Pag-gawa ng ISP Program Template

Ang ISP Program module ay ginagamit sa pag dokumento ng mga teaching programs na naka goal chart o mga training objectives. Kasama dito ang mga scoring details, tasks at mga teaching methods na nag-track ng progress ng indibidwal tungo sa kanilang specific goals. Ang **ISP Program Template** ay makakagawa ng **ISP Program** o **Individual Education Plan** para sa mga indibidwal na may kapareho na tasks o goals. Maaaring i-apply ng user ang template sa indibidwal at maaari din itong i-edit kung kinakailangan.

Ang mga users lamang na may **ISP Program Template Submit Role** ang makakagawa ng ng bagong ISP Program Templates na maaaring gamitin sa loob ng ahensya.

1. I-click ang **New** sa hilera ng ISP Program Template Library sa **Individual** Tab.

2. Sa **ISP Program (Template)**, Ilagay ang **Template Name**, **Program Creation Date**, at **Maximum Number of Times a Day** upang kumpleto ang documentation. Maaari din mag fill-up ng iba pang fields depende sa inyong pangangailangan.

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T-Notes

Add T-Note

ISP Program (Template)

Form ID: IST-SQANY-JAY4NCPUHMULC
Status: New
Entered By: Amit Ibrahim, Supervisor

ISP Program Description

Template Name : * Behavior and Verbal Cc

Program Creation Date : * 08/01/2020

Long Term Objective :

To help Individual to improve, learn and build social skills.

About 2939 characters left

Goal/Service :

Staff will support Individual to build social skills to socialize at events/social places.

About 2910 characters left

Reason for ISP Program :

To improve socialization skills.

About 2968 characters left

Location : School

Maximum Number of Times a Day : * 10

Schedule and Frequency Comment :

About 3000 characters left

Frequency : 3

Schedule : Weekly

Criteria for Completion :

To be able to Independently participate in social activities.

About 2939 characters left

Materials Required :

About 3000 characters left

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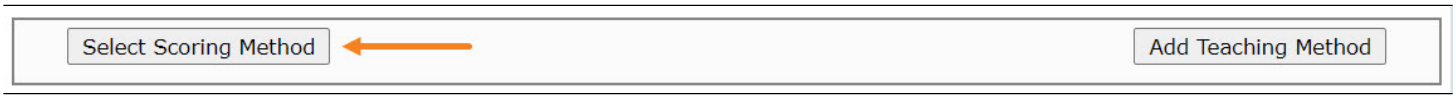
3. Upang ma-define ang scoring method para sa ISP Program Template, I-click ang **Select Scoring Method** button na makikita sa ibaba ng page.



4. Sa ISP Template Scoring Method page, piliin ang scoring details mula sa list ng scoring methods at i-click ang Continue button. Maaari ring gumawa ng sariling scoring method sa pamamagitan ng pag-click ng Define New Scoring Method button. (Para sa karagdagang kaalaman tungkol sa paggawa ng sariling scoring method tingnan ang Create ISP Program na guide.)

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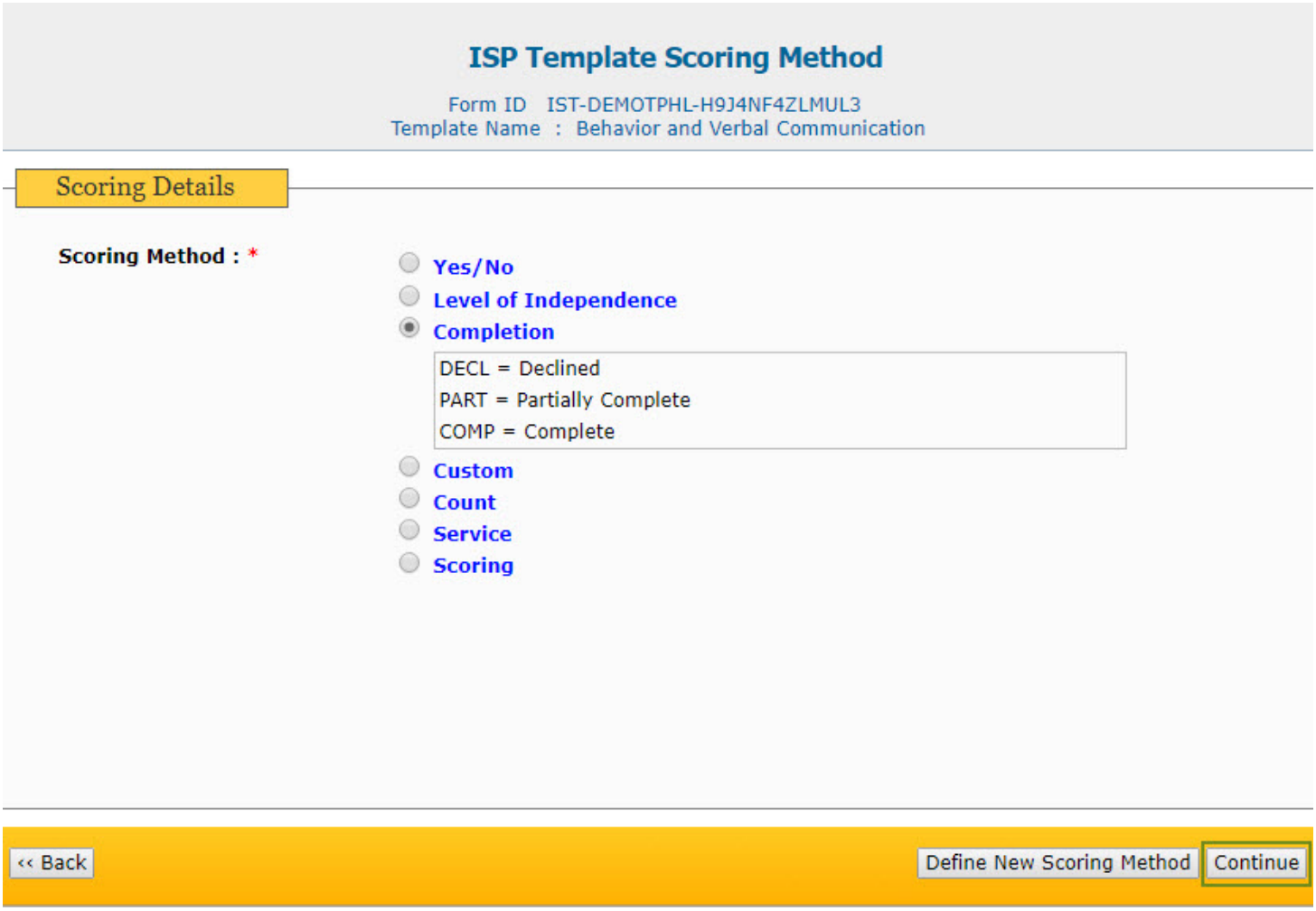

5. Pagkatapos pumili ng scoring method, makikita ang detalye sa **Scoring Details** section ng ISP Program (Template).

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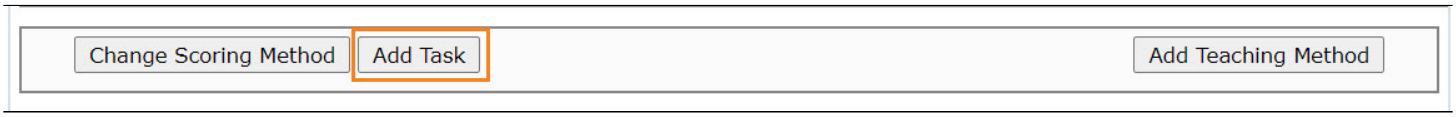
6. Kung nais magdagdag ng tasks sa template na ito, i-click ang **Add Task** button sa pinakababa ng form.



7. Sa Add New Task page, ilagay ang **Name** ng task at ang deskripsyon nito.

Kung nais na magdagdag ng karagdagang tasks matapos na i-save ang current task, i-click ang **Save & Add Another** button, o kung tapos na sapaglagay ng task, I-click ang **Continue** button.

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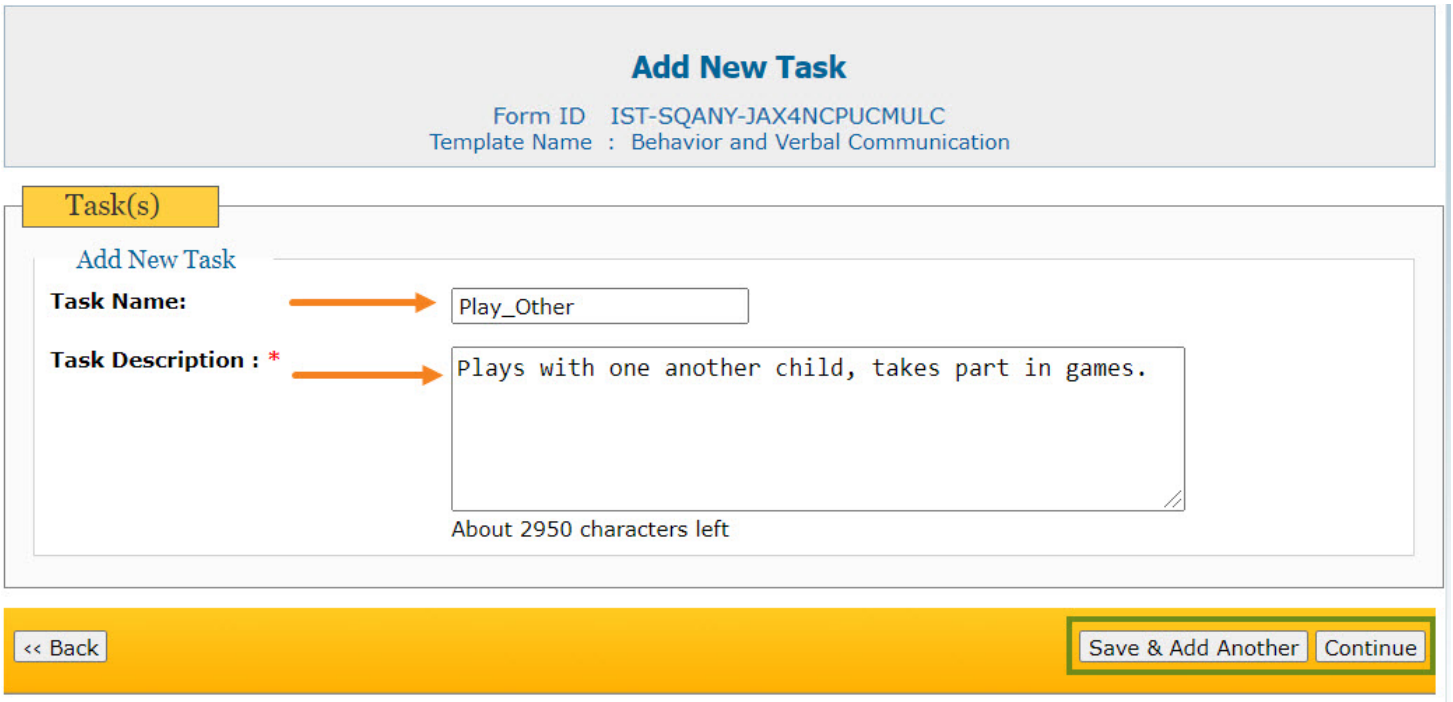
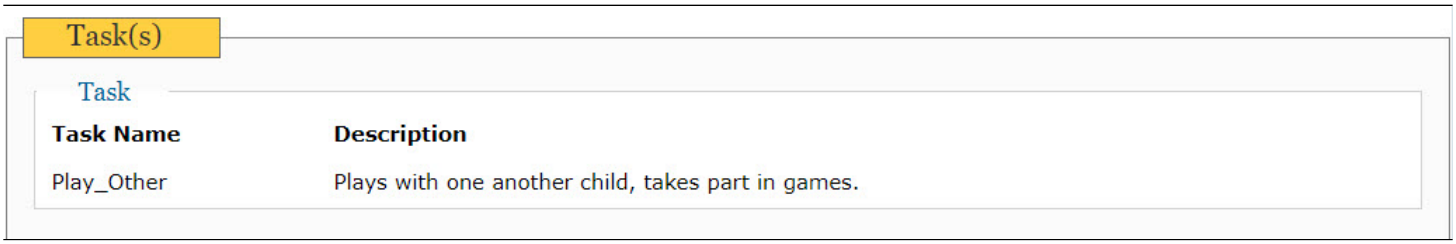


8. Ang task ay madadagdag sa **Task(s)** section ng template.



9. Sa **Other Details** section, piliin ang appropriate na opsyon na relevant sa **ISP Program Template**. Ito ay maari pa rin baguhin kahit nai-apply na sa indibidwal.

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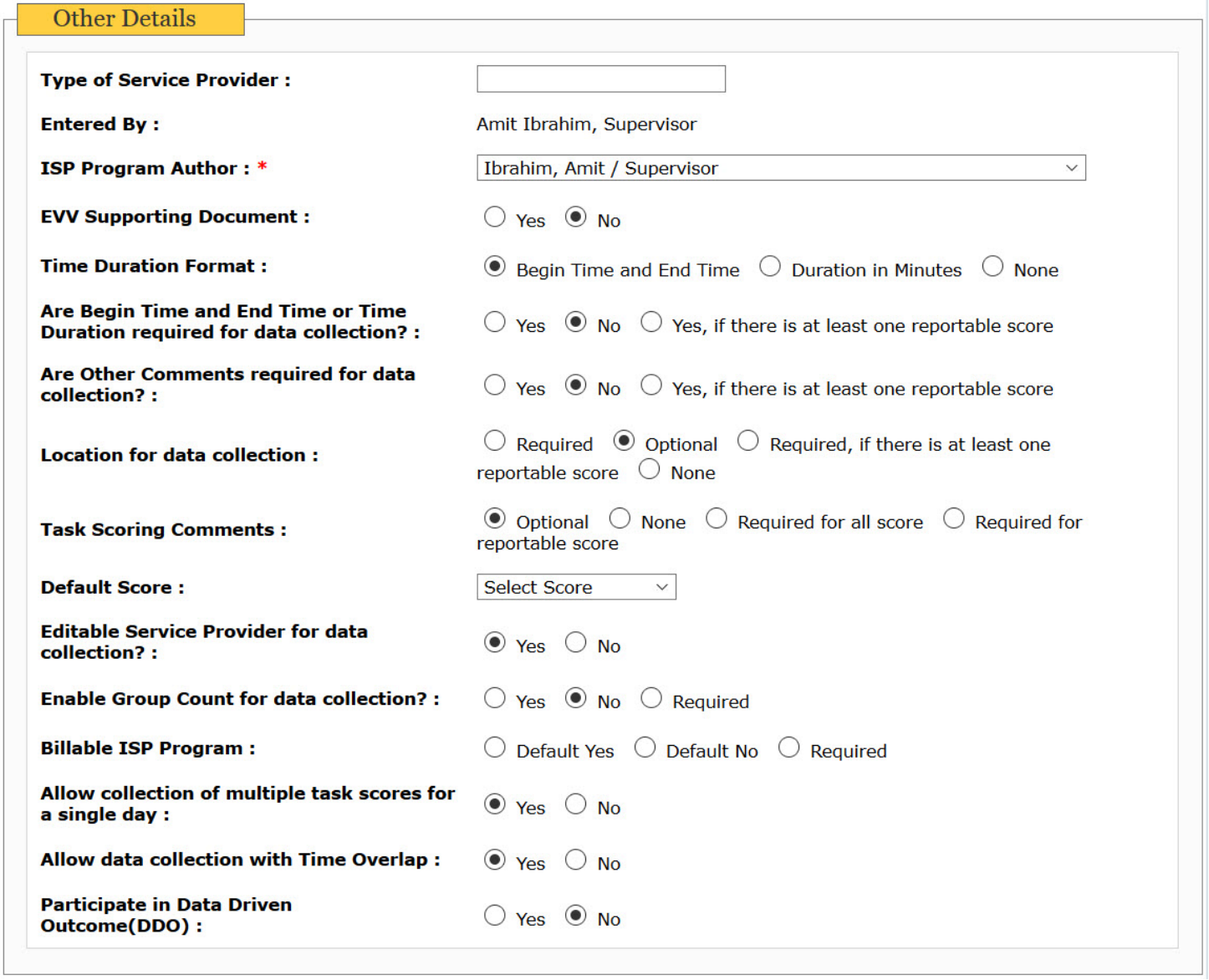

10. Maaari rin mag attach o mag scan ng kahit anong file o imahe dito sa template sa pag click ng mga tamang buttons sa hilera ng '**Files & Images**' section.

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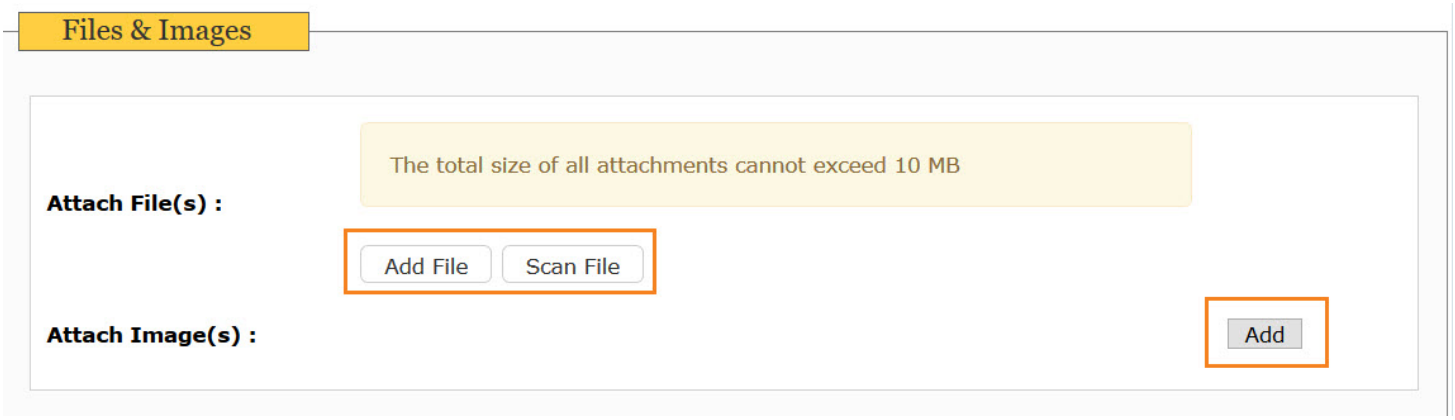

11. Kung nais ipagpatuloy ang paggawa ng Template, maaari muna itong i-save sa inyong ISP Program Templates Drafts, sa pamamagitan ng pagclick ng **Save** button. Kung tapos na i-click ang **Approve** button para mai-dagdag ang template na ito sa Published ISP Templates. Kapag ang template ay napprove na hindi na ito maaring mabago pa.

12. Makakatangap ng sumusunod na mensahe matapos i-save ang template.

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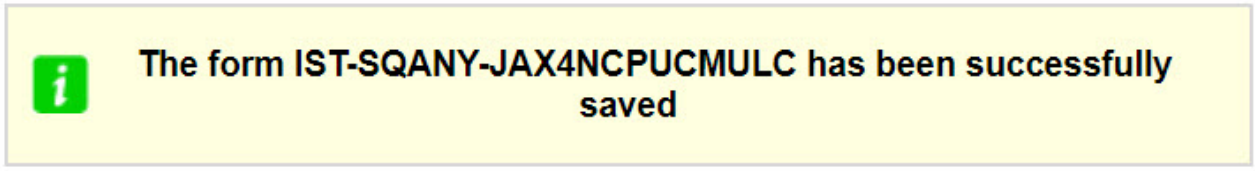

makakatangap naman ng ganitong mensahe matapos mag-approve ng template.

Makikita ang nasave na Template sa **Draft** option sa hilera ng ISP Program Template Library sa **Individual** Tab.

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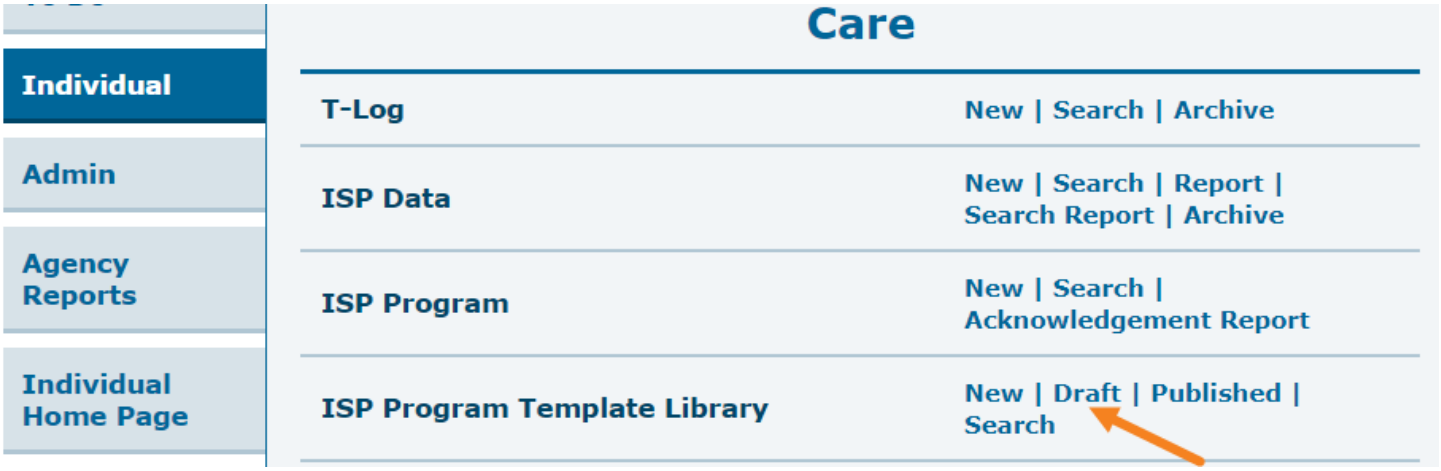

Makikita ang approved Template sa **Published** option sa hilera ng ISP Program Template Library sa **Individual** Tab.

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