

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.



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



Select Program For ISP Program



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

Individual List for ISP Program



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



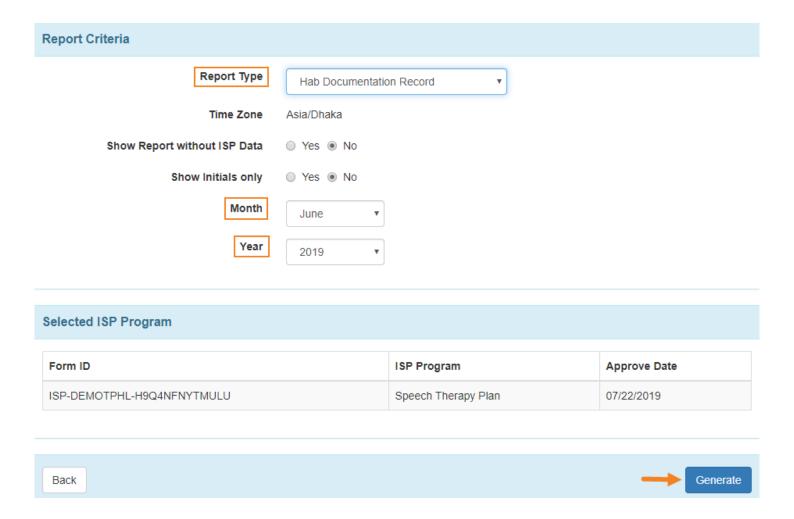
ISP Program List



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

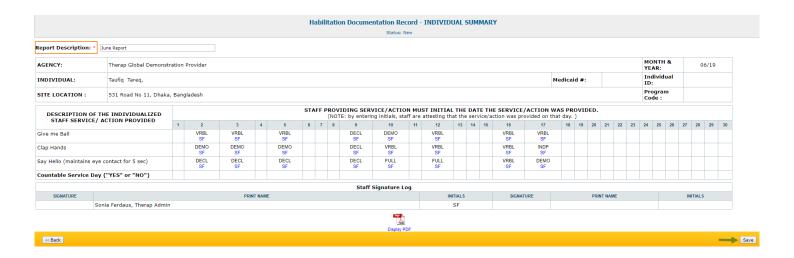
5. Select the **Report Type** as **Hab Documentation Record** on the **Report Criteria** page. Select the appropriate **Month** and **Year** from the drop-down menu. Click on the **Generate** button to generate the report.





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.





To know about **Programmatic Report** click <u>here</u>.

To know about Clinician Record click here.

To know about **Data Collection Monthly** click <u>here</u>.