



Levels of AAIDD SIS-A Recognition

AAIDD recognizes two basic levels of SIS-A recognition: **SIS-A Interviewer** and **SIS-A Trainer of Interviewers**. Following is a description of the requirements for becoming a SIS-A Interviewer or Trainer, as well as for maintaining recognition by AAIDD.

SIS-A Interviewer

A **SIS-A Interviewer** has met all the requirements necessary to use the skills and strategies trained within the SIS-A Interviewer Curriculum for/within the organization, state, and jurisdiction noted on his/her certificate and records. An interviewer is not recognized to train others in the use of SIS-A, nor conduct reliability qualification reviews on other SIS-A interviewers.

Recognition as a **SIS-A Interviewer** is active for 365 days from the date of passing an annual Interviewer Reliability and Qualifications Review (IRQR). To receive AAIDD recognition and certificate, an AAIDD Trainer administers the training and/or IRQR. AAIDD issues the certificate that indicates the name of the SIS-A Trainer who conducted the training and IRQR, the time-period of recognition, and the state, province or jurisdiction in which the interviewer is recognized to conduct interviews.

SIS-A interviewers participating in training and/or IRQRs administered by SIS-A trainers from their jurisdiction who are recognized by AAIDD, may meet all requirements and be recognized by/within their state or jurisdiction, but will not receive a certificate of recognition by AAIDD.

Basic requirements to becoming a recognized SIS-A Interviewer:

- Attend and participate in the SIS-A Interviewer Training.
- Participate in Guided Practice training and conduct documented practice interviews – a minimum of 3-6 practice interviews are necessary. AAIDD recommends 10 or more practice sessions in order to prepare and be ready for an Interviewer Reliability and Qualifications Review (IRQR), and to develop confidence as an interviewer.
- Demonstrate all interviewer skills and strategies, as evidenced in successfully passing the IRQR.

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Recommendations for maintaining SIS-A Interviewer recognition:

- The interviewer conducts a minimum average of two (2) interviews per month, with a lapse of no more than 3 months between interviews.
- Participate in continuing education on SIS (refresher training, quality assurance activities, national conference, etc.).
- To maintain AAIDD recognition, interviewers are required to participate in and pass an annual IRQR conducted by an AAIDD SIS-A Trainer. However, local SIS-A Trainers trained and recognized by AAIDD, may conduct the IRQR for interviewers in their own state or jurisdiction (recognized by their own state or jurisdiction).

Grace Period:

If an interviewer is not able to pass the annual IRQR within the specified time (365 days), AAIDD no longer provides recognition as a SIS-A interviewer. S/he therefore must not administer SIS-A interviews. S/he has a grace period of no more than 90 days to pass the IRQR administered by a recognized AAIDD SIS-A trainer to regain recognition. After the grace period, the requirement is for a full Interviewer Training and IRQR to secure recognition by AAIDD.

Other recommendations:

There may be situations in which an interviewer has not conducted the minimum number of interviews. Highly recommended is advance planning for the training/quality assurance measures for the interviewer to resume conducting SIS-A interviews, and includes measures such as:

If the interviewer has not conducted any SIS-A interviews for 3 months or more, and would like to resume conducting interviews and regain recognition as a SIS-A interviewer:

- a. The interviewer will shadow currently qualified SIS-A Interviewers for a few sessions.
- b. The interviewer's supervisor will monitor interviews until an IRQR can be conducted.
- c. The interviewer attends the next available refresher training.
- d. An IRQR is scheduled a few weeks after the interviewer has resumed interviewing.

SIS-A Trainer

There are 3 phases to becoming a SIS-A Trainer of Interviewers:

1. Orientation Training: Teaching SIS-A Basics
2. Quality Training: Maintaining Reliability
3. Training New Interviewers

These three phases, completed in incremental steps, are scheduled according to the need or stage of implementation in the jurisdiction. In jurisdictions where SIS-A is new, completing the phases in incremental steps allows more time for interviewers who are potential SIS-A Trainers to develop stronger SIS-A skills and experience. In addition, jurisdictions might require different levels of SIS-A expertise, competency and responsibility at different times (or from different individuals). Some examples of this might be:

- New implementation sites in which a large number of stakeholders such as families, individuals, service providers, case managers, and others need to be informed (more of a need for SIS-A Orientation and Information Lead)
- Pilot projects and sites using SIS-A results for resource allocation in which a high level of quality assurance is critical (a high need for SIS-A Quality Lead)
- Sites which are training and replacing interviewers (increased need for SIS-A Trainers)

In such circumstances, separate recognition levels can be issued (to address differing circumstances).

Completion of the three phases of training to become a SIS-A Trainer of Interviewers are not required in sequential order.

Recommendations for all further SIS Training (SIS-A Orientation and Information Lead, SIS-A Quality Lead, and SIS-A Trainer of Interviewers):

- Candidates are experienced interviewers with a minimum of 2 years of field work and one year of SIS-A interviewing experience
- Candidates are recommended for training by a current or previous SIS-A Trainer
- Candidates maintain regular contact with other SIS-A interviewers and trainers in their jurisdiction. Meetings or conference calls to share experiences and learning, some of which include an AAIDD SIS-A Trainer in discussions for further understanding and consistency, are highly recommended.

SIS-A Orientation and Information Lead

An interviewer recognized as a **SIS-A Orientation and Information Lead** has met all the requirements necessary to be a SIS-A interviewer within the organization and/or jurisdiction noted on his/her certificate and records. A SIS-A Orientation and Information Lead has also taken the first of three steps to becoming a Trainer of Interviewers and has therefore met all the requirements of the Orientation Training

Curriculum. A SIS-A Orientation and Information Lead is equipped to lead information sessions for persons with a disability, parent groups, provider groups and others, in the philosophy of SIS-A, rating keys, general overview of the SIS-A domains and uses of SIS-A in their jurisdiction. *A SIS-A Orientation and Information Lead is not recognized to train interviewers in the use of SIS-A, or conduct IRQRs of interviewers.* A SIS-A Orientation and Information Lead may only lead information sessions in the jurisdiction in which they were trained.

Recognition as a SIS-A Orientation and Information Lead is active for 365 days from passing the annual IRQR and demonstrating proficiency in the orientation training presentation. An interviewer who meets requirements, and trained as a SIS-A Orientation and Information Lead, will receive a certificate that specifies this and includes the name of the AAIDD SIS-A trainer involved in his/her training, the time-period of recognition, and the state, province or jurisdiction in which the SIS-A Orientation and Information Lead is recognized.

Basic requirements for becoming a SIS-A Orientation and Information Lead:

- Be recommended by a current or previous SIS-A trainer.
- Attend and participate in a SIS-A Orientation and Information Lead Training – AAIDD Instructor Series.
- Demonstrate all interviewer skills and strategies by passing the decision making portion of the Interviewer Reliability and Quality Review at the “Qualified: Satisfactory” level or higher.
- Participate in co-presentation of the SIS-A orientation material with an AAIDD SIS-A Trainer (demonstration of skills at an approved level).

Recommendations for maintaining AAIDD recognition as a SIS Orientation and Information Lead:

- Conduct interviews on a regular basis (maintain SIS-A Interviewer status).
- Demonstrate all interviewer skills and strategies at the “Qualified: Satisfactory” level or higher in an annual IRQR conducted by an SIS-A trainer (required).
- Participate in annual SIS-A Refresher Training.
- Participate in AAIDD approved continuing education on SIS-A.
- Conduct information session/s or present SIS-A orientation information, and maintain a log of SIS-A Orientation/Information events conducted, as well as any evaluation forms completed by participants.
- Receive annual recommendation for recognition by an AAIDD SIS-A Trainer or a SIS-A Trainer recognized in the jurisdiction.
- An AAIDD SIS-A Trainer must have some involvement in at least one of the following required activities:
 - Annual IRQR
 - Annual SIS-A Refresher Training
 - Presentation/observation of a SIS-A Orientation or SIS-A Information session conducted

- Without the involvement of an AAIDD SIS-A Trainer, a SIS-A Orientation and Information Lead who meets requirements with a SIS-A Trainer from his/her own jurisdiction can be recognized by/for their own jurisdiction only.

Grace Period:

If a SIS-A Interviewer/Orientation and Information Lead is unable to pass the annual IRQR and related requirements within the specified time (365 days), AAIDD no longer provides recognition as a SIS-A Interviewer or a SIS-A Orientation and Information Lead. S/he must therefore must not administer SIS-A interviews or conduct SIS-A Information sessions. S/he has a grace period of no more than 90 days to pass the IRQR administered by a recognized AAIDD SIS-A Trainer to regain recognition. After the grace period, recognition by AAIDD requires a full Interviewer Training and IRQR.

SIS-A Quality Lead

A SIS-A interviewer recognized as a **SIS-A Quality Lead** has met all the requirements necessary to be a SIS-A interviewer and has demonstrated advanced knowledge of the SIS-A intent and scoring principles. S/he has also completed the second of the three steps toward of becoming a SIS-A Trainer of Interviewers, and met all the requirements to use the skills and strategies trained within the Interviewer Reliability and Qualification Review Curriculum – Instructor Series. A SIS-A Quality Lead may oversee and conduct IRQRs within the organization and/or jurisdiction noted on his/her certificate and records, and may serve as a mentor to other interviewers, but is not recognized to train others in the use of SIS-A.

Recognition as a SIS-A Quality Lead is active for 365 days from the date of passing the annual IRQR and demonstrating proficiency in conducting the IRQR. The SIS-A Quality Lead will receive a certificate which specifies this, including the name of the AAIDD SIS-A Trainer who conducted the training and IRQR, the time period of recognition, and the state, province or jurisdiction in which the Quality Lead is recognized.

Basic requirements to becoming a SIS-A Quality Lead:

- Be recommended by a current or previous SIS-A trainer.
- Attend and participate in a SIS-A Interviewer Reliability and Qualifications Review Training – AAIDD Instructor Series.
- Demonstrate all interviewer skills and strategies by passing the decision making portion of the Interviewer Reliability and Quality Review at the “Qualified: Excellent” level or higher.
- Participate in an IRQR Guided Practice session with an AAIDD SIS-A Trainer
- Successfully conduct an Interviewer Reliability and Qualifications Review, shadowed and recognized by an AAIDD SIS-A Trainer (demonstrating skills at an approved level).

Recommendations for maintaining AAIDD recognition as a SIS-A Quality Lead:

- Conduct interviews on a regular basis (maintain SIS-A Interviewer status).
- Demonstrate all interviewer skills and strategies by passing the decision making portion of the IRQR at the “Qualified: Excellent” level or higher in an annual IRQR conducted by an AAIDD SIS-A trainer (required).
- Participate in annual SIS-A Refresher Training (required).
- Participate in AAIDD approved continuing education on SIS-A.
- Regularly conduct IRQRs, and participate in other ongoing quality assurance activities (maintain records of activities).
- Annual observation by an AAIDD SIS-A Trainer of the Quality Lead conducting an IRQR, demonstrating IRQR skills at an approved level is required.
- Receive annual recommendation for recognition by an AAIDD SIS-A Trainer.

Grace Period

If a SIS-A Quality Lead is not able to pass the annual IRQR and related requirements within the specified time (365 days), AAIDD no longer provides recognition as a SIS-A Interviewer or a SIS-A Quality Lead. S/he therefore must not administer SIS-A Interviews, IRQR's or other SIS-A quality assurance activities. S/he has a grace period of no more than 90 days to pass the IRQR administered by an AAIDD SIS-A Trainer to regain recognition. After the grace period, recognition by AAIDD requires a full Interviewer Training and IRQR training.

SIS-A Trainer of Interviewers

A SIS-A Trainer of Interviewers has met all the requirements necessary to be a SIS-A Interviewer and has demonstrated advanced knowledge of the SIS-A intent and scoring principles. They also have met all the requirements to use the skills and strategies trained within the Instructor Series: Interviewer Reliability and Qualification Review Curriculum, Orientation Curriculum and Interviewer Curriculum. A recognized SIS-A Trainer of Interviewers only trains persons in the agency or jurisdiction in which their training occurs.

Recognition as a SIS-A Trainer of Interviewer is active for 365 days from passing the annual IRQR and demonstrating proficiency as a SIS-A Trainer (conducting training and administering IRQRs). The SIS-A Trainer of Interviewers will receive a certificate which specifies this, including the name of the AAIDD SIS-A Trainer, the time period of recognition, and the state, province or jurisdiction in which the Interviewer Trainer is recognized to conduct training.

Basic requirements to becoming a SIS-A Interviewer Trainer:

- Be recommended by a current or previous SIS-A Trainer.

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- Attend and participate in the full AAIDD SIS-A Instructor Series: Orientation, IRQR and Interviewer Curriculum.
- Demonstrate all SIS-A interviewer skills and strategies by passing the decision making portion of the Interviewer Reliability and Quality Review at the “Qualified: Excellent” or higher is level.
- Participate in team teaching SIS-A Interviewer Training for interviewers with an AAIDD SIS-A Trainer.
- Participate in an IRQR Guided Practice session with an AAIDD SIS-A Trainer
- Successfully conduct the Interviewer Reliability and Qualifications Review, shadowed and recognized by an AAIDD SIS-A Trainer (demonstrating skills at a proficient level).
- Demonstrate strong verbal and written skills; mentoring and leadership skills; group presentation skills
- AAIDD recommends that the SIS-A Interviewer Trainer candidate has completed a minimum of 100 interviews, preferably more.

Note: While satisfying the team-teaching requirement does not necessitate that the training was for new interviews, it is a requirement that only SIS-A Trainers who have participated in the training of new interviewers through team teaching with an AAIDD SIS-A trainer facilitate training of new SIS-A Interviewers.

Recommendations for maintaining recognition as a SIS-A Trainer of Interviewers:

- Conduct interviews on a regular basis (maintain SIS-A Interviewer status).
- Demonstrate all interviewer skills and strategies by passing the decision making portion of the IRQR at the “Qualified: excellent” level or higher in an annual IRQR conducted by an AAIDD SIS-A trainer (required).
- Participate in annual SIS-A Refresher Training.
- Participate in AAIDD approved continuing education on SIS-A.
- Conduct at least one SIS-A Interviewer Training per year, and maintain a log of training activities conducted/attended for the year, as well as evaluation forms completed by participants.
- Regularly conduct IRQRs, and participate in other ongoing quality assurance activities (maintaining records of activities).
- Annual observation by an AAIDD Trainer of the SIS-A Trainer conducting an IRQR, demonstrating IRQR skills and training skills at an approved level is required.
- Receive annual recommendation for recognition by an AAIDD SIS-A Trainer.

Grace Period

If a SIS-A Trainer is not able to pass the annual IRQR and related requirements within the specified time (365 days), AAIDD no longer provides recognition as a SIS-

A Interviewer or a SIS-A Trainer. S/he therefore must not administer SIS-A interviews, IRQRs or other SIS-A Training. S/he has a grace period of no more than 90 days to pass the IRQR administered by an AAIDD SIS-A Trainer to regain recognition. After the grace period, recognition by AAIDD requires a full Interviewer Training and IRQR. If a trainer has not conducted any of the required training activities during the period, a full SIS-A Trainer training may be required.

Other General Requirements of SIS-A Trainers:

Accepting recognition as a SIS-A Trainer requires compliance with the following general requirements:

- Use of only original or expressively approved AAIDD materials provided exclusively by AAIDD during and under the auspices of SIS-A training.
- SIS-A training materials, manuals, standards, tests, or portions thereof, will not be copied, sold, loaned, disseminated, or otherwise distributed without the expressed written consent of AAIDD.
- All training will be reported to AAIDD by submitting the Trainee Roster within two weeks of training. Acceptable methods of submission include mail, fax, email, and/or completion of a web-based entry form.
- A SIS-A Trainer may only train employees of his or her organization of record, unless otherwise authorized in writing by AAIDD.
- Keep records pertaining to all SIS-A training (rosters, trainee agreements, checklists, tests) on file, and make available for audit by AAIDD.