



## **Division of Developmental Services**

### **Virginia SIS® Instructions: Initial Request**

This form is used to request that an individual new to DD Waiver services be assessed with the Supports Intensity Scale (SIS®). The form is completed by the assigned Community Services Board (CSB) and submitted to the Regional Support Specialist.

1. The Support Coordinator/Case Manager fills in the form and submits it to the SIS® Point Person at the CSB to ensure the information is accurate.
2. The Point Person (or designee) submits the form (via secure email) to the Regional Support Specialist.
3. The Regional Support Specialist reviews the submission and verifies the information submitted in WaMS.
4. The Regional Support Specialist submits the form (via secure email) to Ascend for processing.
5. Ascend processes the form and adds the individual's name to the Ascend Portal.
6. The Support Coordinator/Case Manager enters respondent information in to the Ascend Portal and submits for scheduling.
7. Ascend begins the process of contacting identified respondents and scheduling of the assessment.