

# ISP Programs

## Create a new ISP Program

Click on the **New** link in the 'ISP Program' area under the 'Individual' tab of your Dashboard. On the 'Select

Program for ISP Program' page select the appropriate program and then select the individual from the 'Individual List for ISP Program' page. Next, you will be taken to the 'ISP Program' of the Individual.

On this page enter information in the required fields (marked by \*) such as **Program Name**, **Program Creation Date** and **Program Author**. Fill out the rest of the form according to your requirements.

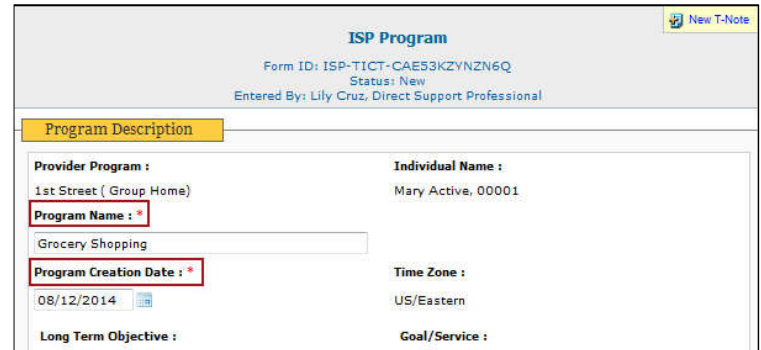
You can specify a **Scoring Method** by clicking on the '**Select Scoring Method**' button located near the lower end of the form. As you click, an 'ISP Program Scoring Method' window will pop up. Here you will see

a list of default options. Select one of them or click on the '**Define New Scoring Method**' button to create a new scoring method. The method you have selected (or, created) will appear in the **Scoring Details** section on the 'ISP Program'.

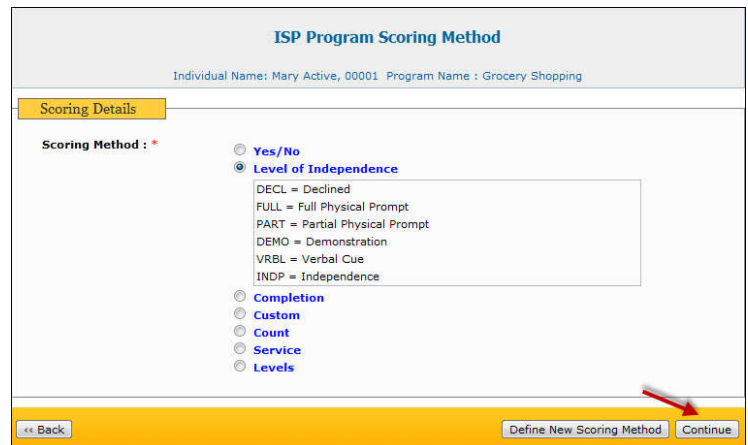
Click on the '**Add Task**' button to define a list of tasks. This will take you to the 'Add New Task' page. Write description of the task here and click on the '**Continue**' button. Repeat the process to add more tasks.



The screenshot shows a dashboard with a 'To Do' list on the left containing 'Individual', 'Health', and 'Agency'. The 'Individual' tab is selected, showing a 'Care' section with 'ISP Data' and 'ISP Program'. The 'ISP Program' link is highlighted with a red arrow, and a secondary arrow points to the 'New | Search | Archive | Acknowledgement Report' link.



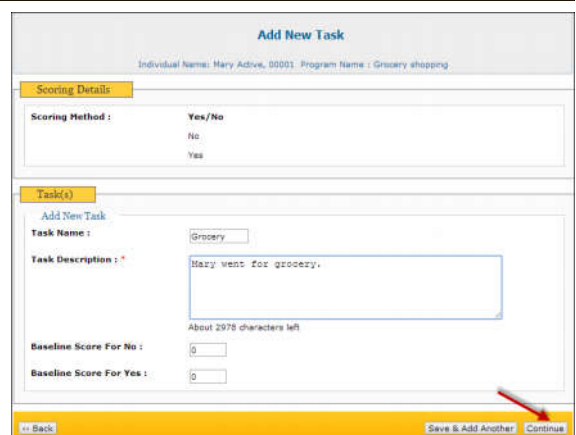
The screenshot shows the 'ISP Program' form with the following details: Form ID: ISP-TICT-CAE53KZYNZ6Q, Status: New, Entered By: Lily Cruz, Direct Support Professional. The 'Program Description' section includes fields for 'Provider Program' (1st Street ( Group Home)), 'Individual Name' (Mary Active, 00001), 'Program Name' (Grocery Shopping), 'Program Creation Date' (08/12/2014), 'Time Zone' (US/Eastern), 'Long Term Objective', and 'Goal/Service'. Red boxes highlight the 'Program Name', 'Program Creation Date', and 'Select Scoring Method' button.



The screenshot shows the 'ISP Program Scoring Method' form with the following details: Individual Name: Mary Active, 00001, Program Name: Grocery Shopping. The 'Scoring Details' section includes a 'Scoring Method' dropdown with options: Yes/No, Level of Independence (selected), DECL = Declined, FULL = Full Physical Prompt, PART = Partial Physical Prompt, DEMO = Demonstration, VRBL = Verbal Cue, INDP = Independence, Completion, Custom, Count, Service, and Levels. A red arrow points to the 'Define New Scoring Method' button.



The screenshot shows the 'Add New Task' form with the following details: Individual Name: Mary Active, 00001, Program Name: Grocery shopping. The 'Task(s)' section includes a 'Task Name' field (Grocery) and a 'Task Description' field (Mary went for grocery). The 'Baseline Score For No' and 'Baseline Score For Yes' fields are both set to 0. A red arrow points to the 'Continue' button.



The screenshot shows the 'Add New Task' form with the following details: Individual Name: Mary Active, 00001, Program Name: Grocery shopping. The 'Task(s)' section includes a 'Task Name' field (Grocery) and a 'Task Description' field (Mary went for grocery). The 'Baseline Score For No' and 'Baseline Score For Yes' fields are both set to 0. A red arrow points to the 'Continue' button.

Similarly you can add teaching methods by clicking on the **'Add Teaching Method'** button. The teaching methods you have added will be enlisted in the **Teaching Method(s)** section on the ISP Program.

Click on the **'Save'** button to save the draft ISP Program in your Worklist. Click on the **'Submit'** button to submit it for approval.

## Approve an ISP Program

Submitted ISP Programs are saved on the approver's approve list. To approve a draft ISP Program (if you have the appropriate authority), click on the approve count that appears under the To Do tab of your Dashboard which appears for 30 days from the last update date. If the ISP Program has been updated 30 days before, then you can click on the [Search](#) link in the 'ISP Program' area under the 'Individual' tab of your Dashboard. You can also access the ISP Programs in Pending Approval status from the 'Approve' link in the 'ISP Program' section of your 'To Do' tab. Select the program you want to approve from the 'ISP Program Search' list. Once the form opens go through it. Click on the **'Approve'** button to approve the ISP Program. Click on the **'Send via SComm'** button to share the draft with authorized users within your agency.

<b>ISP Program - New   Search</b>	
Worklist	2
Approve	3

## Generate Printable Version

You can generate printable version for ISP Programs of all status (depending on your access privilege). To get a printable version of an ISP Program, locate it using the [Search](#) link in the 'ISP Program' area on the 'Individual' tab of your Dashboard.

**Note:** You can attach T-Notes (sticky notes) with a draft ISP Program. To stick a T-Note, click on the [New T-Note](#) link on the top-right corner of the 'Individual ISP Program' page. Once you have approved a program, all T-Notes attached to it will be automatically deleted. For more details see the **T-Notes** Quick Guide.