

Create ISP Program

ISP Programs can be used to track the progress of an individual as they are working on their goals or objectives. An ISP (Individual Support Plan) Program includes the written details of the supports, activities, and resources used to help an individual toward accomplishing their goals.

Users assigned with the **ISP Program Submit** role can create new ISP Programs.

1. Starting on the Individual Tab, Click on **New** beside ISP Program.

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

2. Select the **Program** that the individual is in from the list.

Select Program For ISP Program

All
A
B
C
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X
Y
Z

Filter

15
Records

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Child Care Center	Care Home	School		01
Day Shift	Special School	School		01
Morning Shift	Special School	School		555

3. Select the **Individual's** name from the list.

Individual List for ISP Program

Program: Day Shift (DEMO SITE (BD))

All
A
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X
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Z

Filter

15
Records

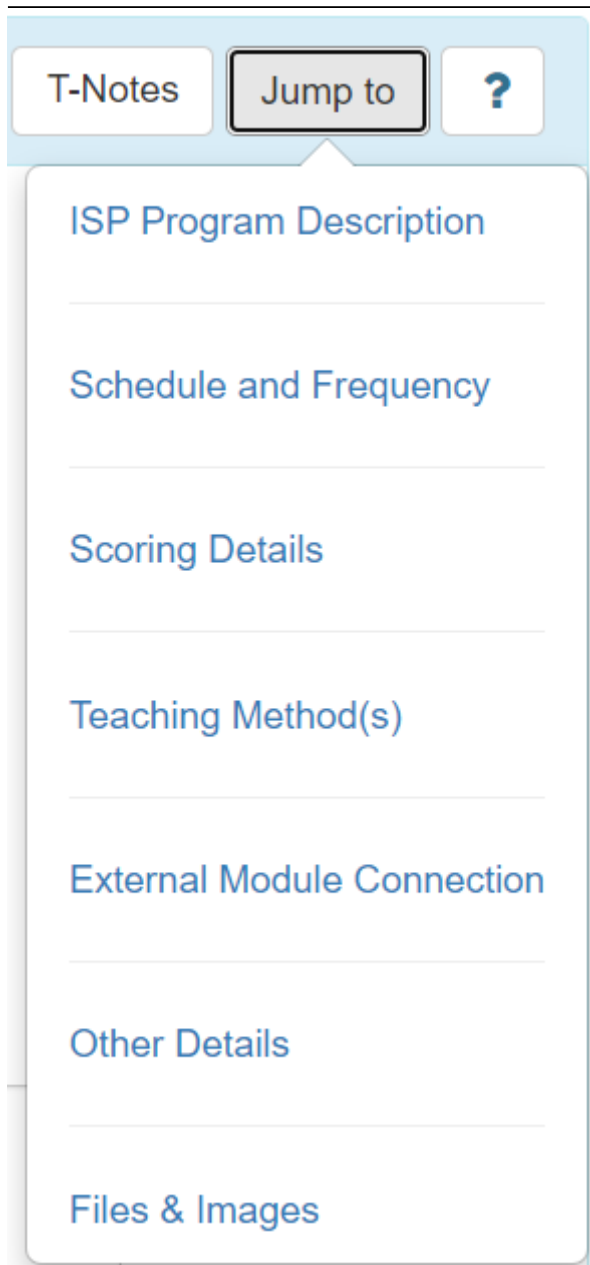
Last Name	First Name	Individual ID	Birth Date
Ahmed	Ashik		03/01/2010
Chowdhury	Niloy		05/01/2010
Cruz	Daniel		01/01/2010
Gabriel	John		03/02/2001
Grace	Angela		01/01/2015

Showing 1 to 5 of 5 entries

Previous
1
Next

4. In the ISP Program form, enter required details for each section:

In the ISP Program form on the top right side there is a **Jump to** button. Clicking on the **Jump to** button will show the list of sections of the ISP Program. Users can click on an item from the list to go to that section.



The screenshot shows a portion of the ISP Program form. At the top, there are three buttons: 'T-Notes', 'Jump to', and a question mark icon. The 'Jump to' button is highlighted with a dark border. Below it, a dropdown menu is open, displaying a list of sections: 'ISP Program Description', 'Schedule and Frequency', 'Scoring Details', 'Teaching Method(s)', 'External Module Connection', 'Other Details', and 'Files & Images'. Each item in the list is preceded by a horizontal line.

A help button indicated by a question mark (?) is available. Clicking on this button will show a list containing brief descriptions of the fields in that section of the ISP Program.

T-Notes

Jump to



Help



ISP Program Name: This is the title of the ISP Program.

Start Date: This is the first day that data collection can begin. **This field cannot be edited after approval.**

End Date: This is the last date of data collection. This field **can** be edited after approval. Adding an End date will not discontinue an ISP Program.

Target Completion Date: Anticipated date of completion. This field does not impact data collection dates. Adding a target completion date will not discontinue an ISP Program.

Location: Where the service is provided.

Long Term Objective: Overall Goal(s) for Individual.

Goal/Service: List or outline individual tasks/ staff supports here.

Reason for Program: Define the reasons or rationale for the Goal / Program. This could be a statement of why the team felt the program was applicable or a person centered statement.

Criteria for completion: Define what must be met for this program to be completed, re-evaluated or modified.

Materials Required: List all items required for this program and where they can be found.

ISP Program Description

ISP Program Name: Enter the name of the objective, goal program, or task of this ISP program. Note: You cannot use the exact same ISP program name for the same individual more than once, so you may want to include a date, term name, or grade level.

Start Date: Data can be collected starting on the selected program creation date. You can use today's date, or you can use a future date, such as the first of the following month, or the start of the next term, and the program will not be in effect to allow data collection until the selected date.

End Date: ISP Data cannot be submitted for a date later than the End Date. Adding an End Date will not automatically discontinue the ISP Program.

ISP Program New ⓘ

ISP Program Description		T-Notes	Jump to	?
Provider Program	Day Shift			
Individual Name	Niloy Chowdhury ⓘ			
* ISP Program Name	<input type="text" value="Daily Activities - Niloy Chowdhury"/>			
* Start Date	<input type="text" value="01/01/2020"/>			
End Date	<input type="text" value="12/20/2020"/>			
Target Completion Date	<input type="text" value="12/15/2020"/>			
Location	<input type="text"/>			
Long Term Objective	<input type="text" value="He will be able to do his daily activities independently."/>			
	About 2941 characters left			
Goal/Service	<input type="text" value="He will take care of himself and maintain personal hygiene."/>			
	About 2940 characters left			
Reason for ISP Program	<input type="text" value="For making individual independent and improving personal skills."/>			
	About 2935 characters left			
Criteria for Completion	<input type="text" value="Successful demonstration of each tasks."/>			
	About 2961 characters left			
Materials Required	<input type="text" value="Class materials."/>			
	About 2984 characters left			

Schedule and Frequency

Frequency: Frequency indicates how often ISP data should be collected on this ISP program. You can select a number from 1 to 50 here and then you also need to select the appropriate option in the schedule field below.

When you click on the question mark in this section – it has “Frequency – Interval (1-50) in which data is expected.” and “Schedule – Unit (daily/weekly/monthly) in which data is expected.

Schedule: Schedule means when data is to be collected or the number of times it is expected. This is the number of times the ISP programs will be applied to an Individual. In this field a dropdown list is added containing three (3) options: Daily, Weekly, Monthly. This field will be required if a Frequency is selected.

If options are selected in the Frequency and Schedule fields, then they cannot be edited after approving the ISP Program.

Maximum Number of Times a Day: Enter how many times you want to allow documentation to be entered, at the most, per day, on this ISP program.

Fields marked with red asterisks are mandatory.

Schedule and Frequency
Jump to ?

Frequency
5

Schedule
Daily

Comment

He will practice improving his skills with his teacher 5 times in a week.

About 2927 characters left

Maximum Number of Times a Day
5

Allow collection of multiple task scores for a single day
Yes

5. Next, click on the **Add Scoring Method** button from the right side under the Scoring Details section.


Scoring Details
Jump to ?

Add Scoring Method

6. Select the desired scoring method from the list of available options in the ISP Program Scoring Method page. Once you are done selecting the Scoring Method, click on the Continue button.

ISP Program Scoring Method

ISP Program Details

Provider Program	Day Shift
Individual Name	Niloy Chowdhury 
ISP Program Name	Daily Activities - Niloy Chowdhury

Scoring Details

Scoring Method

☐ Completion

☐ Count

☐ Custom

☒ Level of Independence

DECL - Declined

FULL - Full Physical Prompt

PART - Partial Physical Prompt

DEMO - Demonstration

VRBL - Verbal Cue

INDP - Independence

☐ Yes/No

[Back](#)[Define New Scoring Method](#)[Continue](#)

Note: If you do not see a scoring method that suits your needs, you may create a new scoring method.

Users assigned with the **Scoring Method** administrative role will be able to define new scoring methods by clicking on the **Define New Scoring Method** button at the bottom of the page.

Note: There are 2 ways to create a scoring method – from here – for just this ISP program, or from the Admin tab, if you want to have the scoring method appear on the list of scoring method options.

Enter the Scoring Method Name and the Number of Scoring Method Levels you are going to add. The selected number of scoring method levels will become editable. Enter the Caption Name and Label Acronym for each label. The Label Acronym will appear in different ISP data reports. Select the checkbox in the Non Reportable column if you want to make a score level non-reportable. Non-Reportable scores can be recorded on ISP Data but will be excluded from calculations in the ISP Data Programmatic Report, which displays the percentage of progress on goals. Once you are done, click on the **Continue** button to return back to the main form.

ISP Program Scoring Method

ISP Program Details

Provider Program Day Shift

Individual Name Niloy Chowdhury ⓘ

ISP Program Name Daily Activities - Niloy Chowdhury

* Scoring Method Name

Level of Performance

* Number of Scoring Method Levels

5 ▼

Add

Scoring Method Levels

#	Caption for Levels	Label Acronym	Non ⓘ Reportable
1	Excellent	EXC	<input type="checkbox"/>
2	Good	GD	<input type="checkbox"/>
3	Need To Improve	NTI	<input type="checkbox"/>
4	Need Teachers Help	NTH	<input type="checkbox"/>
5	Not Applicable	N/A	<input type="checkbox"/>

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Continue

The **Edit Scoring Method** button displayed after creating a new scoring method. Users can change the scoring method by clicking on the **Edit Scoring Method** Button.

Scoring Details

Jump to ?

Scoring Method	Level of Independence
	Declined
	Full Physical Prompt
	Partial Physical Prompt
	Demonstration
	Verbal Cue
	Independence
Default Score	Full Physical Prompt
Task Scoring Comments	Required for all score
Baseline Dates From	MM/DD/YYYY
To	MM/DD/YYYY




Change Scoring Method

7. The **Task(s)** section will be available once a scoring method is selected. Click on the **Add** button to add a task.

Note: Users will be able to add a maximum of 60 tasks to an ISP Program.

Task(s)

Jump to ?



Add

8. Enter task details in the **Task** page. Add multiple Tasks by clicking on the **Add Another** button. After entering the last task, click on the **Continue** button.

Task

ISP Program Details

Provider Program Day Shift (DEMO SITE (BD))

Individual Name Niloy Chowdhury ⓘ

ISP Program Name Daily Activities

Scoring Details

Scoring Method	Level of Independence
	Declined
	Full Physical Prompt
	Partial Physical Prompt
	Demonstration
	Verbal Cue
	Independence

Task(s)

* Task Name

Vocabulary

* Task Description

Learning and memorizing new words

About 2966 characters left

Baseline Score For Declined

0

Baseline Score For Full
Physical Prompt

0

Baseline Score For Partial
Physical Prompt

0

Baseline Score For
Demonstration

0

Baseline Score For Verbal Cue

0

Baseline Score For
Independence

0

Back

→ Add Another

↓ Continue

9. Fill in the **Other Details** section according to documentation needs and preferences.

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?

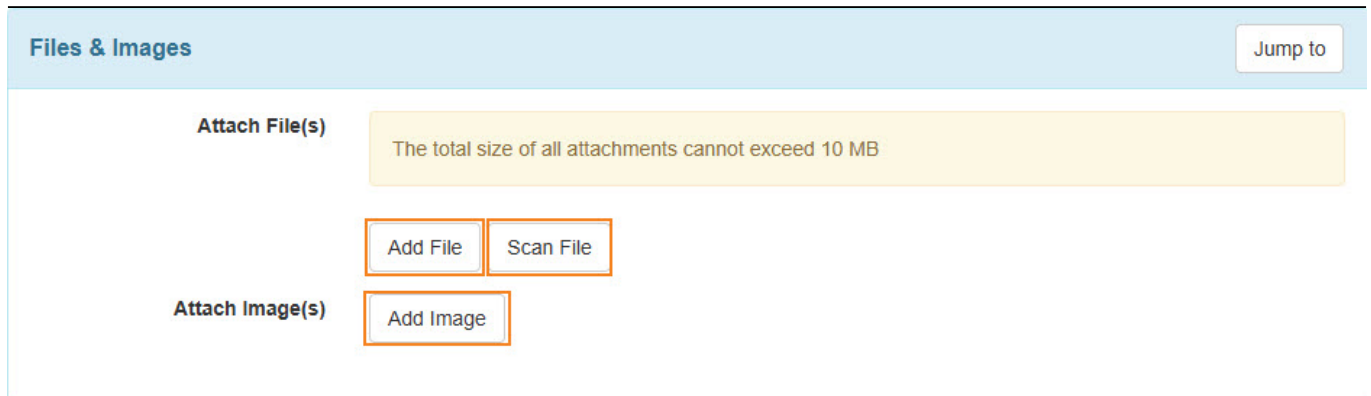
No

Enable Signature collection?

No

10. In the **Files & Images** section, users can add files and images.

- To add a file, click on **Add File**
- To add an image, click on the **Add Image** button



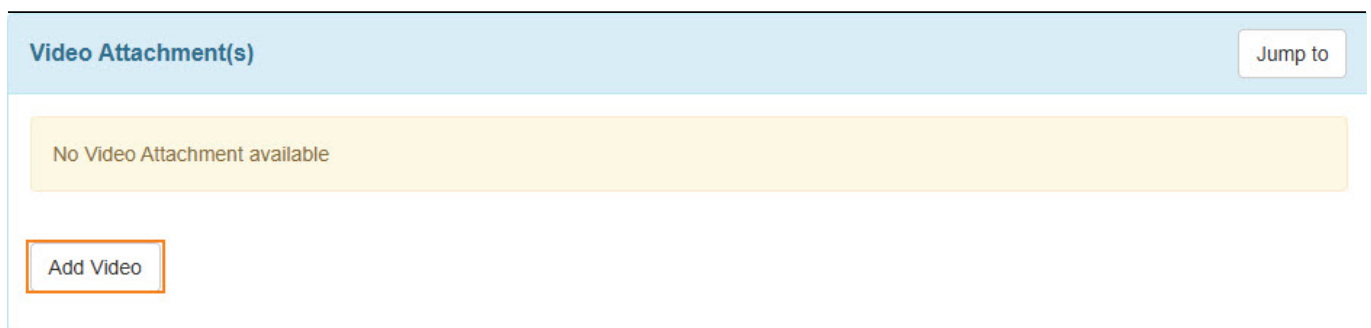
The screenshot shows the 'Files & Images' section of the interface. It has a light blue header bar with the title 'Files & Images' on the left and a 'Jump to' button on the right. Below the header, there are two main sections: 'Attach File(s)' and 'Attach Image(s)'. The 'Attach File(s)' section includes a yellow warning box stating 'The total size of all attachments cannot exceed 10 MB' and two buttons: 'Add File' and 'Scan File'. The 'Attach Image(s)' section includes a single button: 'Add Image'.

Note: The maximum size for images and files can be 3 megabytes.

11. Therap users who have the **Video Upload** super role will be able to see the video option. To obtain the necessary privileges, users can contact their agency's Provider Admin.


- Click on the **Add Video** button in the **Video Attachment(s)** section.

Note: To add this video for an individual, the video must be present in the ISP Program **Form Tag** in the **Video Library**.



The screenshot shows the 'Video Attachment(s)' section of the interface. It has a light blue header bar with the title 'Video Attachment(s)' on the left and a 'Jump to' button on the right. Below the header, there is a yellow message box stating 'No Video Attachment available'. At the bottom left, there is a button labeled 'Add Video'.

- Click on the pin icon to add the video.

Video Gallery								
Filter								15 Records
Title	Form ID	Provider Code	Video Tag	File Name	File Size	Play Count	Download Count	Action
About Niloy	VDOLIB-DEMOTPHL-NEL4NC9ZZ84Z3	DEMOTG-TGD	ISP Program	Education- Niloy.mp4	26.98 MB	0	0	

Showing 1 to 1 of 1 entry

Close

12. Once done with entering the necessary information, click on the **Save**, **Submit**, or **Approve** button at the bottom of the ISP Program.

- Click on the **Save** button to edit the ISP Program later. Note: Click on Search beside the ISP Program row from the Individual tab to find the Saved ISP Program. You can also find saved ISP programs on your **To Do** Tab worklist.
- 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.

Cancel	Back	Save	Submit	Approve
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Note: A warning message will be displayed after clicking on the Approve button of an ISP Program, stating that once approved, Scoring Method cannot be edited and additional Tasks cannot be added. Users will need to click on the **Yes** button to approve the ISP Program.

Time Overlap

Location for data collection

Editable Service Provider
data collection

Are Other Comments required
for data collection?

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

No

Yes

After making your choice, if you have completed all required fields, a success message will be displayed.

If you do not get a success message, look back to find any needed information, complete that, and try again.

The form ISP-SQANY-JAY4NCPXUMULD has been Successfully Approved

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Actions

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[Enter data for this ISP Program](#)