VA SIS Scheduling Process

Step	Process Overview
Intake	**PCG receives from DBHDS a report listing individuals due for a SIS assessment.**
Verification	**PCG notifies the Support Coordinator (SC) that a SIS needs to be scheduled.** PCG Scheduling Team will email the SC, prompting them to complete a secure, online scheduling form for each individual requiring an assessment. The information includes the person to be contacted, demographics of the individual, respondents to be included in the assessment, contact information for those respondents, preferred location for the assessment, proposed date(s) and time, any special accommodations, interpreters, or health/safety information for the assessment.
Notification	**PCG contacts the person to be contacted to schedule the SIS,** upon receipt of the information provided on the scheduling form, the PCG Scheduling Team will call and email (if email is available) the person to be contacted on the scheduling form. Usually, this is the SC. PCG will verify and confirm all information submitted on the scheduling form. They will also discuss the suggested date(s) and time submitted by the SC and choose a date/time most convenient for the team. The assessment will be scheduled no less than two weeks in advance, unless otherwise noted.
Scheduling	**Once a date and time has been agreed upon**, the PCG Scheduling Team will generate an appointment calendar invitation and send it to the assigned Assessor and all respondents participating in the assessment. Additional information about the assessment and SIS resources will be attached as documents in the invitation. The setting of the assessment (in person or virtual) will be identified in the calendar invite based on the individual's preference.
Completion	PCG will conduct a complete assessment adhering to all DBHDS requirements and AAIDD standards.
After Completion	PCG Assessor will validate the assessment and complete a SIS interview agreement checklist with the respondent team. The checklist will be uploaded to the individual's file in SISOnline.