IDD Connects System
SIS Assessor
User Guide
Introduction

The user guide for the IDD Connects System describes how a specific user will interact with the system based upon their role. This guide helps the user understand how to perform tasks and navigate through the system. Each task includes step by step instructions with the accompanying screenshot taken from the IDD Connects System and a description of the screen. Each user of the system accesses the IDD Connects System entering the URL https://IDDgeorgiacollaborative.com/IDDPortal/dbhdd.

User Role: SIS Assessor

All pre-eligibility screenings/evaluations or discipline specific evaluations request submitted by user flow into clinical mailbox. Pre-eligibility screening/evaluation request populates in the Clinical Assessment Assignment. All discipline specific evaluations/screenings request (initial, RCR, Clinician requested) populate in the Clinical Request section where the Intake and Evaluation (I&E) manager determines the request. Once the determination is made the request flows into the Clinical Assessment Assignment section where it is assigned to a Clinical User. For SIS request, only the SIS manager can make the determination in the Clinical Request section and only the SIS Assessor is assigned as a Clinical User in Clinical Assessment Assignment section.

1. Evaluation Tab

1.1 Disciple Specific Assessments

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Discipline Specific Assessments on the left side of the navigation to view assessments.
- Step 6: Click on the hyperlink under the Evaluation Type to view the specific assessment completed.

Note: The User clicks on the hyperlink for the Behavior Support Needs assessment where the CABS is located for viewing.
Figure 1: Discipline Specific Assessments

Figure 2: Behavior Support Needs Assessment
Figure 3: Behavior Support Needs Assessment

1.2 Diagnosis Summary

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Diagnosis Summary on the left side of the navigation to view the diagnosis.
1.3 Clinical Recommendations

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Clinical Recommendations on the left side of the navigation to view assessments.
- Step 6: Click on the arrow to expand each section to view the recommendations.

Figure 5: Clinical Recommendations

1.4 Complete the Support Intensity Scale (SIS)

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the HRST/SIS on the left side of the navigation to view assessments.
- Step 6: Click on Create New SIS. User navigates to SIS site.
- Step 7: Enter the details and complete the form and click on the Submit button.

Figure 6: SIS Assessment
1.5 Clinical Mailbox

- Step 1: Login to the IDD Connects portal and click on the **Open Tasks** tile.
- Step 2: View Tasks in the **View My Tasks** tab.
- Step 3: Click on the **CID#** for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the **Evaluation** tab.
- Step 5: Click on the **Clinical Mailbox** on the left side of the navigation to view assessments.
- Step 6: Click on the (+) to view the details.
2. Document Tab

The User is able to view a number of different documents in the Documents section for the individual under the View Documents tab.

2.1 View Documents

- Step 1: Under the navigation bar, click on View Document tab
- Step 2: Enter the search criteria and click on Search to view a number of document types.

![Figure 9: Documents](image)

![Figure 10: Documents](image)
2.2 Download Documents

- Step 1: Select document and click on the Download button.
- Step 2: Select to download document(s) as one single file or as a separate file. The system downloads the document as a PDF document.

3. Outcomes and Support Notes

3.1 Add Support Note

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: Search an Individual on the Dashboard Page
- Step 3: Click on CID# for a particular task to navigate to Demographic tab of Individual.
- Step 4: Click on the Outcomes & Support Note.
- Step 5: Click on the Support Notes tab.
- Step 6: Click on the (+) to view existing Support Notes.
- Step 6: Click on Add Support Note button.
- Step 7: Enter details and click Save.