



IHSP Progress Report – Non Placement Provider Job Aid

The *IHSP Progress Report* is used by Non Placement Providers to document the progress of the client/family towards achieving the goals of the In Home Service Plan.

IHSP Progress Report Screen

Department of Human Services
Allegany County, Pennsylvania

Key Information and Demographics System

Referral Case Provider Admin

Case Service IHSP IHSP Progress Report List IHSP Progress Report

Help Logout Case

IHSP Progress Report
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

General Information

Report Type* Initial IHSP Description* Initial IHSP Period Covered* From* To*

Referral Information* Discharge Summary/Goal*
Referral Information for the client/family. Discharge Summary/Goal for the client/family.

Health Information Updated Education Information Updated

Examples of Community Outreach and Involvement*

Domain Areas

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

Strengths* Behavioral Strengths. Needs* Behavioral Needs.

Goals

Goal Behavioral Domain Goal.

Areas of Concern & Goal* Behavioral Domain Goal.

Objectives

Anticipated Date	Actual Completion Date	Progress Rating	Objectives	Evaluation Criteria	Progress Summary
09/18/2015			Behavioral Domain Objecti...	Behavioral Domain Objecti...	

Objectives* Behavioral Domain Objective. Anticipated Completion Date* 09/18/2015 Actual Completion Date

Evaluation Criteria* Behavioral Domain Objective Evaluation Criteria. Previous Progress Rating Previous Progress Summary

Objective Progress Rating* Objective Progress Summary*

Action Steps

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

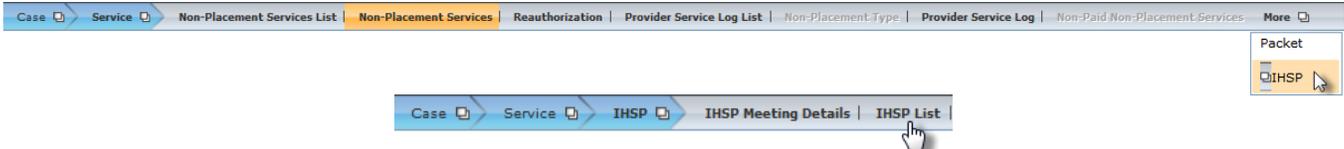
Action Steps required to meet the objectives* Behavioral Domain Objective Action Step. Person(s) Responsible* Crystal Smith Support Type* Formal Anticipated End Date* 09/18/2015

Actual End Date

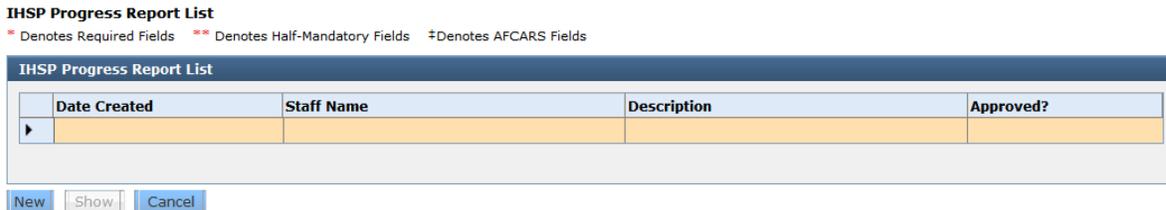
Save Preview Approval Cancel

Navigation and the IHSP Progress Report List 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:



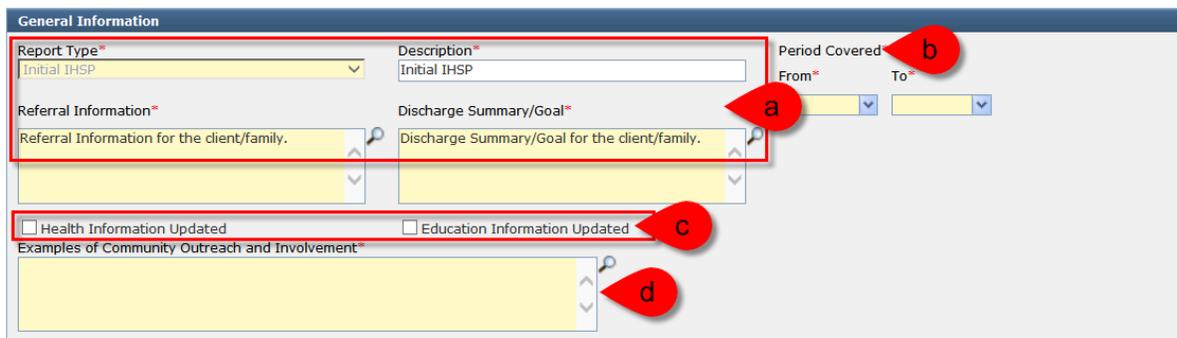
3. Select the from the *IHSP List* grid IHSP on which the Progress Report is to be made and click the **Show** button at the bottom of the screen.
4. Navigate to the IHSP Progress Report List screen.
 - a. **Case > Service > IHSP Progress Report > IHSP Progress Report List**
5. The *IHSP Progress Report List* grid contains a list of all of the documented IHSP Progress Reports for the selected IHSP. To document a new IHSP Progress Report click the **New** button at the bottom of the screen.



6. To view an existing progress report, select the progress report in the *IHSP Progress List* grid and click the **Show** button at the bottom of the screen.

Enabling the IHSP Progress Report

1. General Information:



- a. The *Report Type*, *Description*, *Referral Information*, and *Discharge Summary/Goal* fields are read only and pull in from the IHSP for which the Progress Report is being documented.
- b. Enter the *Period Covered* dates for the IHSP Progress Report.
- c. If the Health Information and Education Information on the client(s) have been updated in KIDS check the appropriate checkboxes.



d. Enter any *Examples of Community Outreach and Involvement*.

Click the **Save** button at the bottom of the screen to enable the rest of the IHSP Progress Report screen.

The IHSP Progress Report is completed in the 'waterfall' concept. This means that each section is dependent upon the section 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.

In the IHSP Progress Report only the Objectives and Action Step progress can be edited.

Enabling the IHSP Progress Report

1. Select the desired Domain Area from the *Domain Areas* grid.

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

Strengths*
Behavioral Strengths.

Needs*
Behavioral Needs.

2. Then select the desired Goal from the *Goal* grid.

Goals

Goal
Behavioral Domain Goal.

Areas of Concern & Goal*
Behavioral Domain Goal.

2. Objectives:

Anticipated Date	Actual Completion Date	Progress Rating	Objectives	Evaluation Criteria	Progress Summary
09/18/2015			Behavioral Domain Object...	Behavioral Domain Object...	

Objectives*
Behavioral Domain Objective.

Anticipated Completion Date*
09/18/2015

Actual Completion Date

Evaluation Criteria*
Behavioral Domain Objective Evaluation Criteria.

Previous Progress Rating

Previous Progress Summary

Objective Progress Rating*

Objective Progress Summary*

a. The *Objectives*, *Evaluation Criteria*, and *Anticipated Completion Date* fields are read only and pull in from the IHSP for which the Progress Report is being documented.



- b. If the Objective has been achieved enter the *Actual Completion Date*.
- c. Select the *Objective Progress Rating* from the drop down menu.
- d. Enter the *Objective Progress Summary*.
- e. The *Previous Progress Rating* and *Previous Progress Summary* fields will be blank on the first IHSP Progress Report. On subsequent IHSP Progress Reports these fields will display the last progress rating and summary for reference.

Click the **Save** button to the right of the *Objectives* grid after entering the Progress Rating and Summary for each Objective.

3. *Action Steps*:

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

Save

Action Steps required to meet the objectives*

Person(s) Responsible*

Support Type*

Anticipated End Date*

Actual End Date **a**

- a. If the Action Step has been completed has been achieved enter the *Actual End Date*. Note that the *Actual End Date* cannot be later than the *Actual Completion Date* of the Objective highlighted above. Click the **Save** button to the right of the *Action Steps* grid if an *Actual End Date* has been documented for that Action Step.

- 7. Ensure that all of the Action Steps and Objectives have been updated for each goal. Review each Domain Area to ensure that nothing has been missed.
- 8. Click the **Save** button at the bottom of the screen to save the IHSP as a whole.
- 9. Click the **Approval** button at the bottom of the screen. If there are missing Objective Progress Ratings 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 Progress Report 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.
- 10. To view a printable pdf version of the IHSP Progress Report click the **Preview** button at the bottom of the screen.

For more information...

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

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