DBHDS/Division of Developmental Services
SIS® Interview Information for Respondents

- In order to achieve a current and accurate picture of needed supports, it is requested that respondents not bring the following:
    - Copies of old SISs®
    - Copies of SIS® expanded clarifications or
    - Other assessments like the Virginia Individual Developmental Disabilities Eligibility Survey (VIDES), Inventory for Client and Agency Planning (ICAP), etc., as they are not needed.

- In order to assure the interview is conducted with full attention on accurate and timely completion of the SIS®, any laptops or tablets that are brought to the interview should be turned off and put away for the duration of the interview, unless being utilized as a personal communication device. The one exception to this policy is that the interviewer may use a laptop to conduct the interview.

- All cell phones should be turned off or set to vibrate and should not be answered unless the respondent has informed the interviewer, prior to the interview, that he expects to receive an emergency call. Texting is not permitted during any part of the interview.

- No audio or video recording is permitted at the SIS® interview unless authorized with prior approval by DBHDS for training purposes and with the individual's or his authorized representative's consent.

- During the interview, it is the responsibility of the respondent to answer questions asked by the interviewer in order to ensure that accurate and complete information is reflected in the results.

- To ensure that the interviewer has a clear picture of the supports needed for the individual, he/she will ask follow-up questions. The interviewer, based on the answers of the respondents and his/her training and knowledge of the SIS®, will determine the appropriate rating. It is the respondent's responsibility to accurately and honestly describe needed/provided supports so the interview may determine an accurate rating.

- Important To's and Important For's should be identified for this coming plan year only. Additional or replacement To's and For's will be addressed at subsequent Individual Support Plan meetings.

- At least 2 primary respondents must remain for the entire interview or it will be rescheduled.

- Everyone at the interview will be asked to sign the Virginia SIS® Interview Attendance Log before the interview and the Virginia SIS® Interview Standard Operating Procedures (SOPs) Checklist immediately following the session. If a respondent must leave before the interview has ended, he/she will be asked to sign the form before leaving, indicating his/her agreement or disagreement that SOPs were followed while he/she was present.