting and billing of valid SIS Claims

References/Legal Authority:

PIHP-MDHHS Contract FY15

Change Log:

Date of Change	Description of Change	Responsible Party
06.2015	New Policy	Waiver Director, Chief Compliance Officer
04.2016	Annual Review/Update	UM & Waiver Director
02.2017	Annual review	UM & Waiver Director
01.2018	Annual review	UM & Waiver Director