# 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.

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

1. Click on **New** beside ISP Data.
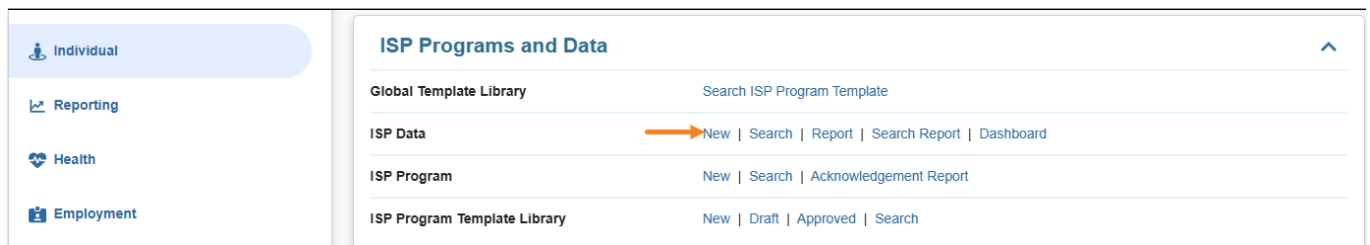
2. Select the **Program** from the list

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 ˅ 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** 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 |

Filter   15 ˅ Records

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

Showing 1 to 6 of 6 entries   Previous **1** Next

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

ISP Program List

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

Filter

15 ∨ Records

Showing 1 to 15 of 19 entries

Previous 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	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 or Time Duration required for data collection?	No
Allow data collection with Time Overlap	No
Location for data collection	Optional
Editable Service Provider for data collection?	Yes
Enable Group Count for data collection?	No
Are Other Comments required for data collection?	No

Files & Images

Attach File(s)	Nothing Attached
Attach Image(s)	

Cancel   SComm   Acknowledge

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.

I acknowledge I have read, understood and will accurately implement this program.

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.


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.

Data Collection Detail

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

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

Task Scores

Description	Scores/Comments
Learning and memorizing new words.	Not Applicable ⌄ ←
	About 3000 characters left

Other

Billable ○ Yes ○ No

Comment

About 3000 characters left

Back   Cancel   Submit

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

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

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

Other

Billable   ○ Yes   ○ No

Comment   He is improving his skills.

About 2973 characters left

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