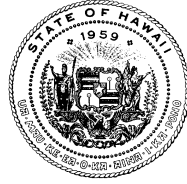


DAVID Y. IGE  
GOVERNOR OF HAWAII



VIRGINIA PRESSLER, M.D.  
DIRECTOR OF HEALTH

**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**Developmental Disabilities Division**  
Case Management Branch  
3627 Kilauea Avenue, Room 104  
Honolulu, Hawaii 96816

In reply, please refer to:  
File:

April 12, 2017

Dear I/DD Participants/Families/Guardians,

The purpose of this letter is to share information about the next phase in implementing Developmental Disabilities Division's (DDD) project called **Possibilities Now!** The purpose of the **Possibilities Now!** project is to help people served by DDD to have healthy, safe, meaningful and self-determined lives in the community.

Part of the project involves the use of an assessment tool called the **Supports Intensity Scale (SIS)®**. The SIS measures the supports a person needs to fully participate in a variety of life activities. This information is obtained through a group interview with you and at least two other people who know you well. The interview may take two to three hours to complete.

SIS assessments will be conducted for each person who receives services through DDD once every three years. Please note that having a SIS assessment is not optional, as DDD has chosen this tool for all individuals receiving services as the best way for teams to understand what supports you need in order for you to succeed at home and when you are in the community. DDD has already completed a number of SIS assessments for individuals who use DDD services in the first phase of implementing **Possibilities Now!** We referred to the first phase as the *Random Sample*.

- For all people in DDD, the SIS will be used by your Circle of Support to better understand your support needs, and will help your team during your individual Service Plan (ISP) meeting.
- If you received a complete SIS assessment as part of the Random Sample, you will likely not need a new assessment for another three years. You may receive a new SIS assessment if your situation changes so we can understand your current support needs.
- If you did not have a SIS assessment during the Random Sample, you will be scheduled to have a SIS interviewer come and conduct a SIS interview with you and your team at least two months prior to your next ISP meeting.

You are in what we are calling *Cohort 1*. *Cohort 1* includes all people who live in a home that is licensed or certified by the Department of Health, and have an ISP between July 1, 2017 and June 30, 2018. These residential settings include Adult Foster Homes, Adult Residential Care Homes, Expanded Adult Residential Care Homes, and DD Domicillary Homes.

A representative of DDD will be contacting you and at least two other people who know you well to schedule your SIS interview. The call will come from either DDD staff or a contracted person from Hilopa'a. The person will identify herself as working for DDD to schedule your SIS interview. Please make sure you return any calls you receive, as it is important that we complete your SIS assessment before your ISP meeting.

Please call your case manager if you have any questions or email us at [DOH.dddcmb@doh.hawaii.gov](mailto:DOH.dddcmb@doh.hawaii.gov).

Thank you very much for your time and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer La'a".

Jennifer La'a  
Case Management Branch Chief  
Developmental Disabilities Division

C: Mary Brogan, DDD  
Deb Tsutsui, DDD CRB  
Tracey Comeaux, DDD OCB