

**Entering ISP Data** - Users with the 'ISP Data' role are able to enter **ISP Data** for the Individuals they have access to through their caseloads. Users with the 'ISP Data Update' role are able to update ISP Data that were previously entered by other users.

1. To enter ISP data, click on the [New](#) link next to the **ISP Data** area under the 'Individual' tab on your Dashboard.

To Do	Care	
<b>Individual</b>	T-Log	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Archive</a>
Health	General Event Report (GER)	<a href="#">New</a>   <a href="#">Search</a>
Agency	Witness Report	<a href="#">Search</a>
Billing	ISP Data	 <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>   <a href="#">Search Report</a>   <a href="#">Archive</a>
Admin	ISP	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Review</a>   <a href="#">Archive</a>

2. In the **Individual List for ISP Program** select the appropriate Individual you would like to enter the ISP Data on.

**Individual List for ISP Program**  
Program : Srilanka special school (DEMO Site)

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

Filter:

Showing 1 to 2 of 2 entries

Last Name	First Name	Individual ID
Duraiswamy	Tissa	
Nishad	Nimje	

3. Next, select the ISP Program for which you want to enter data from the **ISP Program List** page.

**ISP Program List**

One item found.

Form ID	Provider Program	Site Name	ISP Program	Individual Name	Entered By	Create Date	Status	Acknowledgement Status
ISP-DEMOLKA-E4A5BETVVA577	Srilanka special school	DEMO Site	Assisted Daily Living	Duraiswamy, Tissa	Kalyani, Raeshma / Supervisor	02/01/2016	Approved	Not Acknowledged

[Export To Excel](#)

⚠ An ISP Program has to be Acknowledged after it has been approved to be able to collect data.

4. If you have not already acknowledged the ISP Program, selecting the ISP Program will open the **ISP Acknowledgement** page. Click on the 'Acknowledge' button at the bottom of the form.

**Assisted Daily Living (Tissa) (ISP Program) Acknowledgement**  
Form ID: ISP-DEMOLKA-E4C5DSNYUD28F  
Status: Approved (Dynamic)  
Entered By: Raeshma Kalyani, Supervisor on 02/10/2016 01:14 PM  
Approved By: Raeshma Kalyani, Supervisor on 02/10/2016 01:14 PM

**Program Description**

<b>Provider Program</b>	Srilanka special school
<b>Time Zone</b>	Asia/Dhaka
<b>Individual Name</b>	Tissa Duraiswamy
<b>Program Name</b>	Assisted Daily Living (Tissa)
<b>Program Creation Date</b>	01/01/2016
<b>Long Term Objective</b>	To maintain the optimal health and safety of the individual, as well as increasing their level of independence.
<b>Goal/Service</b>	Provide the necessary supervision and incidental teaching to increase this level of independence in the surrounding areas of ADLs, personal safety, choice-making, etc.
<b>Reason for Program</b>	Ongoing supports
<b>Schedule and Frequency</b>	Daily, once per shift (first, second, and third)
<b>Maximum Number of Times a Day</b>	4
<b>Frequency of Documentation</b>	Daily, once per shift (first, second, and third)
<b>Location</b>	
<b>Criteria for Completion</b>	Ongoing
<b>Target Completion Date</b>	
<b>Materials Required</b>	Varies with given activity

**Scoring Details**

<b>Scoring Method</b>	Level of Independence
<b>Baseline Dates</b>	

**Files & Images**

Attached File(s)

Attached Image(s)

Cancel      Send via SComm      Acknowledge

- Read the message (I acknowledge I have read, understood and will accurately implement this program) that appears and click on the 'OK' button to acknowledge the program. Once you have done that, the form status in the 'ISP Program list' will change to 'Acknowledged' and you can start entering data.

The screenshot shows a form titled "Other Details" with various fields. A dialog box is overlaid on the form, containing the text: "secure.therapservices.net says: I acknowledge I have read, understood and will accurately implement this program." Below the text are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

Type of Service Provider	Residential Supports
Entered By	Raeshma Kalyani, Supervisor
Approved By	ni, Supervisor
Program Author	ni, Supervisor
Input Method	
Time Duration For	End Time
Are Begin Time a collection?	at least one reportable
Are Comments r	at least one reportable
Are Location required for data collection?	Yes, if there is at least one reportable score
Use Scoring Comments?	No
Default Score (Only applicable for Non-Grid)	N/A
Editable Service Provider for data collection?	Yes
Billable ISP Program	N/A
Allow collection of multiple task scores for a single day	Yes
Allow data collection with Time Overlap	Yes

- Select the appropriate date for the ISP Data from the **Select Date for ISP Data Collection** page. Then click on the 'Submit' button.

The screenshot shows a page titled "Select Date for ISP Data Collection". It contains the following information:

- Program Name:** Assisted Daily Living (Tissa)
- Program Creation Date:** 01/01/2016
- Date:** 02/10/2016 (with a calendar icon and a red arrow pointing to it)
- Time Zone:** Asia/Dhaka

At the bottom of the page, there are "Cancel" and "Submit" buttons.

Date may be earlier than current date for collecting previous data.

- On the **ISP Data Collection** page, you may select Begin and End time for data collection and name of the service provider.

### ISP Data Collection

Form ID: ISD-DEMOLKA-E4C5DSPZKD28Z  
Status: New  
Entered By: Raeshma Kalyani, Supervisor

ISP Data Collection

**ISP Program Detail**

**Individual's Name:** Tissa Duraiswamy      **Provider Program:** Srilanka special school (DEMO Site)  
**Program Name:** Assisted Daily Living (Tissa)      **Time Zone:** Asia/Dhaka

**Data Collection Detail**

**Date:** 02/10/2016  
**Begin Time:** 10 : 00  am  pm  
**End Time:** 04 : 00  am  pm  
**Location:** School  
**Entered By:** Raeshma Kalyani, Supervisor  
**Service Provider:** Raeshma Kalyani, Supervisor [Change Service Provider](#)

**Task Scores**

Description	Score
Assisted with mealtime	Select Score ▼
Assisted with bathing	Select Score ▼
Assisted with oral hygiene	Declined
Assisted with dressing and choosing weather-appropriate clothing	Full Physical Prompt
Assisted/supervised as directed with mobility concerns	Partial Physical Prompt
Assisted with housework (light cleaning, etc.)	Demonstration
Assisted with meal preparation	Verbal Cue
Assisted with laundry	Independence
Transported as needed/requested (detail in comments)	Select Score ▼
Assisted with grocery shopping as needed	Select Score ▼
Followed all nutritional guidelines as needed	Select Score ▼
Identify any needs noticed during shift (i.e., need for medical attention, etc.)	Select Score ▼
Comment as needed	Select Score ▼

- Once you are done, click on the 'Save' button to save the ISP Data.

<< Back
Cancel

 Save