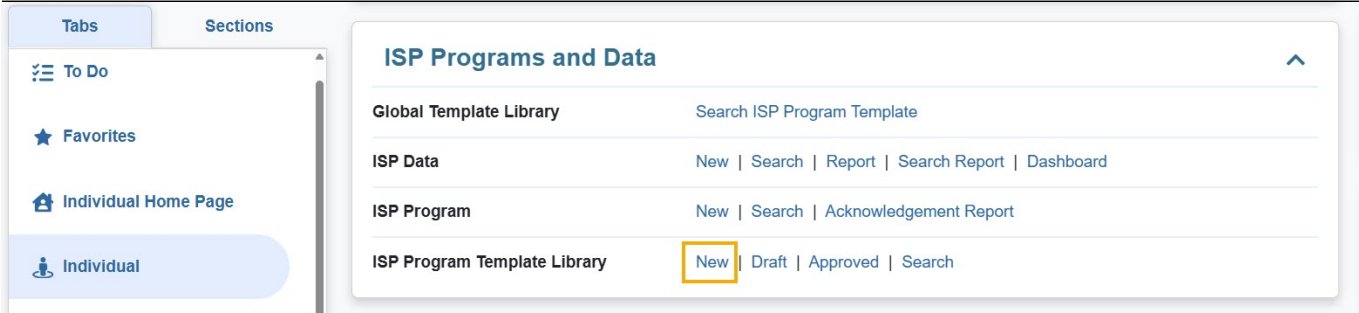


Create ISP Program Template

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.



The screenshot displays the 'ISP Programs and Data' section of the application. On the left, a sidebar shows navigation options: 'To Do', 'Favorites', 'Individual Home Page', and 'Individual' (which is selected). The main content area is titled 'ISP Programs and Data' and contains a table with the following rows:

Section	Actions
Global Template Library	Search ISP Program Template
ISP Data	New Search Report Search Report Dashboard
ISP Program	New Search Acknowledgement Report
ISP Program Template Library	New Draft Approved Search

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

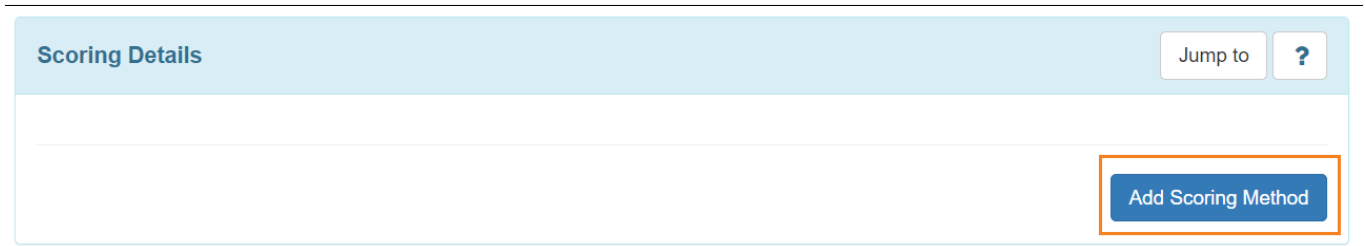
Schedule Weekly

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.



The screenshot shows a light blue header bar with the text "Scoring Details" on the left. On the right side of the header bar, there is a "Jump to" button and a question mark icon. Below the header bar is a large white area. In the bottom right corner of this white area, there is a blue button with the text "Add Scoring Method". This button is highlighted with a thin orange border.

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	None
	Required for all score
	Required for reportable score
	Optional
	None

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 ?

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	<input type="text"/>
* 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	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">3 items selected ▲</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #e0e0e0; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;">Home (DEMOTG-TGD) ✕</div> <div style="background-color: #e0e0e0; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;">School (DEMOTG-TGD) ✕</div> <div style="background-color: #e0e0e0; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;">Therapy Center (DEMOTG-TGD) ✕</div> </div>
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

Attach Image(s)

Add File Scan File

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
Agency		

You will find the approved Template in the **Approved** 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
Agency		