



# In Home Service Plan (IHSP) – Non Placement Provider Job Aid

The *IHSP* screen is used by Non Placement Providers to document the details of the In Home Service Plan.

## IHSP Screen

**Department of Human Services**  
Allegany County, Pennsylvania

**kids**  
Key Information and Demographics System

Referral Case Provider Admin Help Logout Case

Case Service IHSP IHSP Meeting Details IHSP List IHSP IHSP Progress Report

Organizer Focus History

**In Focus**

User Name:

Family Assignment:

Entity Type:

Entity Name:

Entity ID:

Entity Type:

Entity Name:

Entity ID:

**IHSP**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

**General Information**

Report Type\* Description\* Period Covered\*  
From\* To\*

Referral Information\* Discharge Summary/Goal\*

**Domain Areas**

Domain Area ▲	Strengths	Needs
Behavioral		
Educational/Vocational		
Family/Legal Guardian including the Visitation Plan		
Independent Living for all children age sixteen or older		

Strengths\* Needs\*

**Goals**

Goal

Areas of Concern & Goal\*

**Objectives**

Anticipated Date	Objectives	Evaluation Criteria

Objectives\* Anticipated Completion Date\*

Evaluation Criteria\*

**Action Steps**

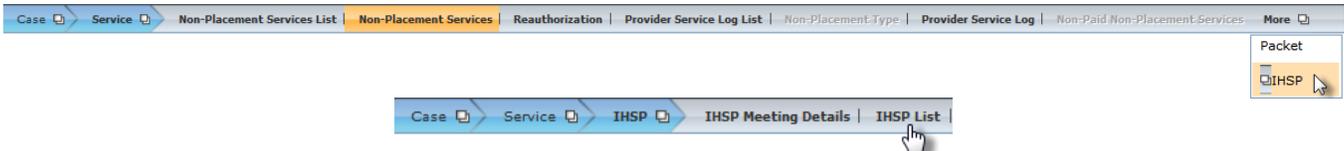
Person Responsible	Support Type	Anticipated End Date	Action

Action Steps required to meet the objectives\* Person(s) Responsible\* Support Type\* Anticipated End Date\*

Save Preview Approval Cancel

## Navigation and the IHSP Screen

1. Navigate to the *My Services* Screen and bring the non placement Referral/Service Episode into focus.
2. Navigate to the *IHSP List* screen.
  - a. **Case > Service > IHSP > IHSP List**
  - b. This can also be accessed via the breadcrumb trail:



3. The *IHSP Meeting List* grid contains a list of all of the documented IHSP Meetings with a Status of Scheduled or Completed. To document the IHSP click on the applicable meeting in the IHSP Meeting List Grid and click the **New** button at the bottom of the screen.

**IHSP List**  
\* Denotes Required Fields   \*\* Denotes Half-Mandatory Fields   †Denotes AFCARS Fields

IHSP Meeting List		
Start Date	Type	Location
09/15/2015	Initial IHSP	CYF North Regional Office

IHSP List			
Date Created	Provider Caseworker	Plan Type	Date Approved

4. To view an existing plan, select the plan in the IHSP List grid and click the **Show** button at the bottom of the screen.

## Completing the In Home Service Plan (IHSP)

1. *General Information:*

- a. Select the *Report Type* (Initial IHSP or Amended IHSP) from the drop down menu.
- b. Enter a brief *Description* of the IHSP.
- c. Enter the *Period Covered* dates for the IHSP.
- d. Enter the *Referral Information*.
- e. Enter the *Discharge Summary/Goal* for the client/family.

Click the **Save** button at the bottom of the screen to enable the *Domain Areas* section.



The IHSP is completed in the 'waterfall' concept. This means that each section is dependent upon the section above it. In this example the Behavioral Action Step is directly connected to the Behavioral Objective above it. All of the Action Steps that are visible are tied to the highlighted Objective. All of the Objectives that are visible are tied to the highlighted Goal. All of the Goals that are visible are tied to the highlighted Domain Area.

**Domain Areas**

Domain Area ▲	Strengths	Needs
Behavioral	Behavioral Strengths.	Behavioral Needs.
Educational/Vocational		
Family/Legal Guardian including the Visitation Plan		
Independent Living for all children age sixteen or older		

Strengths\* Behavioral Strengths.

Needs\* Behavioral Needs.

**Goals**

Goal
Behavioral Domain Goal.

Areas of Concern & Goal\* Behavioral Domain Goal.

**Objectives**

Anticipated Date	Objectives	Evaluation Criteria
09/18/2015	Behavioral Domain Objective.	Behavioral Domain Objective Evaluation C...

Objectives\* Behavioral Domain Objective.

Anticipated Completion Date\* 09/18/2015

Evaluation Criteria\* Behavioral Domain Objective Evaluation Criteria.

**Action Steps**

Person Responsible	Support Type	Anticipated End Date	Action
Crystal Smith	Formal	09/18/2015	Behavioral Domain Objective Action Step....

Action Steps required to meet the objectives\* Behavioral Domain Objective Action Step.

Person(s) Responsible\* Crystal Smith

Support Type\* Formal

Anticipated End Date\* 09/18/2015

2. **Domain Areas:** Enter the *Strengths* and *Needs* for each Domain Area; if that Domain Area does not apply to the client/family enter "Not Applicable" in the Strengths and Needs for that Domain Area. Click the **Save** button to the right of the *Domain Areas* grid after each Domain Area's Strengths and Needs have been documented. Strengths and Needs must be documented for every Domain Area. Use the scroll bar to the right of the needs column to scroll down to view more Domain Areas.

Domain Area ▲	Strengths	Needs
Behavioral	Behavioral Strengths.	Behavioral Needs.
Educational/Vocational		
Family/Legal Guardian including the Visitation Plan		
Independent Living for all children age sixteen or older		

Strengths\*  
Behavioral Strengths.

Needs\*  
Behavioral Needs.

3. **Goals:** It is not required for every Domain area to have an associated Goal. One Domain Area may have multiple Goals.

Highlight the desired Domain Area in the *Domain Areas* grid above. Enter all of the *Areas of Concern/Goals* that pertain to the highlighted Domain Area. Click the **Save** button to the right of the *Goals* grid after entering a Goal. Use the **New** button to the right of the *Goals* grid to add additional Goals for the highlighted Domain area. If a Goal is entered by accident highlight it in the *Goals* grid and click the **Delete** button to the right of the *Goals* grid.

Goal
Behavioral Domain Goal.

Areas of Concern & Goal\*  
Behavioral Domain Goal.

4. **Objectives:** Highlight the desired Goal in the *Goals* grid above. Enter all of the *Objectives* that pertain to the highlighted Goal. One Goal may have multiple Objectives.

Anticipated Date	Objectives	Evaluation Criteria
09/18/2015	Behavioral Domain Objective.	Behavioral Domain Objective Evaluation C...

Objectives\*  
Behavioral Domain Objective. **a**

Anticipated Completion Date\* **c**  
09/18/2015

Evaluation Criteria\*  
Behavioral Domain Objective Evaluation Criteria. **b**

- a. Enter the *Objectives*.
- b. Enter the *Evaluation Criteria* that will be used evaluate whether the Objective has been achieved.
- c. Enter an Anticipated Completion Date for the Objective.



Click the **Save** button to the right of the *Objectives* grid after entering an Objective. Use the **New** button to the right of the *Objectives* grid to add additional Objectives for the highlighted Goal. If an Objective is entered by accident highlight it in the *Objectives* grid and click the **Delete** button to the right of the *Objectives* grid.

5. **Action Steps:** Highlight the desired Objective in the *Objectives* grid above. Enter all of the *Action Steps* that pertain to the highlighted Objective. One Objective may have multiple Action Steps.

The screenshot shows the 'Action Steps' form. At the top, there is a table with columns: Person Responsible, Support Type, Anticipated End Date, and Action. Below the table, there are four input fields: 'Action Steps required to meet the objectives\*', 'Person(s) Responsible\*', 'Support Type\*', and 'Anticipated End Date\*'. Red callouts 'a', 'b', 'c', and 'd' point to the text input area, the 'Select' button, the 'Support Type' dropdown menu, and the 'Anticipated End Date' dropdown menu, respectively.

- a. Enter the *Action Steps* required to meet the objectives.
- b. Select the *Person(s) Responsible* by clicking on the **Select** button. The individuals listed in the Multi-Select pop up are all of the active clients and collateral on the case. If an individual is not listed choose "other" and enter that individual's name in the *Specify* box below.
- c. Choose the Support Type (Formal or Informal) from the drop down menu.
- d. Enter an *Anticipated End Date* for the Action Step. Note that the *Anticipated End Date* cannot be later than the *Anticipated Completion Date* of the Objective highlighted above.

Click the **Save** button to the right of the *Action Steps* grid after entering an Action Step. Use the **New** button to the right of the *Action Steps* grid to add additional Action Steps for the highlighted Objective. If an Action Step is entered by accident highlight it in the *Action Steps* grid and click the **Delete** button to the right of the *Action Steps* grid.

5. Click the **Save** button at the bottom of the screen to save the IHSP as a whole.
6. Click the **Approval** button at the bottom of the screen. If there are missing Strengths and Needs an Error box will pop up with this information. Click the **Ok** button to close this message. Review and save all of the Domain areas before returning to click the **Approval** button again. If the IHSP is complete an Approval dialog box will pop up. Check the  **Request** box and click the **Ok** button in the approval pop up. Once the approval has been sent another pop up will appear stating "Your approval request has been sent." Click the **Ok** button to close this message.
7. To view a printable pdf version of the IHSP click the **Preview** button at the bottom of the screen.
  - i. **TIP:** Remember to return to the *IHSP Meeting Details* screen after the *IHSP* has occurred to update the *Meeting Status* and complete the *Post Meeting Details* section.

**For more information...**

For assistance, please contact the Allegheny County Service Desk at [servicedesk@alleghenycounty.us](mailto:servicedesk@alleghenycounty.us) or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>.

This job aid and additional user materials are located on the DHS Amazon site at <http://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>