1. **Date request submitted:** *Click to enter date* **RSS:** *Click to select RSS*
2. **Individual’s Information:**

| **Name:**  | **CSB:**  |
| --- | --- |
| **Address:**  | **Medicaid: #**  | **CSB Tracking: #**  |
| **Date of Birth:***Click to enter date* | **Date of Last SIS:***Click to enter date* | **SIS ID Number:** |

1. **Reason for reassessment request** (select appropriate category & attach required documentation as listed below):

[ ]  Significant and sustained increase/decrease in medical support needs over a period of 6 months:

**Please briefly describe how medical supports have changed since the most recent SIS:**

[ ]  Significant and sustained increase/decrease in behavioral support needs over a period of 6 months:

**Please briefly describe how behavioral supports have changed since most recent SIS:**

[ ]  Sustained and significant change in any 2 Life/Activity Domains (Life Activity Domains: Parts A-F & Protection and Advocacy Section of the SIS)

**Please briefly describe how supports have changed since most recent SIS:**

[ ]  Other: **Please briefly describe changes in supports provided since most recent SIS:**

**4. Was this request reviewed by your CSB SIS Administrator** (select one)? [ ]  Yes [ ]  No

**5. Support Coordinator/Case Manager Information:**

|  |  |
| --- | --- |
| **Name:**  | **Agency:**  |
| **Phone: #** | **Phone: #**  |
| **Email Address:**  |

**Enter any pertinent additional information:**

**Supporting documentation for Reassessment Request (include 6 months of supporting documentation and indicate material included).**

For significant and sustained changes related to medical support needs, please submit:

[ ]  Skilled/Private Duty nursing plans

[ ]  Documentation of any referrals for new supports/services made by the support coordinator

[ ]  Any relevant medical/physicians’ orders that corroborate the change in medical supports

[ ]  Quarterly reports from all approved waiver services.

[ ]  All relevant incident reports

[ ]  Part Vs (Plans for Support) identify changes made to reflect increased/decreased support need(s). DBHDS staff will confirm via WaMS.

For significant and sustained changes related to behavioral support needs, please submit:

[ ]  Therapeutic consultation plans currently being utilized

[ ]  Documentation of any referrals for new supports/services made by the support coordinator

[ ]  Active crisis support and/or behavior support plans

[ ]  Quarterly reports from all approved waiver services.

[ ]  All relevant behavior data

[ ]  All relevant incident reports

[ ]  Part Vs (Plans for Support) identify changes made to reflect increased/decreased support need(s). DBHDS staff will confirm via WaMS.

For sustained and significant change in any 2 Life/Activity Domains, please submit:

[ ]  Documentation of any referrals for new supports/services made by the support coordinator

[ ]  Quarterly reports from all approved waiver services.

[ ]  Part Vs (Plans for Support) identify changes made to reflect increased/decreased support need(s). DBHDS staff will confirm via WaMS.

**Special Instructions:**

1. If a reassessment is being requested for both medical and behavioral support reasons, please submit all material as outlined above under both criteria.
2. If a reassessment is being requested for “Other” reasons – please submit any and all pertinent information relevant to the request.
3. Reassessment requests must be submitted via secure email.

|  |
| --- |
| **—SECTION BELOW FOR DDS USE ONLY—** |
| **Date Request Received:** *Click to enter date* **RSS Review**[ ]  Request rejected and sent back to CSB[ ]  *The current SIS assessment was completed less than 6 months ago*[ ]  *No documentation, or documentation of less than 6 months, was submitted with the request* [ ]  Request sent to SIS Quality Manager for DDS reviewRSS Signature: *Click or tap to sign* Date: *Click to enter date***DDS Review:** [ ]  Approved [ ]  Denied**Notes:** **DDS Signatures:**Maureen Kennedy, SIS Quality Manager *Click or tap to sign* Date: *Click to enter date*Kenneth Haines, Regional Supports Manager *Click or tap to sign* Date: *Click to enter date* |