

Create New ISP Program

Using the ISP Program, we can record the IEP of an Individual. ISP Program is mainly a program created to track the progress of an individual in learning different skills.

In order to create a new ISP Program, please follow the steps mentioned below:

1. Click on the **New** link in the ISP Program area under the Individual tab on your Dashboard.

The screenshot shows a dashboard titled 'Care' with a sidebar on the left containing 'To Do', 'Individual', 'Admin', 'Agency Reports', and 'Settings'. The main content area has three sections: 'ISP Data' with links 'New | Search | Report | Search Report'; 'ISP Program' with links 'New | Search | Archive | Acknowledgement Report' (where 'New' is highlighted with an orange box and an orange arrow points to it); and 'ISP Program Template Library' with links 'Published | Search'.

2. In the 'Select Program For ISP Program' page, select the appropriate Program from the list.

The screenshot shows a page titled 'Select Program For ISP Program'. It features a navigation bar with letters A-Z and a 'Filter' input field. Below is a table with columns: Program Name, Site Name, Program Type, and Cost Center Number. The table contains two rows: 'Day Shift' (highlighted with an orange box and an orange arrow) and 'Morning Shift'. Both rows have 'Demo Site' as the site name and 'Autism Services-Skills Training' as the program type. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

3. In the 'Individual List for ISP Program' page, select the particular individual from the list.

The screenshot shows a page titled 'Individual List for ISP Program' for the program 'Day Shift (Demo Site)'. It features a navigation bar with letters A-Z and a 'Filter' input field. Below is a table with columns: Last Name, First Name, and Individual ID. The table contains four rows: 'Chowdhury' (highlighted with an orange box and an orange arrow), 'Das', 'Chowdhury', and 'Chowdhury'. The first row has 'Mariam' as the first name. The third row has 'Amit' as the first name and '11110000' as the individual ID. The fourth row has 'Anita' as the first name. At the bottom right, there is a 'Showing 1 to 4 of 4 entries' indicator.

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4. Next, in the ISP Program form, enter required details marked with red asterisk (*) such as Program Name, Program Creation Date, Maximum Number of Times a Day. You may also enter information corresponding to the other fields depending on your preferences.

ISP Program	
Form ID: ISP-DEMOBBGD-F7Q4MYPXDED8M Status: New Entered By: Sunita Ghosh, Trainee	
Program Description	
Provider Program : Day Shift (Demo Site)	Individual Name : Amit Chowdhury, 11110000
Program Name : * <input type="text" value="daily Living Activities"/>	
Program Creation Date : * <input type="text" value="05/22/2017"/>	Time Zone : Asia/Dhaka
Long Term Objective : <input type="text" value="He will be able to live independently."/>	Goal/Service : <input type="text" value="He will be performing daily tasks like Hair-combing, tooth-brushing, bathing etc according to her needs."/>
About 2962 characters left	About 2896 characters left
Reason for Program : <input type="text" value="He is dependent on others for his daily activities."/>	Schedule and Frequency : <input type="text" value="Every Sunday, Tuesday and Thursday of the week."/>
About 2949 characters left	About 2952 characters left
Maximum Number of Times a Day : * <input type="text" value="10"/>	Frequency of Documentation : <input type="text" value="Whenever service is provided."/>
	About 2971 characters left
Location : <input type="text" value="school"/>	Target Completion Date : <input type="text" value="12/31/2017"/>
Criteria for Completion : <input type="text" value="When he will be able to perform all his task independently."/>	Materials Required : <input type="text" value="Toothbrush, Comb, Water, Plastic glass etc"/>

Note that it is advised to give Maximum Number of Times a Day 2-3 times more than needed. This is because it cannot be changed any further once the ISP Program is approved.

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- The next step is to select the scoring method. Scroll down to the bottom of the page and click on the **Select Scoring Method** button.

A screenshot of a web interface showing a yellow header bar. On the left, there is a button labeled "Select Scoring Method" with an orange arrow pointing to it. On the right, there is a button labeled "Add Teaching Method". Below the header bar, there is a white area with a yellow footer bar containing buttons for "<< Back", "Cancel", "Save", "Submit", and "Approve".

- Select the scoring method from the list of available options in the 'ISP Program Scoring Method' page. Click on the **Continue** button once you done selecting the Scoring Method.

A screenshot of the "ISP Program Scoring Method" page. The page title is "ISP Program Scoring Method" and it shows "Individual Name: Amit Chowdhury, 11110000" and "Program Name : Daily Living Activities". Under the "Scoring Details" section, there is a "Scoring Method : *" dropdown menu. Below it, there are radio button options: "Yes/No", "Level of Independence" (which is selected), "Completion", "Custom", "Count", and "Service". The "Level of Independence" option has a list of sub-options: DECL = Declined, FULL = Full Physical Prompt, PART = Partial Physical Prompt, DEMO = Demonstration, VRBL = Verbal Cue, and INDP = Independence. At the bottom of the page, there is a yellow footer bar with buttons for "<< Back", "Define New Scoring Method", and "Continue". A green arrow points to the "Continue" button.

- You may also define new scoring methods by clicking on the **Define New Scoring Method** button at the bottom of the page.

A screenshot of the "ISP Program Scoring Method" page, identical to the previous one. In this version, a green arrow points to the "Define New Scoring Method" button in the yellow footer bar.

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- Enter required information to define the custom scoring method and click on the **Continue** button.

ISP Program Scoring Method

Individual Name: Amit Chowdhury, 11110000 Program Name : Daily Living Activities

Custom Scoring Details

Scoring Method Name:*

Number of Scoring Method Levels : *

	Caption for Levels	Label Acronym	Non Reportable
Caption 1	<input type="text" value="Good"/>	<input type="text"/>	<input type="checkbox"/>
Caption 2	<input type="text" value="Excellent"/>	<input type="text"/>	<input type="checkbox"/>
Caption 3	<input type="text" value="Average"/>	<input type="text"/>	<input type="checkbox"/>
Caption 4	<input type="text" value="Poor"/>	<input type="text"/>	<input type="checkbox"/>

<< Back
➔
Continue

- Once you are done selecting the scoring method, the Scoring Method that you have selected will be shown under the 'Scoring Details' section.

Scoring Details

Scoring Method : **Level of Independence**

Declined

Full Physical Prompt

Partial Physical Prompt

Demonstration

Verbal Cue

Independence

Baseline Dates: From

To

- After choosing the scoring method you will need to select tasks for the ISP Program. In order to add a task that is to be performed by the individual, click on the **Add Task** button located at the bottom of the page.

Modify Scoring Method
Add New Task
➔
Add Teaching Method

<< Back
Cancel
Save
Submit
Approve

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11. Enter task details and baseline scores in the 'Add New Task' page. You may add multiple Tasks by clicking on the **Save & Add Another** button. Once you are done entering tasks, click on the **Continue** button.

Add New Task

Individual Name: Amit Chowdhury, 11110000 Program Name : Daily Living Activities

Scoring Details

Scoring Method :	Level of Independence
	Declined
	Full Physical Prompt
	Partial Physical Prompt
	Demonstration
	Verbal Cue
	Independence

Task(s)

Add New Task

Task Name :

Task Description : *

About 2956 characters left

Baseline Score For Declined :

Baseline Score For Full Physical Prompt :

Baseline Score For Partial Physical Prompt :

Baseline Score For Demonstration :

Baseline Score For Verbal Cue :

Baseline Score For Independence :

<< Back
➔

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12. Once you have added scoring method and tasks, you may add teaching methods to the ISP Program. In order to add teaching methods to the ISP Program, click on the **Add Teaching Method** button located at the bottom of the page.

13. Enter details regarding the Teaching Method in the 'Add New Teaching Method' page. You may enter multiple teaching methods by clicking on the **Save & Add Another Teaching Method** button. If you are done with it, click on the **Continue** button.

14. Keep the 'Other Details' section as it is.

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15. You may attach files to the ISP Program by clicking on the **Add File or Scan File** button or attach images by clicking on the **Add** button in the 'Files & Images' section.

- ✔ Files of each 3 MB with a total file size of 10MB can be added in ISP Programs. You can attach a maximum of 10 images each of 1 MB and a total of 10 MB can be attached.

File Name	Size	Action
File for helping Individual.xlsx	1.37 MB	Download Remove

16. Once you have entered all the information, click on Save, Submit or Approve buttons at the bottom of the page to either save, submit or approve the ISP Program.

Please note once approved, you cannot update or edit Scoring Method and you also cannot add any New Task for the given ISP Program.