


## Entering ISP Data and Creating ISP Reports

### Entering ISP Data

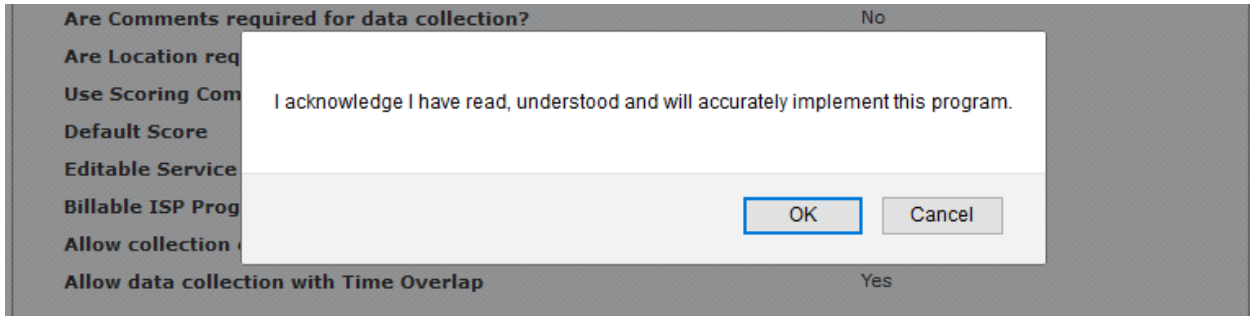
To enter ISP Data click on the **New** link in the 'ISP Data' area in the 'Individual' tab of your Dashboard. Then select the appropriate program and individual from the subsequent pages. Finally select the ISP Program for which you want to enter data from the 'ISP Program List'.

Care	
T-Log	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Archive</a>
Notes	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Archive</a>
Event Summaries	<a href="#">View</a>
ISP Data	 <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Report</a>   <a href="#">Search Report</a>   <a href="#">Data Count Report</a>   <a href="#">Archive</a>
ISP	<a href="#">New</a>   <a href="#">Search</a>   <a href="#">Review</a>   <a href="#">Acknowledge</a>   <a href="#">Archive</a>

ISP Program List		
<b>Provider Program</b>	1st Street	
<b>Site Name</b>	Group Home	
<b>Individual Name</b>	Hayes, Ashley	
<b>Program Author</b>	Morales, Mark / Executive Director	
<b>Entered By</b>	Morales, Mark / Executive Director	
<b>Status</b>	Approved	
<b>Acknowledgement Status</b>	Acknowledged	
3 items found, displaying all		
Form ID	ISP Program	Create Date
ISP-DEMOTH-F7Z4NASZY98WD	Communication	05/01/2017
ISP-DEMOTH-F7R4MEVWP98WJ	Speech Program	05/23/2017
ISP-DEMOTH-F754NDYZ9XDVB	Dietary Intake	05/03/2017
<a href="#">Export To Excel</a>		

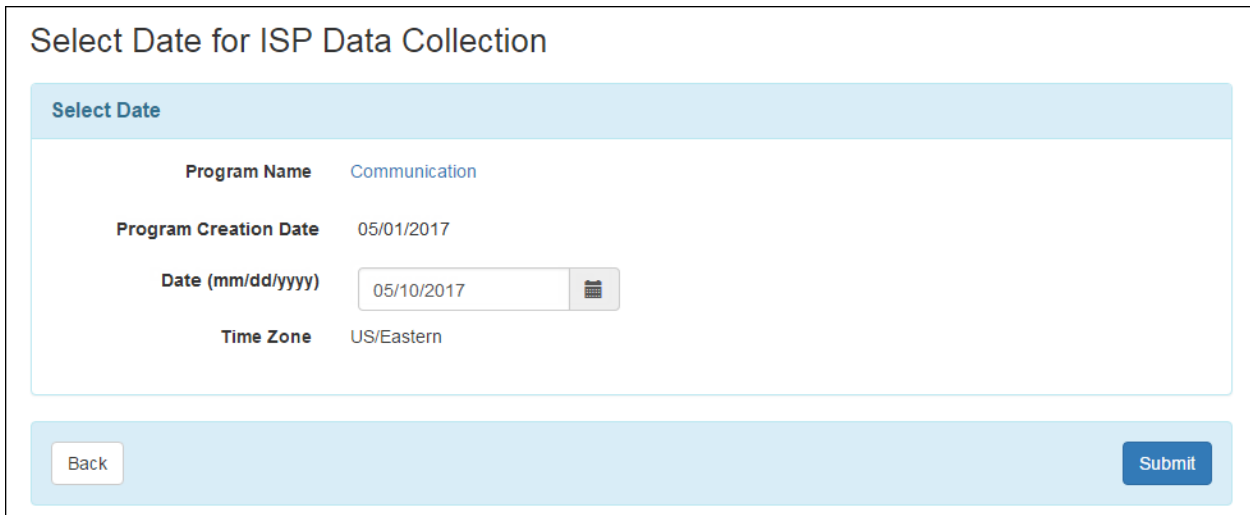
An ISP Program has to be acknowledged after it has been approved. If you have not already acknowledged the program, selecting the program will open the 'ISP Program Acknowledgement' page. Click on the **Acknowledge** button at the lower end of the form. A message window will pop up. Read the message and click on the **OK** button to acknowledge

the program. Once you have done that, you will see the form appear in the 'ISP Program List' with 'Acknowledged' status. After you have acknowledged a program once, you can start entering ISP data.



The image shows a confirmation dialog box overlaid on a form. The dialog box has a white background and a grey border. It contains the text: "I acknowledge I have read, understood and will accurately implement this program." Below the text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue border. In the background, a form is visible with the following fields: "Are Comments required for data collection?" (No), "Are Location req", "Use Scoring Com", "Default Score", "Editable Service", "Billable ISP Prog", "Allow collection", and "Allow data collection with Time Overlap" (Yes).

Select the appropriate date for the ISP Data from the Select Date for ISP Data Collection page. Date may be earlier than current date for collecting previous data provided that it is not earlier than the program creation date. Then click on the **Submit** button.



The image shows a web page titled "Select Date for ISP Data Collection". The page has a light blue header with the text "Select Date". Below the header, there is a form with the following fields: "Program Name" (Communication), "Program Creation Date" (05/01/2017), "Date (mm/dd/yyyy)" (05/10/2017), and "Time Zone" (US/Eastern). At the bottom of the page, there are two buttons: "Back" and "Submit".

On the ISP Data Collection page, select begin and end time for data collection, name of the service provider and score as they are required fields. Click on the **Save** button at the bottom of the page to save the scores.

## ISP Data Collection New ?

### ISP Program Detail

**Individual's Name** Ashley Hayes **Provider Program** 1st Street  
**Program Name** Communication

### Data Collection Detail

**Date** 05/10/2017  
**Begin Time** 01:20  am  pm  
**End Time** 02:00  am  pm  
**Location** Group Home  
**Entered By** Mark Morales, Executive Director  
**Service Provider** Mark Morales, Executive Director [Change Service Provider](#)

### Task Scores

Description	Score
Use appropriate nonverbal communication (eye gaze, facial expression, conventional gestures, volume, rate of speech)	Yes
Be able to begin, maintain and end a conversation.	No
Check in with peer/adult.	No
Learn and generalize the rules of social interaction (turn-taking, reciprocity).	Yes

### Other

**Billable**  Yes  No

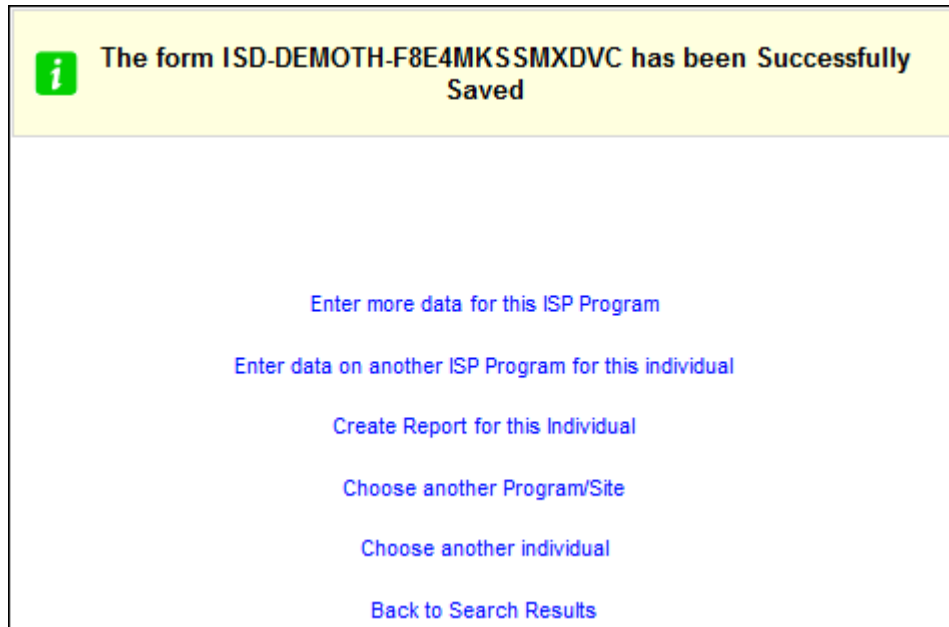
**Comment**

Ashley showed a little improvement, She finds it difficult initiating a conversation. She can answer after being asked a question.

[Back](#) [Cancel](#)

[Save](#)

Once the ISP Data is successfully saved, the following confirmation message will appear.



## ISP Reports

To view ISP Report, click on the Report link on the 'ISP Data' area in the 'Individual' tab of your Dashboard. Choose the program and individual from the corresponding lists and select the checkboxes on the 'ISP Program List' to view reports on corresponding programs. Click on the **Next** button.

### ISP Program List

Status:

<b>Program Name</b>	1st Street
<b>Site Name</b>	Group Home
<b>Last Name</b>	Hayes
<b>First Name</b>	Ashley
<b>Entered By</b>	Mark Morales
<b>Status</b>	Approved

3 items found, displaying all

<input checked="" type="checkbox"/> Select All	Form ID ▲	ISP Program ◆	Submit Date ◆	Approve Date ◆
<input checked="" type="checkbox"/>	ISP-DEMOTH-F7Z4NASZY98WD	Communication	05/31/2017	05/31/2017
<input checked="" type="checkbox"/>	ISP-DEMOTH-F7R4MEVWP98WJ	SPeech Program	05/23/2017	05/23/2017
<input checked="" type="checkbox"/>	ISP-DEMOTH-F754NDYZ9XDVB	Dietary Intake	05/03/2017	05/03/2017

On the 'Report Criteria' page choose Report Type, Date Range and Review Period. ISP Reports can be of 4 types: Programmatic, Clinician, Data Collection Monthly or Hab Documentation Record type. A Clinician report lists data such as date, time, duration and location of the task and name of the service provider entered within the period specified in the 'Report Criteria'. A Programmatic report is more extensive. It shows cumulative task scores within specific periods and their calculated deviation from the baseline. A Data Collection Monthly Report captures monthly documentation checklists per program. Hab Documentation Record combines monthly documentation checklists for all programs. Select a Review Period from the dropdown menu. Data will be displayed in the report grouped by day, week, month, quarter or year according to your selection. Once you have saved a data you can find it using the Search link on your on the 'ISP Data' area in the 'Individual' tab of your Dashboard. You can also locate a Report using the Search Report link.

## Report Criteria

### Report Criteria

**Report Type**

Programmatic
  Clinician

Data Collection Monthly
  Hab Documentation Record

**Format**

Table
  Bar Graph
  Line Graph

**Time Zone**

US/Eastern

**Date Range**

Start Date

End Date

**Review Period**

**If Custom**  Days

**Include Linked ISP Program(s)**

**Show Deviation from Baseline Score**

**Show Deviation from Previous Score**

**Score Showing Option**

**Add progress and comment per ISP Program**

### Selected ISP Program

Form ID	ISP Program	Approve Date	
ISP-DEMOTH-F7Z4NASZY98WD	Communication	05/31/2017	<a href="#">Select Task/Score</a>
ISP-DEMOTH-F7R4MEVWP98WJ	Speech Program	05/23/2017	<a href="#">Select Task/Score</a>
ISP-DEMOTH-F754NDYZ9XDVB	Dietary Intake	05/03/2017	<a href="#">Select Task/Score</a>

<< Back

Next >>