

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](#)

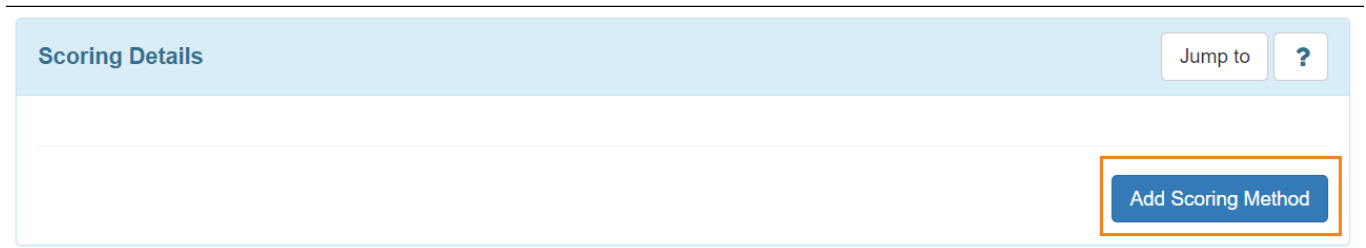
* Template Name	<input type="text" value="Behavioral and Verbal Communication"/>
* Program Creation Date	<input type="text" value="02/01/2022"/>
Location	<input type="text" value="School"/>
Long Term Objective	<div><div>To help individual to improve, learn and build social skills.</div><div>About 2939 characters left</div></div>
Goal/Service	<div><div>Staffs will support individual to build social skill to socialize at events/social places.</div><div>About 2910 characters left</div></div>
Reason for ISP Program	<div><div>To improve socialization skill</div><div>About 2970 characters left</div></div>
Criteria for Completion	<div><div>To be able to independently participate in social activities.</div><div>About 2938 characters left</div></div>
Materials Required	<div><div></div><div>About 3000 characters left</div></div>

Schedule and Frequency

[Jump to](#)

Frequency	<input type="text" value="3"/>
Schedule	<input type="text" value="Weekly"/>
Comment	<div><div></div><div>About 3000 characters left</div></div>
* Maximum Number of Times a Day	<input type="text" value="10"/>
Allow collection of multiple task scores for a single day	<input type="text" value="Yes"/>

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

A screenshot of a web interface showing a "Scoring Details" section. The section has a light blue header bar with the text "Scoring Details" on the left. On the right side of the header bar, there are two buttons: "Jump to" and a question mark icon. Below the header bar is a large white rectangular area. In the bottom right corner of this white area, there is a blue button with the text "Add Scoring Method". The button is highlighted with an orange rectangular border.

Scoring Details

Jump to ?

Add Scoring Method

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	<div><div><input checked="" type="radio"/> Completion</div><div>DECL - Declined</div><div>PART - Partially Complete</div><div>COMP - Complete</div></div> <div><div><input type="radio"/> Count</div><div><input type="radio"/> Custom</div><div><input type="radio"/> Improvement Assessment</div><div><input type="radio"/> Level of Independence</div><div><input type="radio"/> Progress Assessment</div><div><input type="radio"/> Rating</div><div><input type="radio"/> Yes/No</div></div>

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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 Required for all score Required for reportable score Optional 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**

* **Task Description**

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
?

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
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Admin	Global Template Library	Search ISP Program Template Search Custom Form Template
Agency		

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

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