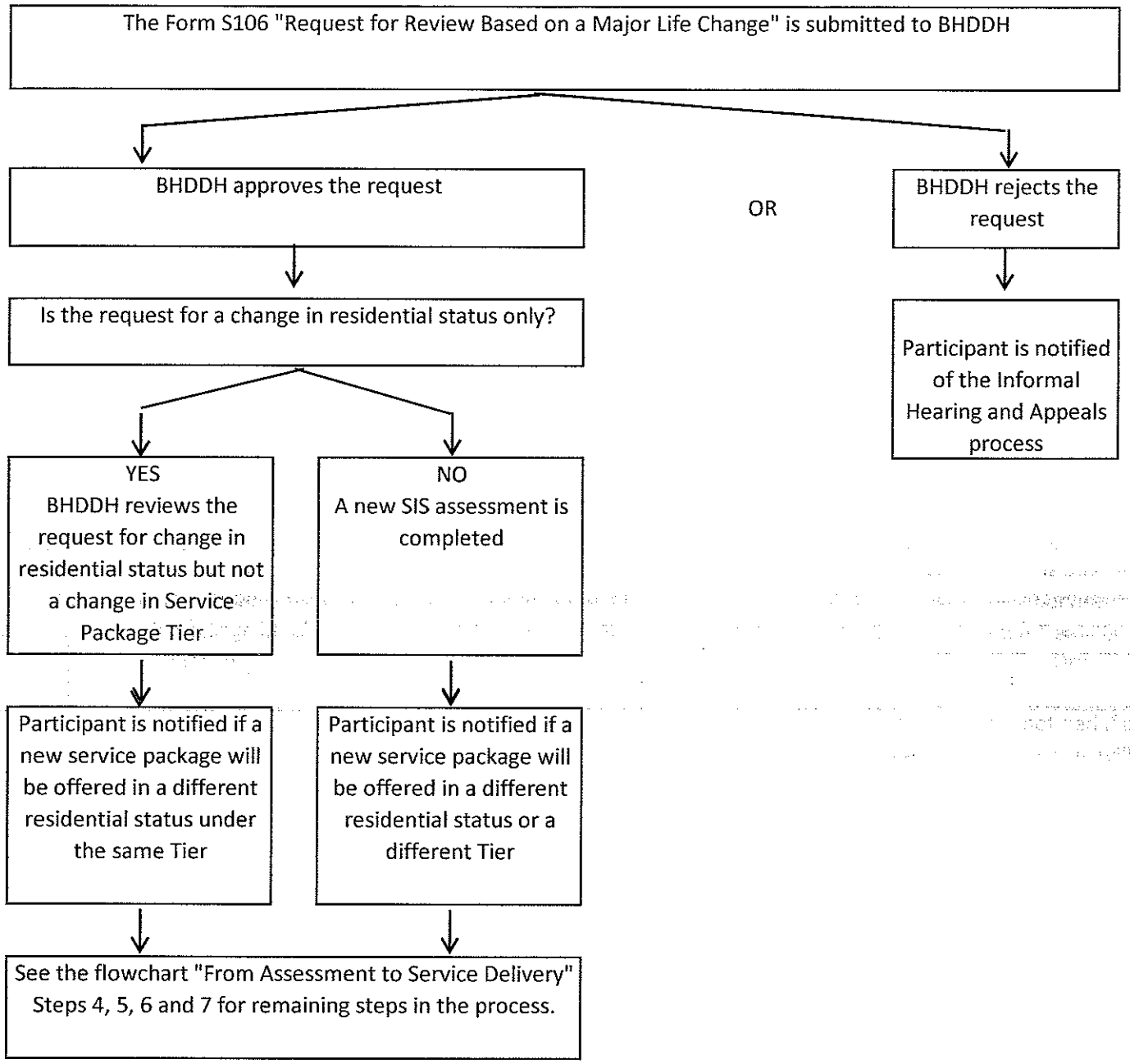
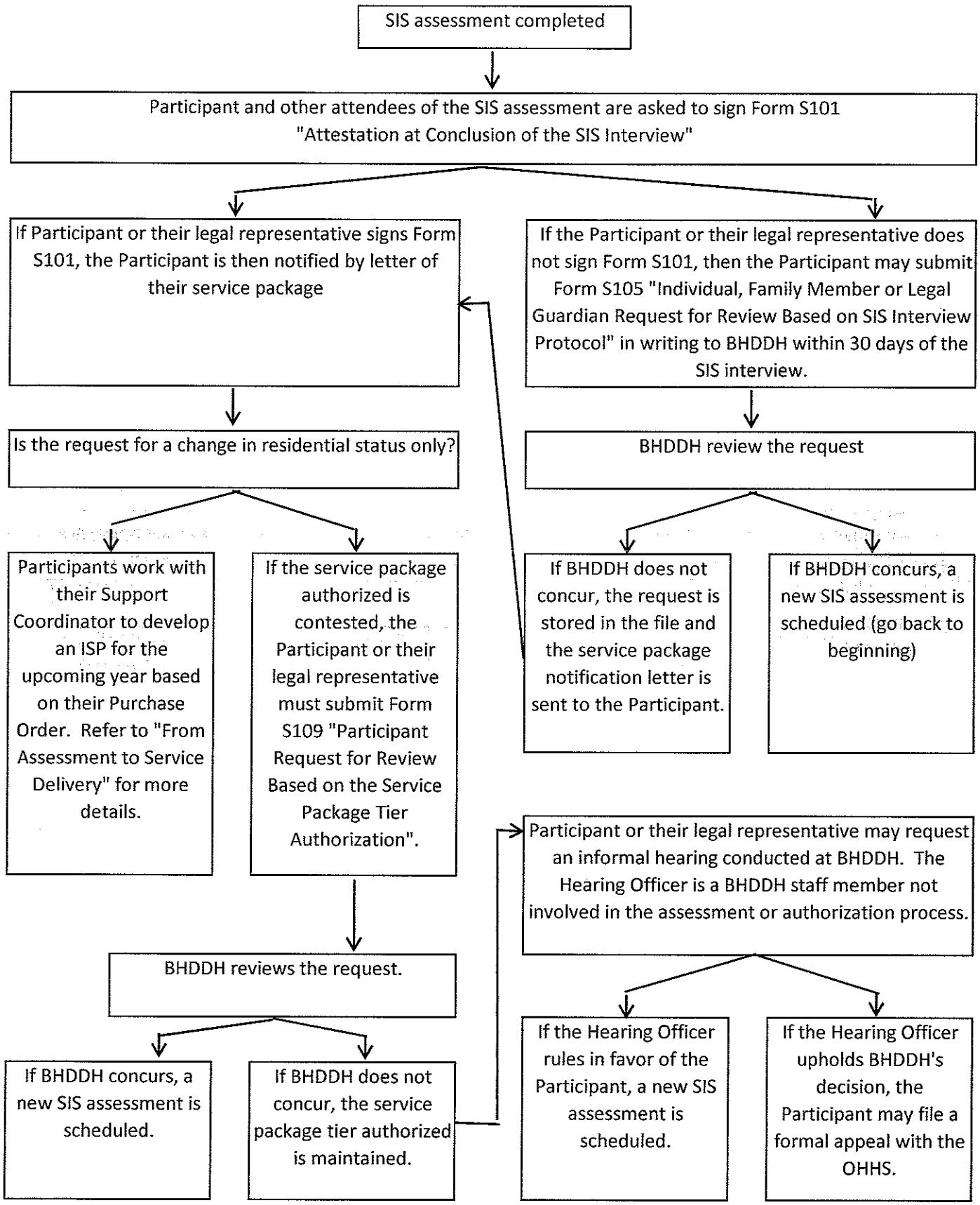
From Assessment to Service Delivery

For Participants Currently Receiving Services	Step	For New Participants
SIS assessment completed	1	SIS assessment completed
SIS Assessor may need to verify responses to Supplemental Questions post interview to complete	2	SIS Assessor may need to verify responses to Supplemental Questions post interview to complete
Participant is notified 90 days prior to their anniversary year of their service package	3a	Participant is notified of their service package
	3b	Participant selects a DDO as Support Coordinator or an FI if the Participant chooses to self-direct services
Participant works with their Support Coordinator to develop an ISP for the upcoming year beginning on their anniversary date. The ISP package includes a completed Purchase Order.	4	Participant works with their Support Coordinator to develop an ISP for the upcoming year beginning on their anniversary date. The ISP package includes a completed Purchase Order.
The ISP and PO are delivered to BHDDH prior to 45 days before the Participant's anniversary date.	5	The ISP and PO are delivered to BHDDH prior to 45 days before the Participant's anniversary date.
BHDDH reviews the ISP and PO. The ISP is reviewed by the Social Caseworker. The PO is reviewed by the Fiscal Office.	6	BHDDH reviews the ISP and PO. The ISP is reviewed by the Social Caseworker. The PO is reviewed by the Fiscal Office.
BHDDH approves the ISP and creates authorizations for services in quarterly increments based on the PO. OR BHDDH sends back the ISP and/or the PO with reasons why the ISP and/or PO are not approved.	7	BHDDH approves the ISP and creates authorizations for services in quarterly increments based on the PO. OR BHDDH sends back the ISP and/or the PO with reasons why the ISP and/or PO are not approved.

Major Life Change



Opportunities for Reconsideration in the SIS Process