

SIS Annual Review Protocol Questions and Answers

Questions	Answers
Where is the link to the SIS-A Annual Review Form?	The SIS-A Annual Review Protocol can be found in two different places on the DDID website. 1. On the Clinical Services Branch section on the DDID website: https://dbhddid.ky.gov/ddid/clinical and 2. On the DDID SCL Case Management forms webpage: https://dbhddid.ky.gov/ddid/scl-forms-cm
Where is the SIS-A Annual Review Protocol Training document?	The training handout is posted on the DDID SCL Case Management Forms website, under <i>Additional Forms and Tips to Use When Applicable</i> https://dbhddid.ky.gov/ddid/scl-forms-cm
Could a link be provided on MWMA? It would be so helpful for newer case managers to have MWMA as a hub for information so they don't have to figure out so many different places to find information	A request has been made for a link to the SIS-A Annual Review Form to be put on the MWMA dashboard.
Is the respondent timeframe of knowing the participant 3 months?	Yes, the criteria is the same as for the SIS-A.
Is the reviewer able to serve as a respondent...or does it need to include the reviewer plus two respondents?	The reviewer may serve as a respondent if meeting the requirements of a respondent.
If the person did not stay the entire SIS-A will they count as a respondent for the SISA Annual Review?	Respondents for the Annual Review are not required to have participated in the previous SIS-A. In order to be a respondent for the Annual Review, a person must participate in the full review, which should be 15-30 minutes on average.
Does the individual count as a respondent too or are they required to be present plus two respondents	The person may serve as a respondent if they can provide the input needed.
What is the date to begin using the SIS-A Annual Review Protocol?	The SIS-A Annual Review is to be done during LOC recertification you work on from September 1, 2019 on unless a full SIS-A Assessment will be done.

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What is the time frame for completing SIS-A Annual Review relevant to annual recertification?	It is to be completed as part of your planning process. The review form is to be submitted with the rest of the items for annual Level of Care recertification.
Will the SIS-A Annual Review need to be submitted before we can submit our LOC or can this be reviewed during the individual's annual POC meeting?	You may conduct the SIS-A Annual Review during the person-centered service plan meeting. That is a good time to do it. That meeting can happen prior to submitting the level of care recertification information in MWMA. The Annual Review is to be uploaded as part of the LOC recertification submission.
How will a case manager know when to do the SIS-A Annual Review?	It is to be done prior to the LOC end date in the years that the full SIS-A is not scheduled and when there has been a significant change in a person's life.
Does the SIS-A Annual Review still need to be completed at a team meeting when the individual is due for an updated SIS-A?	No, the SIS-A Annual Review Protocol form does NOT need to be completed when a person will have a full SIS-A. It is best to have the SISA completed prior to the team meeting in order to use it for person centered planning.
Can the SIS-A Annual Review be uploaded after the LOC approval?	The SIS-A Annual Review protocol should be done and uploaded as part of the level of care recertification in the years a full SIS-A is not scheduled, but there are times that it will also be done outside of LOC recertification 1. If a person has had significant changes. 2. If a person is newly allocated, but they previously had a SIS-A and the SIS-A will not be 3 years old at the time of LOC recertification
Does the SIS-A Annual Review have to be completed in order to receive LOC?	For LOC recertification submitted on or after September 1, 2019, the SIS-A Annual Review is to be submitted if a full SIS-A is not being scheduled.
If a recert is due in Sept 2019 but the SIS-A assessment will be over 2 years old in Dec or Jan of the next year, do you complete the annual review protocol at recert or the next recert in Sept 2020?	The SIS-A Annual Review is to be done and uploaded as part of the annual LOC recertification each year that the full SIS-A is not scheduled.

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Once you do a SIS-A do we need to a SIS-A Annual Review that year if no changes?	No, the SIS-A Annual Review is to be done and uploaded as part of the annual LOC recertification each year that the full SIS-A is not scheduled.
Can we do the SIS-A Annual Review at the annual plan of care?	Yes, completing the SIS-A Annual Review during the person-centered team planning meeting is a good time to do it. That meeting can take place prior to submitting for level of care recertification in MWMA.
Are there limits to how far in advance of LOC the SIS-A Annual Review can be completed? Can it be done more than 60 days prior to end of LOC for example?	You may complete the review further out than 60 days (such as 90) but are limited to submitting in MWMA based on the parameters built into it.
We would like to complete the SIS-A Annual Review within the 60-90 day window before the end of the LOC and just wanted to ensure that 90 days would not be an issue	You may complete the SIS-A Annual Review 90 days before the end of the LOC, you just won't be able to submit it in MWMA until the LOC recertification submission timeframe is available in MWMA
If the SIS-A is due next year, but you have a POC in October, do you still do a SIS-A in October?	Assessors will continue to make contact to schedule the SIS-A and will do so based upon the LOC end date with the goal to complete them in time to be used during the team meeting. The SIS-A Annual Review is to be done in the years a full SIS-A is not scheduled.
Since the most current SIS-A is required for the development of the Person Centered Plan, what time frame do you recommend we operate on in regards to performing the following tasks; Performing the SIS-A SIS-A Annual Review, contacting the SIS-A Assessor if a SIS-A is warranted before the 3 year mark, meeting with the SIS-A Assessor to update the SIS-A, downloading a copy of the SIS-A from MWMA, sending to the support team for review, discussing the outcomes of the SIS-A during the development of the Annual Plan of Care (at the POC meeting) and submitting the POC into MWMA for review and approval? Essentially, since we	You have the flexibility to schedule as you believe would work best. Here is an example: Schedule a plan of care meeting with the person centered team approximately 90 days prior to the end of the current level of care. Conduct the SIS-A Annual Review during that meeting. If there were no significant changes, use the information from the review and the most recent SIS-A for planning. Submit the level of care information (including the pdf of the SIS-A Annual Review) when the link is active for submission in MWMA and then the plan when that link is active. If changes have been significant, talk through those changes during your meeting.

will be working with multiple schedules (i.e. participant, Assessors, support team members) for the SIS-A SIS-A Annual Review, possible SIS-A update (if warranted as a result of the SIS-A SIS-A Annual Review), and Plan of Care meeting. As providers we want to make sure we are being mindful of when to schedule meetings to ensure all requirements of our role are being successfully accomplished. (Hopefully this question makes sense)	Online form completions are monitored by Assessors. Completing the form is all that is needed for a SIS-A Assessor to know of the request. If you have not been contacted within 10 business days of entering the request in the form (or if it is important to communicate with a SIS-A Assessor sooner than that) you may email SIS@ky.gov .
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If the team determines there are changes at other times of the year, can this tool be used to work through other support needs and find them?	Yes, please do. Although "annual" is in the title, it should be done anytime there are significant changes in a person's life.
If you have a SIS-A getting ready to expire, will it be okay, for another year?	In moving to the three-year cycle for completion of SIS-A, there will be some Assessments scheduled prior to three years in order to balance the years. Assessors will continue to contact Case Managers to schedule the assessments.
Will Assessors still reach out when the 3 year mark comes around or will case managers need to contact an assessor to schedule	Assessors will continue to make contact to schedule the SIS-A.
If the form indicates that a new SIS-A is needed will that hold up the recertification process or will the recert go through with just the SIS-A Annual Review?	Needing a SIS-A will not hold up the LOC process. The SIS-A will need to be done before submitting the plan.
What if the SIS-A Annual Review triggers a SIS-A? What is the timeframe in getting this completed?	The Annual Reviews are being monitored through the online submission link. If you have not been contacted in 10 business days of entering the request (or if it is important to communicate with a SIS-A Assessor sooner than that) you may email SIS@ky.gov regarding the request. Assessors understand the importance of completing SIS-A Assessments in order to use them for planning and submitting in MWMA.

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If there is a need for a SIS-A assessment prior to the 3 year mark based on our yearly SIS-A review, do we notify the SIS-A reviewer, or do they see those uploaded on there and get some sort of triggered task themselves?	The Annual Reviews are being monitored through the online submission link. The Assessors will not receive a task in MWMA when a SIS-A Annual Review results in a request for a new SIS-A.
If a team's SIS-A Annual Review indicates that a new SIS-A is needed, does that SIS-A have to be completed before LOC can be approved? I'm trying to think through the timelines of how much time to allow	It does not have to be completed for LOC approval, but you will want to have it completed prior to developing the plan. You can develop the plan before submitting for LOC approval, but you of course have to get LOC approval in MWMA before you can submit the plan.
If the team determines a SIS-A is needed prior to the 3 years, do we email to notify?	The Annual Reviews are being monitored through the online submission link. If you have not been contacted in 10 business days of entering the request (or if it is important to communicate with a SIS-A Assessor sooner than that) you may email SIS@ky.gov regarding the request. Assessors understand the importance of completing SIS-A Assessments in order to use them for planning and submitting in MWMA.
What are the expectations of the Case Managers (CMs) communication with the Assessors moving forward? Should CMs email their area Assessors if a SIS-A is warranted due to the outcomes of the SIS-A SIS-A Annual Review? Should CMs email their area Assessors if a SIS-A is due for the 3 year renewal?	Assessors will continue to contact Case Managers to schedule the SIS-A as we implement the three-year schedule and will do so based upon the LOC end date with the goal to complete them in time to be used during the team meeting. The Annual Reviews are being monitored through the online submission link. If you have not heard from an Assessor in 10 business days of completing the online form, or if it is important to schedule sooner, you may email SIS@ky.gov.
Will Carewise be updated since they are currently giving LOI's if the SIS-A is not updated	Carewise has been instructed to accept SIS-A Assessments that have been done within the past 3 years (up to 36 months) of the LOC date.

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Will a new SIS-A be completed in enough time for the annual to be submitted?	The SIS-A is not required for annual LOC recertification, but is required for annual plan approval. Assessors' goal is to complete the SIS-A in a enough time so that the team meeting can be conducted after the SIS-A has been done so it is used for planning.
Will Assessors let agencies know in advance of when they are needing the SIS-A to be completed	Yes, Assessors will continue to make contact to schedule the SIS-A.
How will we know who is up for review on the new 3-year cycle? Will a master list be provided to each agency? Will a task notification populate on MWMA?	Assessors make contact with Case Managers SIS-A Assessments need to be scheduled. There will not be a new task for Case Managers. The LOC recertification task is the Case Manager's notification to do the SISA Annual Review in the years the full SIS-A is not scheduled.
Is CMS requiring the Kentucky SIS-A Annual Review Protocol?	CMS requires annual recertification for level of care. Kentucky has implemented the SIS-A Annual Review Protocol as part of the way to meet that requirement.
Will you provide examples of each of the 21 SIS-A review items for us to reference?	The descriptions of the items are included in the SIS-A Annual Review Protocol Training document available at https://dbhdid.ky.gov/ddid/scl-forms-cm
Is there no way to document how the respondents came to the conclusion of yes or no?	There are required text boxes for documenting each yes conclusion. Because the purpose is to determine and understand when support needs have changed meaningfully in pattern and intensity, there are not text boxes for the conclusions of no. If you believe it would be helpful, you may write the information regarding how the conclusions of no were reached, save as a pdf and upload along with the SIS-A Annual Review.
Are we required to upload the SIS-A SIS-A Annual Review into MWMA?	Yes, the pdf of the review is to be uploaded into MWMA along with the rest of the LOC recertification when the SIS-A Annual Review is done as part of LOC recertification. If it is

	done outside of that timeframe, it is to be uploaded using the "view documents" screen.
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If we complete the paper version, can we simply upload that in MWMA?	No, the SIS-A Annual Reviews must be entered into the online form. They are compiled as they are submitted in the online form and are checked by Assessors using that compilation.
If a case manager (reviewer completing the SIS-A Annual Review) does not download the review by accident, how do they obtain the downloaded PDF after the fact?	It is important to download the PDF before hitting the "close survey" button. In the rare occasion that was not done, an email can be sent to SIS@ky.gov with the person's name and the date it was completed.
Why is this not built in to MWMA? It would be more efficient for Case Managers to only need to go to a single website to complete the things needed for an annual PCSP. Is this something that will be built in to MWMA in the future similar the Individual Narrative?	Decisions regarding changes to the Medicaid Waiver Management Application (MWMA) are prioritized and made by Medicaid. There is a cost for each change. The form is not being put in MWMA at this time
Can the SIS-A Annual Review be completed during a billable face to face meeting with the participant?	Yes.
Can we invite someone to our SCL Provider meeting to do a brief overview of the SIS-A Annual Review	Yes, send an email to SIS@KY.gov with the date and time you are requesting.
Will the SIS-SIS-A Annual Review be the subject of audits and citations if not performed annually?	Yes. The SIS-A Annual review is a requirement.
Is the Case Manager responsible for serving as the reviewer for the SIS-A Annual Review each year?	Yes. The reviewer responsibilities are explained in the SIS-A Annual Review Protocol Training document available at https://dbhdid.ky.gov/ddid/scl-forms-cm
We still use the main SIS-A for goals correct?	Yes. Use the SIS-A each year for person centered planning in conjunction with any additional information gathered during the SIS-A Annual Review in the years it is done.
Are we responsible for sending the SIS-A Annual Review Results to members of the support team for their records?	Until all providers have access in MWMA, the CM is responsible to share the information with the team. The

	other provider agencies aren't required to have it in their record, but are welcome to have the information.
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How can a case manager meet the training requirement if they did not participate in the webinar?	The training handout is posted on the DDID SCL Case Management Forms website, under <i>Additional Forms and Tips to Use When Applicable</i> https://dbhdid.ky.gov/ddid/scl-forms-cm
We have several case managers watching together. How do we document participation?	Each agency is to make sure their case managers meet the requirements to serve as a reviewer.
Will we receive a certificate or proof of attendance?	It is up to each Case Management Agency to determine how they will keep track that their employees have been trained on the SIS-A Annual Review Protocol.
Will the SIS-A assessment still be uploaded into MWMA by the SIS-A assessor?	Yes, nothing has changed regarding the SIS-A Assessor responsibilities for the SIS-A Assessment.
How can someone see how the form works?	Each time the form is opened, a new record is started. If you want to enter practice data, enter Just as the first name and Practice as the last name so that the record is not included in statistical analysis.