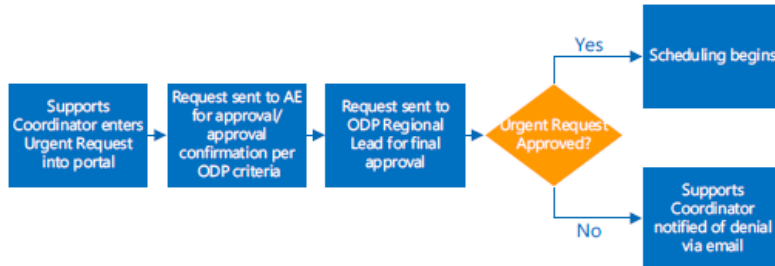


AE Role when Reviewing a Request for an Expedited SIS™ Assessment

As of October 1, 2018, KEPRO is officially ODP's vendor for the administration of SIS™-A and PA Supplement Assessments. The following diagram identifies the workflow of an expedited request entered into KEPRO's scheduling portal:



Step 1: KEPRO Email to AE

- Once the SC submits an expedited request via KEPRO's scheduling portal, the system will send an automatic email to KEPRO *and* the AE SIS Leads based on the county chosen by the SC.
- The encrypted email from KEPRO will include the following information that was entered by the SC:

○ Confirmation #	XXXX12345
○ Request Type	Expedited
○ SC First Name	Jane
○ SC Last Name	Doe
○ SC Email	janedoe@scorg.com
○ SC Phone	123-456-7890
○ Responsible AE	Bucks
○ First Name of Individual	John
○ Last Name of Individual	Doe
○ Birth Date of Individual	1/1/1111
○ Contact Person for Individual	Mom Doe
○ Contact Person Phone	987-654-3210
○ Contact Email	mom@mom.com
○ Interpreter need	No
○ Language	English
○ Reason for Request	<<Detailed reason for the request>>
○ Best times for scheduling	afternoon
○ Special notes for scheduling	Thursdays only
○ Desired meeting location	home
○ Individual receiving residential?	No
○ Information on residential services	N/A
○ Respondent 1	Name, number, contact information
○ Respondent 2	Name, number, contact information

Step 2: Action Required by AE

- AE reviews expedited request and sends email back to KEPRO at the following address: paodpassessments@kepro.com – (do not reply to KEPRO encrypted email)
 - AEs email must include the following information:
 - Confirmation number.
 - If the request is approved or disapproved including reason why.
- ❖ **Please note:** If KEPRO does not receive an email from the AE within 3 days, KEPRO will reach out to the AE again for approval/disapproval determination.

Step 3: ODP Regional SIS Lead Approval

- KEPRO receives the approval/denial email from the AE.
 - If approved, KEPRO sends the approval to the ODP Regional SIS Lead for final approval or disapproval.
 - If not approved by the AE, KEPRO informs the SC via email.
- KEPRO receives the Regional ODP SIS Lead’s response.
 - If approved, an assessment is set up in SIS Online and scheduling begins
 - If not approved by the Regional ODP Office, KEPRO informs the SC and AE via email.

Please reach out to your ODP Regional SIS Lead with any questions or issues regarding the expedited assessment process.

REGION	SIS LEAD	CONTACT
Central	Bill Bruaw	wbruaw@pa.gov
Northeast	Kenley Hoats	khoats@pa.gov
Southeast	Nathifa Castro	ncastro@pa.gov
West	Jared Roser	jroser@pa.gov