

**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.

**ISP Program**

Form ID: ISP-SQANE-EBM4LRAXXDF65  
Status: New  
Entered By: Lily Cruz, Admin User

**Program Description**

**Provider Program :**  
Jersey Shore Supported Employment

**Individual Name :**  
Taylor Williams, LNR2863585

**Program Name :**  
1st Street Group Home

**Program Creation Date :**  
09/19/2016

**Time Zone :**  
US/Eastern

**Long Term Objective :**  
Job Type: Taylor will be doing custodial work (dusting, wiping down tables, cases, picture frames, fire extinguisher and garbage bin).  
About 2787 characters left

**Goal/Service :**  
-Taylor will clean garbage receptacles with verbal cues from job coach daily.  
-Taylor will clean cases from top to bottom with verbal cues from job coach  
About 2837 characters left

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.

**Reason for Program :**  
-Taylor forgets to do the dusting of the ledges, pictures frames and glass on a regular basis.  
-Taylor does not always clean thoroughly  
About 2864 characters left

**Schedule and Frequency :**  
1. 2 xs weekly  
2. 1 x daily  
3. 1 x daily  
Should account for 5/6 hours of service  
About 2915 characters left

**Maximum Number of Times a Day :**  
5

**Frequency of Documentation :**  
1. 2 xs weekly  
2. 1 x daily  
3. 1 x daily  
Should account for 5/6 hours of service  
About 2915 characters left

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**

<b>Scoring Method :</b>	<b>Level of Independence</b>
	Declined
	Full Physical Prompt
	Partial Physical Prompt
	Demonstration
	Verbal Cue
	Independence

**Task(s)**

Add New Task

<b>Task Name :</b>	<input style="width: 80%;" type="text" value="Task 1"/>
<b>Task Description : *</b>	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p style="font-family: monospace; font-size: small; margin: 0;">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.]</p> </div> <p style="font-size: x-small; margin-top: 5px;">About 2834 characters left</p>
<b>Baseline Score For Declined :</b>	<input style="width: 50px;" type="text" value="0"/>
<b>Baseline Score For Full Physical Prompt :</b>	<input style="width: 50px;" type="text" value="0"/>
<b>Baseline Score For Partial Physical Prompt :</b>	<input style="width: 50px;" type="text" value="0"/>
<b>Baseline Score For Demonstration :</b>	<input style="width: 50px;" type="text" value="0"/>
<b>Baseline Score For Verbal Cue :</b>	<input style="width: 50px;" type="text" value="0"/>
<b>Baseline Score For Independence :</b>	<input style="width: 50px;" type="text" value="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

### ISP Data Collection New

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#### ISP Program Detail

<b>Individual's Name</b>	Taylor Williams, LNR2863585	<b>Provider Program</b>	Jersey Shore Supported Employment
<b>Program Name</b>	1st Street Group Home		

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#### Data Collection Detail

**Date** 09/19/2016

**Begin Time**    am  pm

**End Time**    am  pm

**Location**

**Entered By** Lily Cruz, Admin User

**Service Provider** Lily Cruz, Admin User [Change Service Provider](#)

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

### Other

**Billable**  Yes  No

**Comment**