



Virginia Department of Behavioral Health  
and Developmental Services

Department of Behavioral Health and Developmental Services  
**Virginia SIS® Reassessment Request Instructions**

This form is used to request a reassessment of the Supports Intensity Scale® (SIS) for an individual currently enrolled in DD Waiver services. The form is completed by the assigned Community Services Board (CSB) and submitted via email to the DBHDS SIS Team: [SIS@dbhds.virginia.gov](mailto:SIS@dbhds.virginia.gov)

1. The Support Coordinator (SC) completes the SIS Reassessment Request Form, selecting the appropriate category for reassessment.
  - a. The SC provides a brief description explaining how supports have changed in the last 6 months and/or new supports being provided since the most recent SIS.
  - b. The SC submits documentation confirming the need and the new and/or increased supports. The documentation is submitted along with the SIS Reassessment Request Form. (\*Required documentation for each category may be found on the SIS VA Reassessment Request Form dated 4/20/2026).
  - c. The SIS Point Person at the CSB reviews entire submission to ensure accuracy.
2. The Point Person (or designee) submits the form and required documentation (via secure email) DBHDS email: [SIS@dbhds.virginia.gov](mailto:SIS@dbhds.virginia.gov). SIS Reassessment form should be attached as a word document.
3. DBHDS SIS Team reviews the full submission to ensure all required documentation is included. If the submission is incomplete, the request will be **rejected**.
  - a. **Rejected:**
    - i. DBHDS indicates the reason why, signs and returns the form to the CSB.
    - ii. A rejected submission may be resubmitted once the submission is complete.
  - b. DBHDS indicates a review request is complete by signing and forwarding for DDS review
4. Following a comprehensive review of submitted documentation, the SIS Quality Team makes a decision and signs in agreement. The request is either:
  - a. **Approved:**
    - i. DBHDS notifies the requesting CSB of the outcome.
    - ii. SIS vendor is made aware of the need for a new SIS via the SIS Vendor Report
    - iii. The assigned SIS vendor requests respondent information from the SC and proceeds with scheduling the interview.
  - b. **Denied:** DBHDS notifies the requesting CSB of the outcome.