# **Enter ISP Data**

The ISP data module provides the ability to collect and record data to track the progress of goals set in the Service/Program Plan or IEP after they have been entered into an **ISP Program**. After the data is entered, the application calculates their corresponding scores according to the scoring method specified in the ISP program and the percentage of progress can be displayed on the programmatic report. The more data you collect the more accurately you can track an individual's progress.

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## Users with the ISP Data Submit role are able to enter ISP Data.



1. Click on **New** beside ISP Data.

2. Select the **Program** 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 V 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 $\ensuremath{\textbf{Individual}}$ name from the list.

AII A B C D E F	G H I J K L M	N 0 P Q R S T U V W X	Y Z
Filter			15 V Reco
Last Name 🔺	First Name 💠	Individual ID 🗢	Birth Date
Basnet	Kalpana	12345678	01/01/2012
Chowdhury	Niloy		01/01/2010
Gabriel	John		03/02/2001
Grace	Angela		01/01/2015
Hossaain	Amit	012345	03/03/2008
Hossain	Imran	101	01/01/2000

Individual List for ISP Program

4. Select the ISP Program from the **ISP Program List** page.



### **ISP** Program List

Filter										15	∽ Records
Form ID 👻	Program (Site)     ≑	ISP Program Name \$	Individual Name 🗘	ISP Program Author ≑	Start Date	End Date	Frequency	Schedule \$	Comment	Acknowledgement Status \$	Time Zone
ISP-DEMOTPHL- K6X4N5EWHMULR	Day Shift (DEMO SITE (BD))	Social Skills	Chowdhury, Niloy	Rahman, Imran / Teacher	01/02/2021		3	Weekly		Not Acknowledged	Asia/Dhaka
ISP-DEMOTPHL- K684NHCZ8MUL8	Day Shift (DEMO SITE (BD))	Daily Activities - Spring Semester	Chowdhury, Niloy	Hossain, Anita / Teacher	01/01/2021	12/20/2021	5	Daily	He will practice improvin	Not Acknowledged	Asia/Dhaka
ISP-DEMOTPHL- K3D4NF8YBMUL6	Day Shift (DEMO SITE (BD))	Daily Activities - Niloy Chowdhury	Chowdhury, Niloy	Hossain, Anita / Teacher	01/01/2021	12/20/2021	5	Daily	He will practice improvin	Not Acknowledged	Asia/Dhaka
Showing 1 to 15 of 19 entries 1 2 Next											
Export to Excel											
Cancel											

5. If the ISP Program is not acknowledged then selecting the **ISP Program** will open the **ISP Program** form. Click on the **Acknowledge** button at the bottom of the form.



### ISP Program Approved (

ISP Program Description		
ISP Program Name	Daily Activities - Niloy Chowdhury	
Provider Program Day Shift		
Individual Name	Niloy Chowdhury 🕄	
Start Date	01/01/2020	
End Date	12/20/2020	
Target Completion Date     12/15/2020		
Location		
Long Term Objective	jective He will be able to do his daily activities independently.	
Goal/Service He will take care of himself and maintain personal hygiene.		
Reason for ISP Program	For making individual independent and improving personal skills.	
Criteria for Completion	Successful demonstration of each tasks.	
Materials Required	Class materials.	

Schedule and Frequency				
Frequency	5			
Schedule	Daily			
Comment	He will practice improving his skills with his teacher 5 times in a week.			
Maximum Number of Times a Day	5			
Allow collection of multiple task scores for a single day	Yes			

Scoring Details	
Scoring Method	Level of Performance
Default Score	Not Applicable
Task Scoring Comments	Required for all score
Baseline Dates	

Task(s)

Task Name	Description	Baseline Score
Vocabulary	Learning and memorizing new words.	Excellent 0% Good 0% Need To Improve 0% Need Teachers Help 0% Not Applicable 0%



### **Other Details** Type of Service Provider **Entered By** Amit Ibrahim, Supervisor Approved By Amit Ibrahim, Supervisor **ISP Program Author** Amit Ibrahim, Supervisor **Time Duration Format** Begin Time and End Time Are Begin Time and End Time No or Time Duration required for data collection? Allow data collection with No Time Overlap Location for data collection Optional Editable Service Provider for Yes data collection? Enable Group Count for data No collection? Are Other Comments required No for data collection? **Files & Images** Attach File(s) Nothing Attached Attach Image(s) SComm Acknowledge Cancel

6. Read the message that appears and click on the **Yes** button to acknowledge the ISP Program.

Users only have to acknowledge an ISP program for the first time before they enter



### documentation.

īr	I acknowledge I have read, understood and will accurately implement this program.	
n i	No	Yes

7. Select the appropriate date for the ISP Data from the **Select Date for ISP Data Collection** page. Then click on the **Next** button.

Select Date for ISP Data Collection				
Select Date				
Last Data Collection Date				
Data Collection Date	08/30/2020			
Time Zone	Asia/Dhaka			
ISP Program Detail				
ISP Program Name	Daily Activities - Niloy Chowdhury			
ISP Program Start Date	01/01/2020			
ISP Program End Date	12/20/2020			
Frequency	5			
Schedule	Daily			
Schedule and Frequency Comment	He will practice improving his skills with his teacher 5 times in a week.			
Back	Next			



If needed, you may enter data collected on a previous date provided that it is not earlier than the ISP program creation date.

8. In the 'Data Collection Detail' section, enter Begin Time and End Time or Time Duration. The Time Duration field is a read-only field which will automatically calculate the duration based on the Begin Time and the End Time. This field will only be available if the Time Duration Format field is selected as Begin Time and End Time in corresponding ISP Program.

Data Collection De	tail
Data Collection Date	04/01/2024
Begin Time	10:00 am
End Time	11:00 am
Time Duration	60 Minute(s)
Location	- Please Select -
Entered By	Anita Hossain, Academic Supervisor
Service Provider	Anita Hossain, Academic Supervisor Change Service Provider

If the None option is chosen in the ISP Program Location for data collection field, the Location field will not be accessible. In case none of the alternatives in this dropdown field satisfy the requirements, choosing the 'Other' option will bring up a text box called 'Other Location' to appear, where users can input the location.



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9. On the **ISP Data Collection** page, select the score for each task.



Submit

# Task Scores Description Scores/Comments Learning and memorizing new words. Not Applicable About 3000 characters left About 3000 characters left Comment Scomment About 3000 characters left About 3000 characters left

On the 'ISP Data Collection' page, enter information as required.

Users can enter the Begin Time and End Time and Location.

Back

Cancel

Enter any needed comments in the description section for the task, if scoring comments are enabled.

In the comment box at the bottom you can also put comments if needed.



Task Scores				
Description	Scores/Comments			
Learning and memorizing new words	Excellent			
	He wrote 7 days name without taking teachers help			
	About 2951 characters left			
4	•			
Other				
Billable 🔾 Yes 🔿 No				
Comment He is improving his skills				
About 2973 characters left	li			
Back Cancel	Submit			

Click on the **Submit** button at the bottom of the page to submit the data.

10. Once the **ISP Data** is successfully submitted, 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 ISD-SQANY-JAY4NCPXWMULB has been Successfully Submitted

Back to Form | List

### Actions

Enter more data for this ISP Program

Enter data on another ISP Program for this individual

Create Report for this Individual

Choose another Program/Site

Choose another individual