

Applying ISP Template to ISP Program

Users with the **ISP Program Submit** role are able to view and apply approved ISP Program Templates for individuals.

1. Click on the **Individual** tab from the Dashboard.

To Do	Modules	High	Medium	Low
Individual	<div>  T-Log - New Search View </div>	7	5	8
Health	<div>  General Event Reports (GER) - New Search Review Approve </div>	- -	1 1	- -
Admin	<div>  ISP Data - New Search Acknowledge ISP Program - New Search Approve </div>		3 1	
Agency Reports				
Individual Home Page				

2. Click on the **Approved** link beside the **ISP Program Template Library**.

Individual	T-Log	New Search Archive	New My Issues
Health	Case Note	New Search Archive Bulk PDF	SComm
Billing	ISP Data	New Search Report Search Report Dashboard	Inbox (1)
Admin	Staff Action Plan	New Search Review Archive	Sent Items
Agency Reports	ISP Program	New Search Acknowledgement Report	Compose
Individual Home Page	ISP Program Template Library	New Draft Approved Search	Drafts
			Custom User Group
			Message Audit
			Delete Message Content
			Appointments

3. Select the **ISP Template** from the list on the **Approved ISP Program Template List** page.

Approved ISP Program Template List

Filter				15 Records		
Form ID	Status	Template Name	Create Date	ISP Program Author	Entered By	Time Zone
IST-DEMOTPHL-M354NE3WU84Z5	Approved	ISP with multiple domains	01/03/2023	Rahman, Imran / Academic Coordinator- IE	Rahman, Imran / Academic Coordinator- IE	Asia/Manila
IST-DEMOTPHL-LDP4NESZY8338	Approved	Gross Motor Skill	11/21/2022	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	Asia/Manila

Then the **ISP Template** form will be displayed.

Gross Motor Skill (ISP Program Template) Approved ⓘ

ISP Program Template Description		Jump to	?
Template Name	Gross Motor Skill		
Program Creation Date	11/21/2022		
Location	School		
Long Term Objective	With practice, children learn to develop and use gross motor skills so they can move in their world with balance, coordination, ease, and confidence.		
Goal/Service	<p>Sitting Sit on the floor and lift feet in the air. Pretend to ride a bicycle.</p> <p>Crawling Crawling over different pillows or blankets.</p> <p>Running Run in a place.</p> <p>Jumping Jump over a piece of paper.</p> <p>Throwing Throw a tennis ball forward at least three feet.</p> <p>Climbing Stairs Climb stairs. Put stuffed animals at the top of the stairs, climb up to rescue them and walk back down to bring them back to you.</p>		
Reason for ISP Program	Not able to do movements using large muscle groups – arms, legs, feet, and trunks – to move the body.		
Criteria for Completion	If the child is able to demonstrate the tasks independently/without any assistance from the teacher.		
Materials Required	Pillows, paper, tennis ball, chair etc.		

Schedule and Frequency	Jump to	?
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4. Click on **Apply to Individual** button at the bottom of the form.

Cancel

Back

Discontinue

Copy

Apply to Individual

Publish to Global Template Library

5. Select the specific **Program** of the individual on whom the **ISP Template** will be applied.

Select Program For ISP Program

All A B C D E F G H I J K L M N O P Q R S T U

Filter

Program Name ▲	Site Name ▲	Program Type ▲
Class 1	Demo Site	School
Daily Activities	DEMO SITE DHAKA BD	Day School
Day Shift (Lesotho)	Demo Site (Lesotho)	School
Day Shift (Tanzania)	Demo Site (Tanzania)	Day School

6. Select the **Name** of the individual.

Individual List for ISP Program

Program: Daily Activities(DEMO SITE DHAKA BD)

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
-----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Last Name ▲	First Name ▼
Ahmed	Tafsir
Akter	Nipa
Ishaan	Rohan

7. After selecting the individual, the **ISP Program** form will appear. Fill up the **Program Name** and **Program Creation Date** fields. You can also enter an **End Date** and **Target Completion Date** if you want. Keep in mind that you cannot enter data for this ISP Program after the **End Date**.

Gross motor skills (ISP Program) New

ISP Program Description

T-NotesJump to?

Provider Program

Daily Activities (DEMO SITE DHAKA BD)

Individual Name

Ahmed Tafsir

Linked ISP Template

Gross motor skills

* ISP Program Name

Gross motor skills

* Start Date

03/31/2021

End Date

MM/DD/YYYY

Target Completion Date

MM/DD/YYYY

Location

School

Long Term Objective

To help student to improve, learn and build social skills.

Goal/Service

Staff will support student to build social skills to socialize at events/social places.

Reason for ISP Program

To improve socialization skills.

Criteria for Completion

To be able to independently participate in social activities.

Materials Required

Frequency

1

Schedule

Daily

Comment

Maximum Number of Times a Day

10

Allow collection of multiple task scores for a single day

Yes

Scoring Details

Jump to?

Scoring Method

Completion

Declined

Partially Complete

Complete

Default Score

- Please Select -

Task Scoring Comments

None

Baseline Dates From

MM/DD/YYYY

To

MM/DD/YYYY

Change Scoring Method

8. You can change the Scoring Method by clicking on the **Change Scoring Method** button.

Scoring Details

Jump to ?

Scoring Method	Completion
	Declined
	Partially Complete
	Complete
Default Score	- Please Select -
Task Scoring Comments	Optional
Baseline Dates From	MM/DD/YYYY
To	MM/DD/YYYY

Change Scoring Method

9. You can edit or remove tasks by clicking on the **Edit** button. You can also add tasks by clicking on the **Add** button.

Task(s)

Jump to ?

Filter

Task Name	Description	Baseline Score
Play_Other	Plays with one another child, takes part in games. [Face to Face / Program Type]	Declined 0% Partially Complete 0% Complete 0%

Showing 1 to 1 of 1 entries

Edit Add

Cancel

Back

Save

Submit

Approve

- Click on the **Save** button to edit the ISP Program later.
- Click on the **Submit** if all the fields are filled up and you are ready for this to be reviewed and approved.
- Click on the **Approve** button if you are an **Admin** and all the sections of the ISP Program are completed as needed.

N.B. ISP Programs can be approved by users having the **ISP Program Approve** role.

10. After clicking on **Submit** a success message will be displayed. If you approves the ISP Program, a note will be displayed. Click on the **Yes** button to continue.

Once approved **Scoring Method** cannot be edited and additional **Tasks** cannot be added. Are you sure you want to approve this form?

No

Yes

11. After clicking on the **Yes** button a success message will be displayed.

The form ISP-SQANY-JAY4NCPXSMULB has been Successfully Approved

[Back to Form](#)

Actions

[Create New ISP Program](#)

[Enter data for this ISP Program](#)