

Discontinue ISP Program

Users assigned with the **ISP Program Submit** role can discontinue approved ISP Program Templates.

1. Click on the **Search** link beside **ISP Program** under the **Individual** Tab.

To Do	Care	
Individual	T-Log	New Search Archive
Health	ISP Data	New Search Report Search Report Archive
Admin	ISP	New Search Review Acknowledge Archive
Agency Reports	ISP Program	New Search Acknowledgement Report
Individual Home Page	ISP Program Template Library	New Draft Published Search

2. Enter necessary search parameters on the **ISP Program Search** page and click on the **Search** button below to search all approved ISP Program within the stated parameters.

ISP Program Search

Program (Site)

Individual

Entered By

ISP Program Author

Form ID

ISP Program Name

Start Date From

To

End Date From

To

Status

Approved

3. Select the required ISP Program from the list that you want to discontinue.

ISP Program Search

Filter 15 Records

Form ID	Program Name	Site Name	Individual	ISP Program Name	Entered By	ISP Program Author	Start Date	End Date	Target Completion Date	Status	Time Zone
ISP-DEMOTPHL-N574NCFZV8427	(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Chowdhury, Niloy	Cognitive Development: Literacy	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2024			Approved	Asia/Manila
ISP-DEMOTPHL-N3K4M52X9833M	(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Chowdhury, Niloy	Activities of Daily Living (ADL) Skills: 1st Term	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2024	12/31/2024	11/30/2024	Approved	Asia/Manila
ISP-DEMOTPHL-MED4NFMVD833T	(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Chowdhury, Niloy	Gross Motor Skill Third Term	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	09/01/2023			Approved	Asia/Manila

Showing 1 to 3 of 3 entries

 New Search
 Export to Excel

4. On the selected ISP Program, scroll down to the bottom and click on the **Discontinue** button to only discontinue the ISP Program.

To discontinue this ISP Program and save it in the draft, click on the **Discontinue & Save as Draft** button.

5. A pop-up will appear asking the **Reason for Discontinuation**. Click on the **Confirm** button after filling out the form.

* Reason for Discontinuation ✕

No longer needed.

About 2983 characters left

6. A confirmation prompt will be displayed. Click on the **Yes** button to discontinue the ISP Program or click on the **No** button to return to the ISP Program.

Discontinuing an ISP Program will immediately **stop** all data collection for this program and cannot be **undone**. Any changes made to the ISP Program except the End Date will not be saved. Are you sure you want to discontinue this form?

7. A confirmation message will be displayed if the ISP Program has been successfully discontinued.

The form ISP-DEMOTPHL-N574NCFZV8427 has been successfully Discontinued