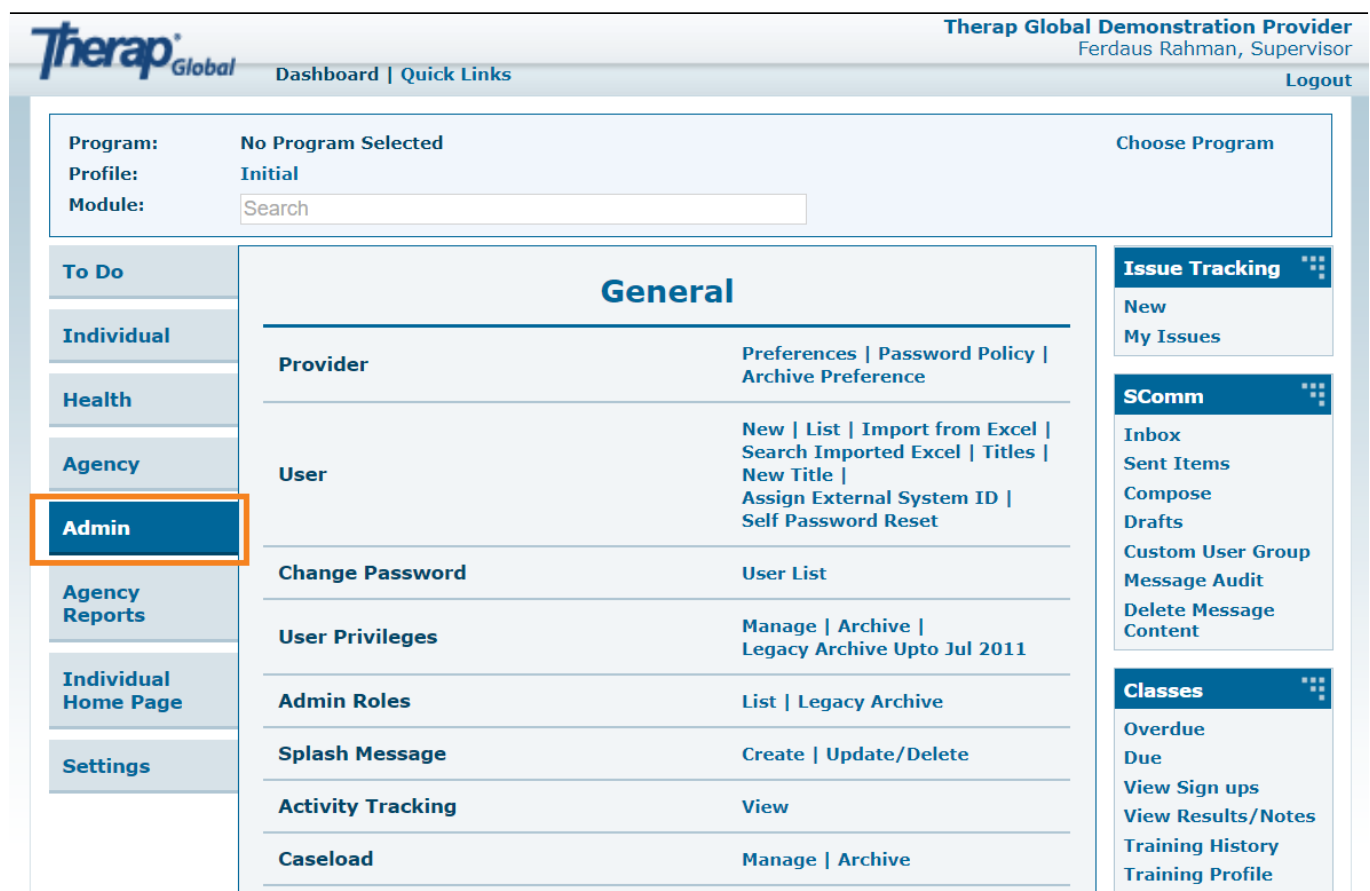# Create ISP Program Scoring Method

ISP Program Scoring Methods help to track and capture progress towards those goals and outcomes as identified in the ISP Module. Some scoring methods are already available within the ISP program module. Users can also create scoring methods based on their organization's need to track and document the progress of the individuals

Users with the **Scoring Method** Administrative role are able to create additional ISP Program Scoring Methods.

1. Scroll down the **Admin** tab and click on the **New** link beside **ISP Program Scoring Method.**

Individual Demographics	List | Search | Custom Fields
Individual Intake	New | Pending Admission Notes | Import from Excel | Search Imported Excel
Enrollment	By Program | By Individual | Import from Excel | Search Imported Excel
Contact	New | List | Import from Excel | Search Imported Excel
Insurance	List | Import from Excel | Search Imported Excel
ISP Program Scoring Method	New | List
Type of Habilitation Service	List

2. Enter the **Scoring Method Name** and select **Number of Scoring Method Levels** from the drop down menu. Click on the **Add** button to add the scoring options.

Scoring Method New ⓘ

* Scoring Method Name → Progress Score

* Number of Scoring Method Levels → 5

Add

3. Enter the scoring options and include a **Label Acronym** for each of them. The Label

Acronyms will appear in ISP data reports.

If you select **Non Reportable** for a scoring option, those scores will not be reflected in the percentages that are calculated in the ISP Data Programmatic Report. Non Reportable scores will still be visible in ISP Reports.

Click on the **Save** button when done.

4. The system will show a message that after saving the form it cannot be changed. Click on the **Yes** button to continue.

Saving this form will not allow any further changes, are you sure you want to save this form?

No   Yes

5. A success message will be displayed and the scoring method(s) created will now be available as a selection, along with the other scoring methods in your account for your ISP programs.

Scoring Method Successfully Saved!

Back to List