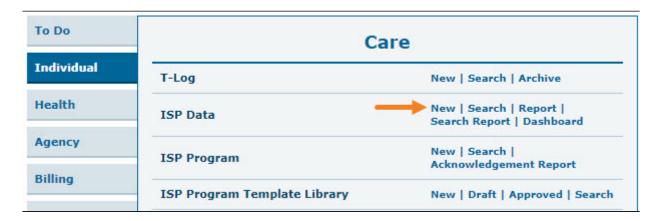


Enter ISP Data

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

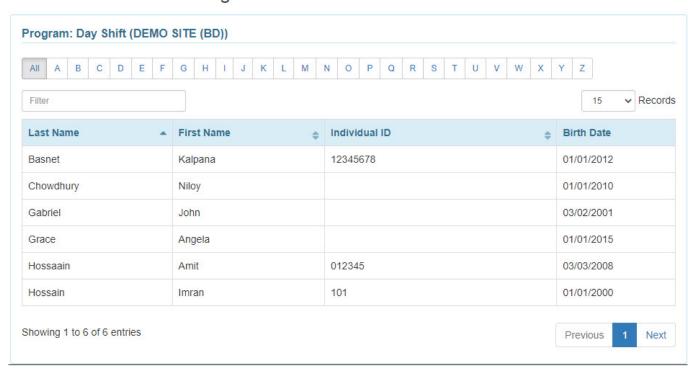


Select Program For ISP Program



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

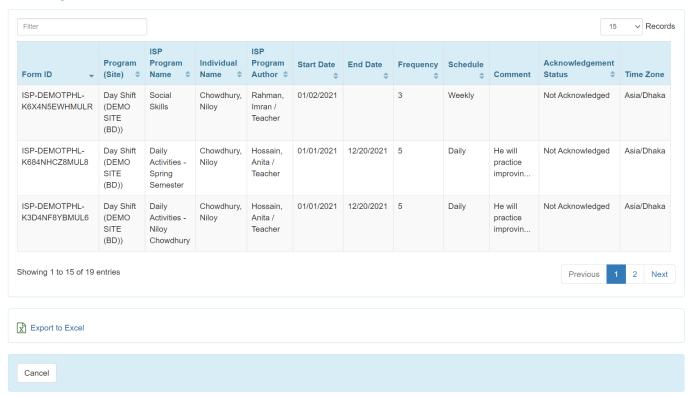
Individual List for ISP Program



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



ISP Program List



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 6

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

)ay

5

Allow collection of multiple

task scores for a single day

Scoring Details

Scoring Method Level of Performance

Default Score Not Applicable

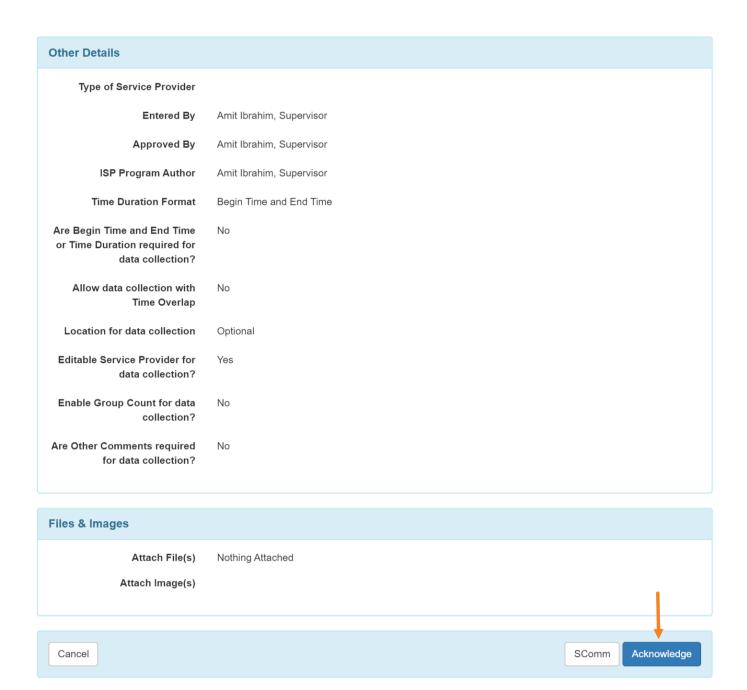
Task Scoring Comments Required for all score

Baseline Dates

Task(s)

ask Name	Description	Baseline Score
Vocabulary	Learning and memorizing new words.	Excellent 0% Good 0% Need To Improve 0% Need Teachers Help 0%





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.



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

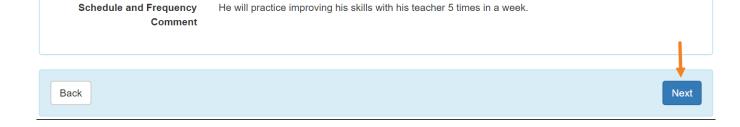
Select Date for ISP Data Collection

Frequency

Schedule

Daily

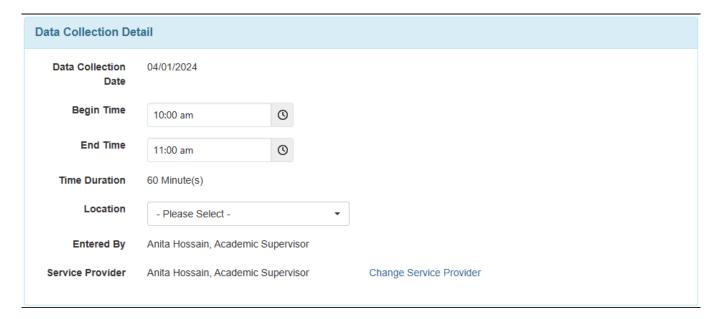






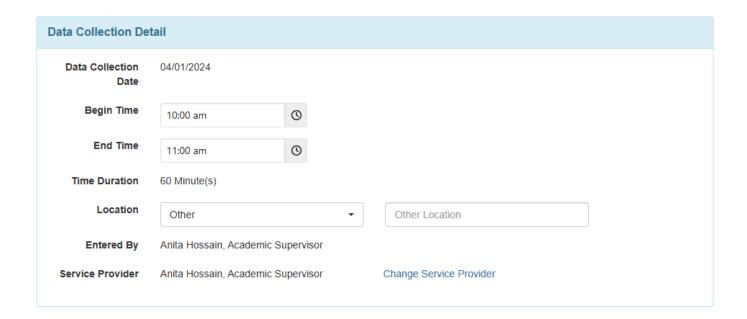
If needed, you may enter data collected on a previous date provided that it is not earlier than the ISP program creation date.

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.



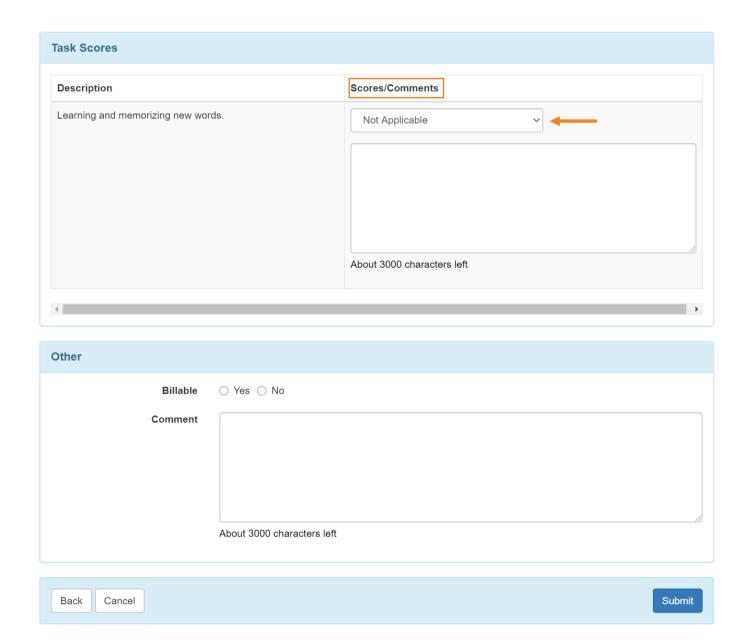
If the None option is chosen in the ISP Program Location for data collection field, the Location field will not be accessible. In case none of the alternatives in this dropdown field satisfy the requirements, choosing the 'Other' option will bring up a text box called 'Other Location' to appear, where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





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





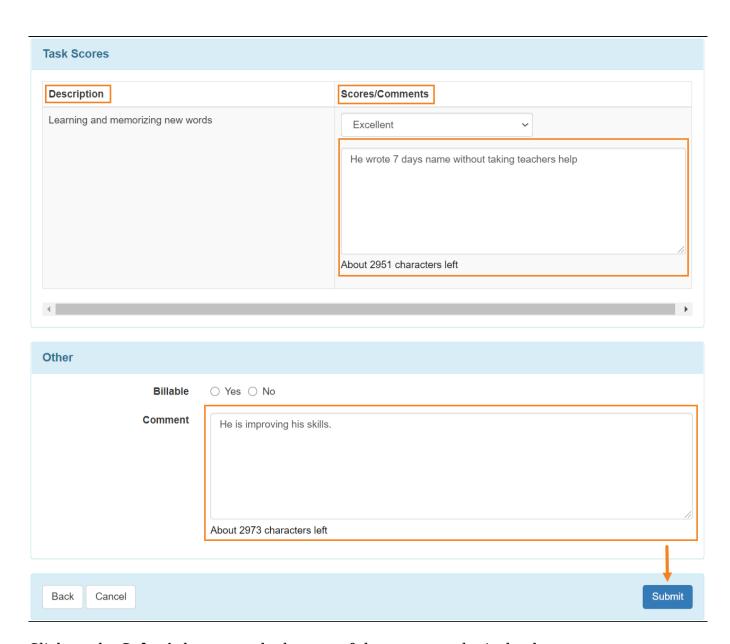
On the 'ISP Data Collection' page, enter information as required.

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.





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