

# Questions and Scheduling Process for Standardized Universal Assessments

Pennsylvania Office of  
Developmental Programs

Ascend Management  
Innovations  
www.Ascendami.com

**1** Ascend Contacts  
AE Point Person

### Areas Ascend will ask/discuss:

- Please confirm the name of the Supports Coordinator (SC)
- Please confirm the SC contact information (phone & fax)

**2** Ascend Contacts  
the SC

### Areas Ascend will ask/discuss:

- Please recommend respondents (review method\* of choosing)
- Please provide respondent contact information
- Please provide contact information for either the Legal Guardian, Individual or family and recommend which to contact
- Please identify any special needs of the individual
- Please identify when the next planning meeting with the individual/family is scheduled to occur (attempts will be made to coordinate the assessment as close if not at the same time as that process)

**3** Ascend Contacts  
one of the following as  
recommended by the  
SC to finalize  
respondents:

- 1) Legal Guardian
- 2) Individual
- 3) Family

### Areas Ascend will ask/discuss:

- Review SIS™ and process
- Please finalize selected respondents (review method\* of choosing)
- Please finalize selected observers
- Please confirm contact information for respondents & observers
- Please confirm special needs
- Please choose location, time, & date for interview (with consideration to previously scheduled meetings, if applicable)

**4** Ascend Contacts  
all Selected  
Respondents,  
Observers, & SC

### Areas Ascend will ask/discuss:

- Review SIS™ and process
- Provide information about selected location, time, & date of assessment and confirm ability to attend

**5** Ascend notifies  
the local Ascend  
Assessor of location,  
time, date, & any  
special needs

### Note about Method\* of Choosing Respondents

**Method of choosing respondents:** Respondents should include 2 people who know the individual well & for at least 3 months; These can be the individual, family members, friends, direct support or other staff from residential or day service providers, or the SC. SCs should attend as an observer, even if they do not know the individual well enough to participate as a respondent).