



Ascend's Steps for Scheduling Standardized Universal Assessments

Pennsylvania Office of
Developmental Programs

Ascend Management
Innovations

1 Ascend calls the Administrative Entity (County) Point Person
Ascend will ask the AE for the name of the individual's Support Coordinator (SC) and how to reach the SC



2 Ascend calls the SC
Ascend will ask about any special needs the individual may have. Ascend will also ask whether the individual has a Legal Guardian and Pennhurst Advocates and, if so, how to reach him or her. Ascend will ask who to contact for the assessment, such as the individual or his or her family, and how to reach them.



3 Ascend calls the person suggested by the SC
(likely the Legal Guardian, or Individual, or a Family Member, DSP)
Ascend will call the person suggested by the SC, likely the individual, family, or Legal Guardian. Ascend will ask about the best place and time for the interview. Ascend will ask about any other preferences for who should participate in the interview and any accommodations. Ascend will explain what to expect during the interview. Ascend will encourage SC to give heads up to all participants and provides resources developed for them, including questions, examples, and length of time.



4 Ascend calls the other people who will attend the interview
Ascend will call and invite the other people who will attend the interview (such as the SC and any providers) and let them know when and where the interview will take place.



5 Ascend calls our Ascend Pennsylvania assessor to
let him or her know when and where the assessment will be.

Who Should Participate

At least two people, preferably three, should participate in the interview who have known the individual for 3 months. (The decision about whether or not the individual participates in the SIS™ interviews is entirely up to each individual and family, according to what works best for you). People who participate must be able to describe, in a very detailed way, the day-to-day supports the individual needs to successfully accomplish each task. It is expected that SCs attend the SIS™ meeting as an observer, even if they do not know the individual well enough to participate as a respondent.

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