

# 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.

ISP Programs and Data	
Global Template Library	<a href="#">Search ISP Program Template</a>
ISP Data	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>   <a href="#">Search Report</a>   <a href="#">Dashboard</a>
ISP Program	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Acknowledgement Report</a>
ISP Program Template Library	<a href="#">New</a>   <a href="#">Draft</a>   <a href="#">Approved</a>   <a href="#">Search</a>

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

### Select Program For ISP Program

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<input type="text" value="Filter"/> <span>15</span> <span>Records</span>																										
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

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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.

[T-Notes](#) [Jump to](#) [?](#)

[ISP Program Description](#)

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[Schedule and Frequency](#)

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[Scoring Details](#)

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[Teaching Method\(s\)](#)

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[External Module Connection](#)

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[Other Details](#)

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[Files & Images](#)

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
?

<b>Provider Program</b>	Day Shift
<b>Individual Name</b>	Niloy Chowdhury 
<b>* ISP Program Name</b>	Daily Activities - Niloy Chowdhury
<b>* Start Date</b>	<input style="width: 150px; border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px; margin-right: 10px;" type="text" value="01/01/2020"/> 
<b>End Date</b>	<input style="width: 150px; border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px; margin-right: 10px;" type="text" value="12/20/2020"/> 
<b>Target Completion Date</b>	<input style="width: 150px; border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px; margin-right: 10px;" type="text" value="12/15/2020"/> 
<b>Location</b>	
<b>Long Term Objective</b>	<p>He will be able to do his daily activities independently.</p>
	About 2941 characters left
<b>Goal/Service</b>	<p>He will take care of himself and maintain personal hygiene.</p>
	About 2940 characters left
<b>Reason for ISP Program</b>	<p>For making individual independent and improving personal skills.</p>
	About 2935 characters left
<b>Criteria for Completion</b>	<p>Successful demonstration of each tasks.</p>
	About 2961 characters left
<b>Materials Required</b>	<p>Class materials.</p>
	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**

**Schedule**

**Comment**   
About 2927 characters left

**Maximum Number of Times a Day**

**Allow collection of multiple task scores for a single day**

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"/>

Back

 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
<b>Default Score</b>	Full Physical Prompt
<b>Task Scoring Comments</b>	Required for all score
<b>Baseline Dates From</b>	MM/DD/YYYY 
<b>To</b>	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	
<b>Provider Program</b>	Day Shift (DEMO SITE (BD))
<b>Individual Name</b>	Niloy Chowdhury 
<b>ISP Program Name</b>	Daily Activities

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

**Task(s)**

<b>* Task Name</b>	Vocabulary
<b>* Task Description</b>	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.

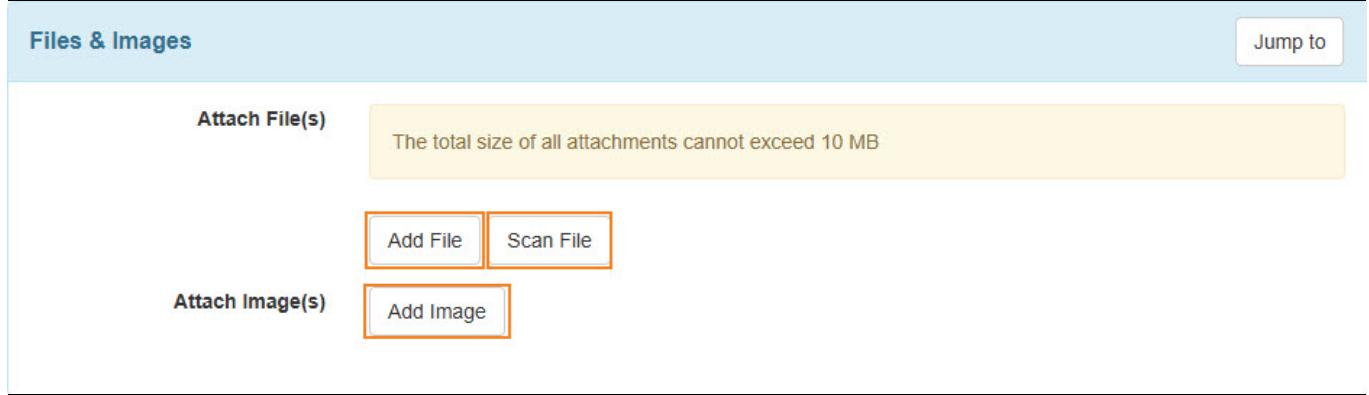
For the **ISP Data Location** dropdown field to show, an option other than “None” must be selected in the field. If any option other than ‘Optional’ or ‘None’ is selected in the Location for data collection field, then the user must select an option from the ISP Data Location field.

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

Other Details		<a href="#">Jump to</a>	<a href="#">?</a>
Type of Service Provider	<input type="text"/>		
* ISP Program Author	<input type="text" value="Anita Hossain, Academic Supervisor"/>		
Time Duration Format	<input type="text" value="Begin Time and End Time"/>		
Are Begin Time and End Time or Time Duration required for data collection?	<input type="text" value="No"/>		
Allow data collection with Time Overlap	<input type="text" value="Yes"/>		
Location for data collection	<input type="text" value="Optional"/>		
ISP Data Location	<input type="text" value="3 items selected"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span>Home (DEMOTG-TGD) </span> <span>School (DEMOTG-TGD) </span> <span>Therapy Center (DEMOTG-TGD) </span> </div>		
Editable Service Provider for data collection?	<input type="text" value="Yes"/>		
Are Other Comments required for data collection?	<input type="text" value="No"/>		
Enable Signature collection?	<input type="text" value="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



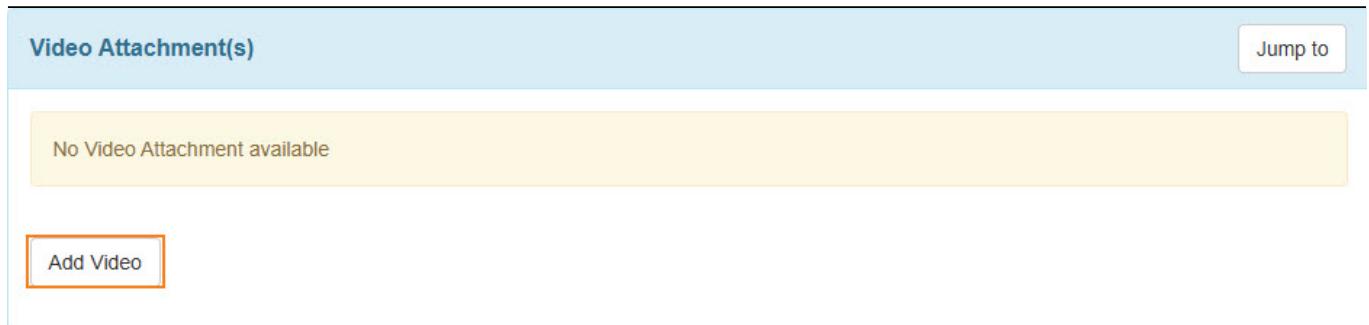
The screenshot shows the 'Files & Images' section of a software interface. At the top, there is a header bar with the title 'Files & Images' and a 'Jump to' button. Below the header, there are two main sections: 'Attach File(s)' and 'Attach Image(s)'. The 'Attach File(s)' section contains a note stating 'The total size of all attachments cannot exceed 10 MB' and two buttons: 'Add File' and 'Scan File', both of which are highlighted with orange borders. The 'Attach Image(s)' section contains a single button: 'Add Image', which is also highlighted with an orange border.

**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.

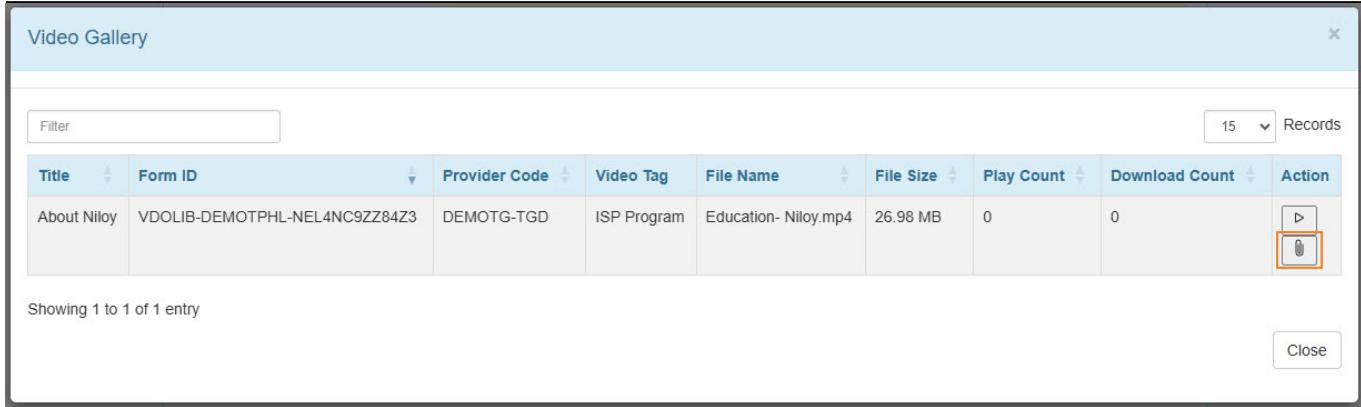
- Click on the **Add Video** button in the **Video Attachment(s)** section.

**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 a software interface. At the top, there is a header bar with the title 'Video Attachment(s)' and a 'Jump to' button. Below the header, there is a note stating 'No Video Attachment available' and a single button: 'Add Video', which is highlighted with an orange border.

- Click on the pin icon to add the video.



Video Gallery

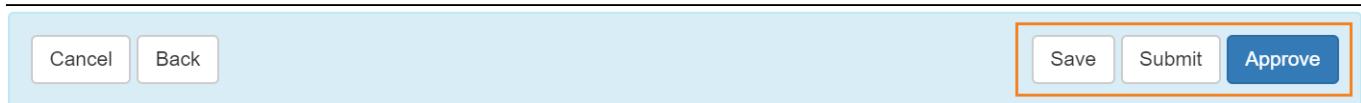
Video Gallery									
List of Videos								Actions	
Title		Form ID	Provider Code	Video Tag	File Name	File Size	Play Count	Download Count	Action
About Niloy	VDOLIB-DEMOTPHL-NEL4NC9ZZ84Z3	DEMOTG-TGD	ISP Program	Education- Niloy.mp4	26.98 MB	0	0	 	

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.

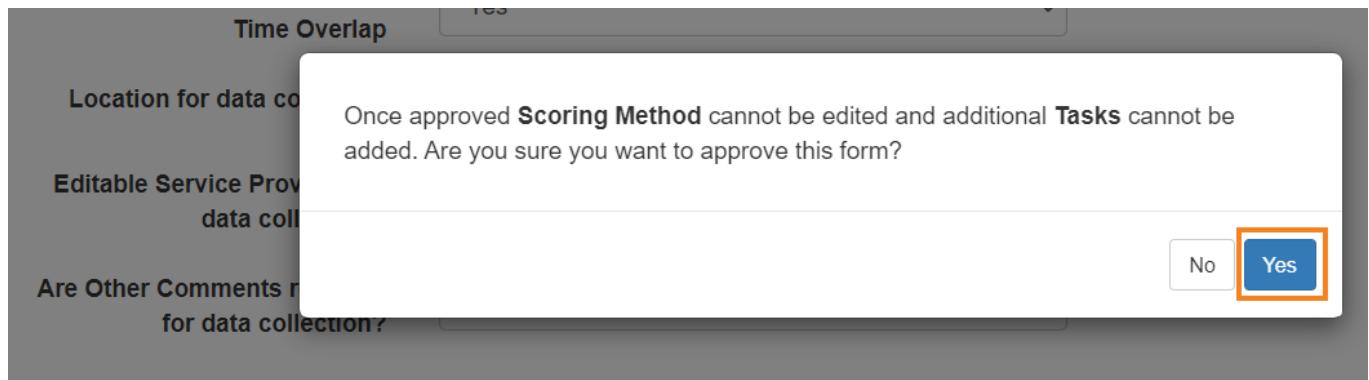
- Click on the **Save** button to edit the ISP Program later. Note: Click on Search beside the ISP Program row from the Individual tab to find the Saved ISP Program. You can also find saved ISP programs on your **To Do** Tab worklist.
- Click on the **Submit** if all the fields are filled up and you 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

**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.



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

[Create New ISP Program](#)

[Enter data for this ISP Program](#)