

Generate ISP Report - Hab Documentation Record

Generate ISP Reports on the services provided to the Individuals to track service delivery and progress towards goals.

Users with the **ISP Report** role can create reports on ISP Programs for the individuals on their caseloads. Reports can be generated for Approved and Discontinued ISP Programs.

1. Click on the **Report** link available in the **ISP Data** row in the Individual tab.

Program: No Program Selected Choose Program Profile: Initial Module: <input type="text" value="Search"/>														
<div> <div>To Do</div> <div>Individual</div> <div>Health</div> <div>Agency</div> <div>Admin</div> <div>Agency Reports</div> <div>Individual Home Page</div> </div>	<div>Care</div> <table border="1"> <tr> <td>T-Log</td> <td>New Search Archive</td> </tr> <tr> <td>Case Note</td> <td>New Search Archive Bulk PDF</td> </tr> <tr> <td>ISP Data</td> <td>New Search Report Search Report Archive</td> </tr> <tr> <td>ISP</td> <td>New Search Review Acknowledge Archive</td> </tr> <tr> <td>ISP Program</td> <td>New Search Archive Acknowledgement Report</td> </tr> <tr> <td>ISP Program Template Library</td> <td>New Draft Published Search</td> </tr> </table>	T-Log	New Search Archive	Case Note	New Search Archive Bulk PDF	ISP Data	New Search Report Search Report Archive	ISP	New Search Review Acknowledge Archive	ISP Program	New Search Archive Acknowledgement Report	ISP Program Template Library	New Draft Published Search	<div>Issue Tracking</div> <div>My Issues</div> <div>SComm</div> <div>Inbox</div> <div>Sent Items</div> <div>Compose</div> <div>Drafts</div> <div>Custom User Group</div> <div>Classes</div> <div>Overdue</div> <div>Due</div> <div>View Sign ups</div> <div>View Results/Notes</div>
T-Log	New Search Archive													
Case Note	New Search Archive Bulk PDF													
ISP Data	New Search Report Search Report Archive													
ISP	New Search Review Acknowledge Archive													
ISP Program	New Search Archive Acknowledgement Report													
ISP Program Template Library	New Draft Published Search													

2. Select the program from the **Select Program for ISP Program** page.

Select Program For ISP Program

All
A
B
C
D
E
F
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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
Demo Program	Demo Site	School		555

Showing 1 to 3 of 3 entries

3. Select the individual from the **Individual List for ISP Program** page.

Individual List for ISP Program

Program: Demo Program (Demo Site)

All
A
B
C
D
E
F
G
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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
Tareq	Taufiq	

Showing 1 to 1 of 1 entries

4. Select the ISP Program name and click on the **Next** button to generate the report.

ISP Program List

You have selected 1 items.
15 Records

<input checked="" type="checkbox"/>	Form ID	Program Name	Site Name	Individual	ISP Program	Entered By	Program Creation Date	Approve Date	Status Approved ▼	Time Zone
<input checked="" type="checkbox"/>	ISP-DEMOTPHL-H9Q4NFNYTMULU	Demo Program	Demo Site	Tareq, Taufiq	Speech Therapy Plan	Sonia Ferdous, Therap Admin	05/01/2019	07/22/2019	Approved	Asia/Dhaka

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

Cancel
Next

There are four types: **Programmatic Report**, **Clinician Report**, **Data Collection Monthly Report**, and **Hab Documentation Record**.

5. Select the **Report Type** as **Hab Documentation Record** on the **Report Criteria** page. Select the appropriate **Month** and **Year** from the drop-down menu. Click on the **Generate** button to generate the report.

Report Criteria

Report Type

Hab Documentation Record ▼

Time Zone

Asia/Dhaka

Show Report without ISP Data

☐ Yes ☒ No

Show Initials only

☐ Yes ☒ No

Month

June ▼

Year

2019 ▼

Selected ISP Program

Form ID	ISP Program	Approve Date
ISP-DEMOTPHL-H9Q4NFNMTMULU	Speech Therapy Plan	07/22/2019

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Generate

6. The **Hab Documentation Records** the data collected for each day of the selected month for the selected ISP Programs. The scores will show only the first score entered for that task for the day. Fill up the **Report Description** field and click on the **Save** button to save the report.

Habilitation Documentation Record - INDIVIDUAL SUMMARY

Status: New

Report Description: June Report

AGENCY:	Therap Global Demonstration Provider										MONTH & YEAR:	06/19
INDIVIDUAL:	Taufiq Tareq,										Medicaid #:	
SITE LOCATION :	531 Road No 11, Dhaka, Bangladesh										Individual ID:	
											Program Code :	

DESCRIPTION OF THE INDIVIDUALIZED STAFF SERVICE/ ACTION PROVIDED	STAFF PROVIDING SERVICE/ACTION MUST INITIAL THE DATE THE SERVICE/ACTION WAS PROVIDED. (NOTE: by entering initials, staff are attesting that the service/action was provided on that day.)																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Give me Ball	VRBL SF	VRBL SF			VRBL SF				DECL SF	DEMO SF		VRBL SF				VRBL SF	VRBL SF													
Clap Hands		DEMO SF	DEMO SF		DEMO SF				DECL SF	VRBL SF		VRBL SF				VRBL SF	INDP SF													
Say Hello (maintains eye contact for 5 sec)		DECL SF	DECL SF		DECL SF				DECL SF	FULL SF		FULL SF				VRBL SF	DEMO SF													

Staff Signature Log											
SIGNATURE	PRINT NAME				INITIALS	SIGNATURE	PRINT NAME				INITIALS
	Sonia Ferdous, Therap Admin				SF						



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Save

To know about **Programmatic Report** click [here](#).

To know about **Clinician Record** click [here](#).

To know about **Data Collection Monthly** click [here](#).