Generate ISP Report - Hab Documentation Record

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

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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.

Program: Profile: Module:	No Program Selected Initial Search		Choose Program
To Do	Ca	re	Issue Tracking
Individual	T-Log	New Search Archive	SComm
Health	Case Note	New Search Archive Bulk PDF	Inbox Sent Items
Agency	ISP Data	New Search Report Search Report Archive	Compose Drafts
Admin	ISP	New Search Review Acknowledge Archive	Classes "
Reports	ISP Program	New Search Archive Acknowledgement Report	Overdue Due
Home Page	ISP Program Template Library	New Draft Published Search	View Sign ups View Results/Notes

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

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	Fecords
Program Name	\$	Program Type	Cost Center	Program
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
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Filter													[15	 Records
Last Name	-	First Nam	e				¢	Indiv	vidua	al ID					¢
Tareq		Taufiq													

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

ISP Program List Filter You have selected 1 items. Records 15 Program Site **Program Creation** Approve Status Individual ISP Program Form ID Name Name Entered By Date Date Approved **•** Time Zone ISP-DEMOTPHL-Demo Sonia Ferdaus, Therap 05/01/2019 07/22/2019 Asia/Dhaka 1 Demo Tareq, Speech Therapy Approved H9Q4NFNYTMULU Program Site Taufiq Plan Admin Showing 1 to 1 of 1 entries Previous 1 Next Cancel

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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 Documentatio	n Record 🔹	
Time Zone	Asia/Dhaka		
Show Report without ISP Data	🔘 Yes 💿 No		
Show Initials only	🔘 Yes 💿 No		
Month Year	June • 2019 •		
Selected ISP Program			
Form ID		ISP Program	Approve Date
ISP-DEMOTPHL-H9Q4NFNYTMULU		Speech Therapy Plan	07/22/2019
Back			Generate

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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.



							Hal	oilitat	ion Docum	entation Ree Status: N	c ord -	INDIVID	UAL SI	лми	ARY															
Report Description: * Ju	ine Report																													
AGENCY:	Therap Global Demonst	ration) Provider															MON	NTH R:	1 & 06/			9							
INDIVIDUAL:	Taufiq Tareq,														Med	icaid	1#:					Indi ID:	ividu	ıal						
SITE LOCATION :	531 Road No 11, Dhaka	, Bang	gladesh	esh																	Prog Cod	gran le :	ı							
DESCRIPTION OF TH	E INDIVIDUALIZED						STAF	PRO (NC	VIDING SER	VICE/ACTIO	N MU	ST INITIA attesting th	L THE C lat the s	ATE ervio	THE e/acti	SERVICE/ACTIO	w was	PRO lay.)	VIDE	D.										
STAFF SERVICE/ ACTION PROVIDED		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 2	9	30	
Give me Ball			VRBL SF	VRBL SF		VRBL SF			DECL SF	DEMO SF		VRBL SF				VRBL VRE SF SF	L													
Clap Hands			DEMO SF	DEMO SF		DEMO SF			DECL	VRBL SF		VRBL SF				VRBL IND SF SF	P													
Say Hello (maintains eye c	contact for 5 sec)		DECL SF	DECL SF		DECL SF			DECL SF	FULL SF		FULL SF				VRBL DEM SF SF	0													
Countable Service Day ("YES" or "NO")																													
									Staff	Signature L	og																			
SIGNATURE		PRINT NAME								IN	ITIALS			SIGNATURE				PRIN	T NAME	4		INITIALS								
Soni	ia Ferdaus, Therap Admir	a Ferdaus, Therap Admin						SF																						
											DE																			
Back										Display P																				

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

To know about Clinician Record click $\underline{here}.$

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