Mapping required fields from the NJ service delivery documentation forms to the ISP program:

1. Under the 'Program Description' section of the ISP program, enter the appropriate information in the fields mentioned below:

   i) **Program Name**: Name should be from the title of the State form.

   ii) **Program Creation Date**: Reporting start date.

   iii) **Long term Objective**: Job type, applicable ISP outcome and total hours of services.

   iv) **Goal/ Service**: Standard requirement that needs to be followed.

2. Under the 'Program Description' section of the ISP program, enter appropriate information in the fields mentioned below:

   i) **Reason for Program**: How the employees currently perform tasks, actions, areas, related to the standards.

   ii) **Schedule and Frequency**: The rate at which the staff should be working on these goals with the individual.

   iii) **Maximum Number of Times a Day**

   iv) **Frequency of Documentation**: The rate of documentation on these goals for the individual.

3. Click on the 'Add New Task' button which will redirect you to the 'Add New Task' page where you need to enter the following task details and baseline scores in the 'Add New Task' page:

   i) **Task Name**

   ii) **Task Description**: Required standard to be tracked. User also needs to enter what is being done to address the identified issue. You may add multiple tasks by clicking on the 'Save & Add Another' button. Once you are done entering tasks, click on the 'Continue' button.

Note: You may enter a second task to show the progress towards the first task.

Add New Task

Individual Name: Isabella Johnson, 10002 Program Name : 1ST STREET GROUP HOME

Scoring Details

Scoring Method :	**Level of Independence**
	Declined
	Full Physical Prompt
	Partial Physical Prompt
	Demonstration
	Verbal Cue
	Independence

Task(s)

Add New Task

Task Name : Task 1

Task Description : *

Taylor will do the dusting of the picture frames, ledges, and glass cases twice every week.
William Harris will remind Taylor to do the dusting two times every week.

About 2834 characters left

Baseline Score For Declined : 0

Baseline Score For Full Physical Prompt : 0

Baseline Score For Partial Physical Prompt : 0

Baseline Score For Demonstration : 0

Baseline Score For Verbal Cue : 0

Baseline Score For Independence : 0

<< Back   Save & Add Another   Continue

4. On the 'ISP Data Collection' page, the following appropriate fields under the section of 'Data Collection Detail' will be displayed:

  i) **End Time**: Total number of hours will be shown on the report.

  ii) **Date**: Date of service

  iii) **Service Provider**: SE professional name and title

5. Enter additional notes regarding support in the **Comment** field under the 'Other' section