

**Things a CDDP Service Coordinator or Brokerage Personal Agent
Can Do to Ensure a Successful Assessment**

- **Regarding Meeting Rooms**

- Schedule for a four (4) hour block of time for a SIS assessment and a two (2) hour block for a SNAP assessment
- Ensure access for Assessment Specialist 15-20 minutes before the assessment for 'set-up time'
- Choose a location that will ensure confidentiality, minimal distractions and interruptions, and a table and chairs

- **Regarding Consideration for Individuals**

- Encourage providers to bring snacks, drinks, medications, activity items, and any assistive devices for Individual's comfort and optimal participation (activity items should not make noise or cause a distraction)

- Ensure the provider has made arrangements ahead of time for extra staff (not a respondent) to be available to take the Individual home early, if it is expected the Individual will not be able to participate in the entire assessment

- Make requests for Interpreter Services for the Individual (only), with the Assessment Specialist, at least two (2) weeks before the assessment date

- Communicate with the Assessment Specialist ***ahead-of-time*** about any sensitive topics or things that might occur during the assessment to cause the individual to be uncomfortable. The Specialist can select alternative ways to obtain important information about an individual's support needs that can't be comfortably discussed in the group setting.