



COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF PUBLIC WELFARE**  
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**KEVIN T. CASEY**  
Deputy Secretary  
Office of Developmental Programs

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Dear Colleague:

The Office of Developmental Programs (ODP) has received numerous inquiries for clarification regarding the role of the Supports Coordinator (SC) in the Supports Intensity Scale (SIS®) and PA Plus assessment process. It is ODP's expectation that the SC be present for the SIS and PA Plus assessment.

We believe there is great value for the SC to attend the SIS and PA Plus assessment meeting as a respondent or observer. The information discussed at the meeting will help the SC get to know individuals and will provide valuable information regarding an individual's support needs that is critical to the development of the initial and subsequent Individual Support Plans (ISPs). Attendance at the assessment will enhance the SC's ability to identify the supports that are needed to help the individual live an *Everyday Life*.

Scheduling of the assessment must occur at the convenience of the individual and family; however, Ascend will make every effort to accommodate the SC's schedule. We recognize that due to unavoidable circumstances there will be occasions where the SC will be unable to attend an assessment. We anticipate that these occasions will be minimal, and the assessment must be completed without the SC. Documentation of the SC's absence must be noted in the service notes in Home and Community Services Information System (HCSIS).

Thank you for your service, dedication and diligence as we move forward with the SIS and PA Plus implementation across Pennsylvania. It is our common goal to provide quality services to all individuals. For further information or concerns, please contact Carrie Mondorff via email at [Cmondorff@state.pa.us](mailto:Cmondorff@state.pa.us) or phone at 717-783-5772 or Cheryl Henne via email at [Chenne@state.pa.us](mailto:Chenne@state.pa.us) or phone at 717-783-5773.

Sincerely,



Kevin T. Casey