

Create ISP Program Template

The ISP Program module is used to design and document teaching programs that chart the goals or training objectives. It consists of scoring details, tasks and teaching methods that track an individual's progress towards an outcome and their specific goals. The **ISP Program Template** allows a user to create a common **ISP Program** or **Individual Education Plan** for the Individuals who have common tasks or goals. Users can then apply the Template to an Individual and can edit the Template later on, according to the needs of that individual.

Users with **ISP Program Template Submit Role** are able to create new ISP Program Templates to be shared agency wide.

1. Click on **New** beside **ISP Program Template Library** row under **Individual** Tab.

To Do	Care	
Individual	T-Log	New Search Archive
Health	ISP Data	New Search Report Search Report Dashboard
Agency	ISP Program	New Search Acknowledgement Report
Billing	ISP Program Template Library 	New Draft Approved Search
Admin	Global Template Library	Search ISP Program Template Search Custom Form Template
Agency		

2. On the **ISP Program (Template)**, enter **Template Name**, **Program Creation Date**, and **Maximum Number of Times a Day** that documentation may be completed. You may fill up other fields as desired based on your organization.

ISP Program Template New ⓘ


ISP Program Template Description

T-Notes Jump to ?

→ * Template Name

Behavioral and Verbal Communication

→ * Program Creation Date

02/01/2022 

Location

School

Long Term Objective

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

About 2939 characters left

Goal/Service

Staffs will support individual to build social skill to socialize at events/social places.

About 2910 characters left

Reason for ISP Program

To improve socialization skill

About 2970 characters left

Criteria for Completion

To be able to independently participate in social activities.

About 2938 characters left

Materials Required

About 3000 characters left

Schedule and Frequency

Jump to ?

Frequency

3

Schedule

Weekly

Comment

About 3000 characters left

* Maximum Number of Times a Day

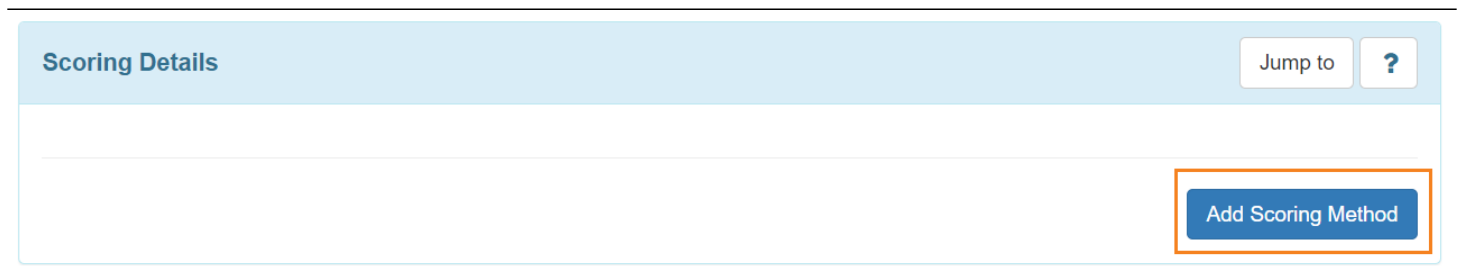
10

Allow collection of multiple task scores for a single day

Yes

3. To define the scoring method for the **ISP Program Template**, click on the **Add Scoring Method** button available under **Scoring Details** section.

Users can add their teaching method by clicking on **Add** under **Teaching Method(s)** section.



4. Next, on the **ISP Program Template Scoring Method** page, select the scoring details from the list of defined scoring methods and click on the **Continue** button. You may also define your own scoring method by clicking on the **Define New Scoring Method** button. (For additional information on creating new scoring methods please see the [Create ISP Program](#) guide.)

ISP Program Template Scoring Method

ISP Program Template Details

Template Name Behavioral and Verbal Communication

Scoring Details

- Scoring Method**
- ☒ Completion
 - DECL - Declined
 - PART - Partially Complete
 - COMP - Complete
 - ☐ Count
 - ☐ Custom
 - ☐ Improvement Assessment
 - ☐ Level of Independence
 - ☐ Progress Assessment
 - ☐ Rating
 - ☐ Yes/No

Back

Define New Scoring Method

Continue

5. After selecting the scoring method, the **Scoring Details** section of the ISP Program (Template) will be populated with the details.

Users can select **Task Scoring Comments** from the dropdown option.

Scoring Details

Jump to ?

Scoring Method	Completion
	Declined
	Partially Complete
	Complete
Default Score	- Please Select -
→ Task Scoring Comments	<div>None</div> <div>Required for all score</div> <div>Required for reportable score</div> <div>Optional</div> <div>None</div>

Change Scoring Method

6. To add tasks for this template, click on the **Add** button under **Task(s)** section.

Task(s)

Jump to ?

Add

7. Next, on the **Task** page, enter the **Task name** and **Task description**.

To add more tasks after saving the current task, click on the **Add Another** button, or if you are done adding tasks, then click on the **Continue** button.

Task

ISP Program Template Details

Template Name Behavioral and Verbal Communication

Scoring Details

Scoring Method **Completion**

Declined

Partially Complete

Complete

Task(s)

* **Task Name**

Play with others

* **Task Description**

Plays with other children and takes part in game.

About 2951 characters left

Back

Add Another

Continue

8. The task will be added under the **Task(s)** section in the template.

Task(s)

Jump to ?

Filter

Task Name	Description
Play with others	Plays with other children and takes part in game.

Showing 1 to 1 of 1 entries

Edit Add

9. Users can add their teaching method by clicking on **Add** under Teaching Method(s) section.

Teaching Method(s)

Jump to ?

Add

10. In the **Other Details** section, select appropriate options relevant to the **ISP Program Template**.

For the **ISP Data Location** dropdown field to show, an option other than “None” must be selected in the field. If any option other than ‘Optional’ or ‘None’ is selected in the Location for data collection field, then the user must select an option from the ISP Data Location field.

Options can be adjusted later when the template is applied to the Individual.

Other Details
Jump to
?

Type of Service Provider

* ISP Program Author

Anita Hossain, Academic Supervisor

Time Duration Format

Begin Time and End Time

Are Begin Time and End Time or Time Duration required for data collection?

No

Allow data collection with Time Overlap

Yes

Location for data collection

Optional

ISP Data Location

3 items selected

Home (DEMOTG-TGD)

School (DEMOTG-TGD)

Therapy Center (DEMOTG-TGD)

Editable Service Provider for data collection?

Yes

Are Other Comments required for data collection?

No

Enable Signature collection?

No

11. You may **Add** or **Scan** any file or image to this template by clicking on the appropriate buttons available in the **Files & Images** section.

Files & Images

Jump to

Attach File(s)

The total size of all attachments cannot exceed 10 MB

Add File

Scan File

→ Attach Image(s)

Add Image

12. If you need to work on the Template later, click on the **Save** button to save this template in your ISP Program Templates Drafts. If you are finished, you may click on the **Approve** button to add this template to your Approved ISP Templates. Once the template is approved you can not edit the template.

Cancel

Back

Save

Approve

13. You will receive the following success message after saving the template.

The form IST-DEMOTPHL-LCR4NDVZH8338 has been successfully saved

or you will receive the following success message after approving the template.

The form IST-DEMOTPHL-LCR4NDVZH8338 has been successfully approved

You will find the saved Template in **Draft** option beside ISP Program Template Library under the **Individual** Tab.

To Do	Care	
Individual	T-Log	New Search Archive
Health	ISP Data	New Search Report Search Report Dashboard
Agency	ISP Program	New Search Acknowledgement Report
Billing	ISP Program Template Library	New Draft Approved Search
Admin	Global Template Library	Search ISP Program Template Search Custom Form Template
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You will find the approved Template in the **Approved** option beside ISP Program Template Library under the **Individual** Tab.

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