Individual Service Plan – Provider Job Aid
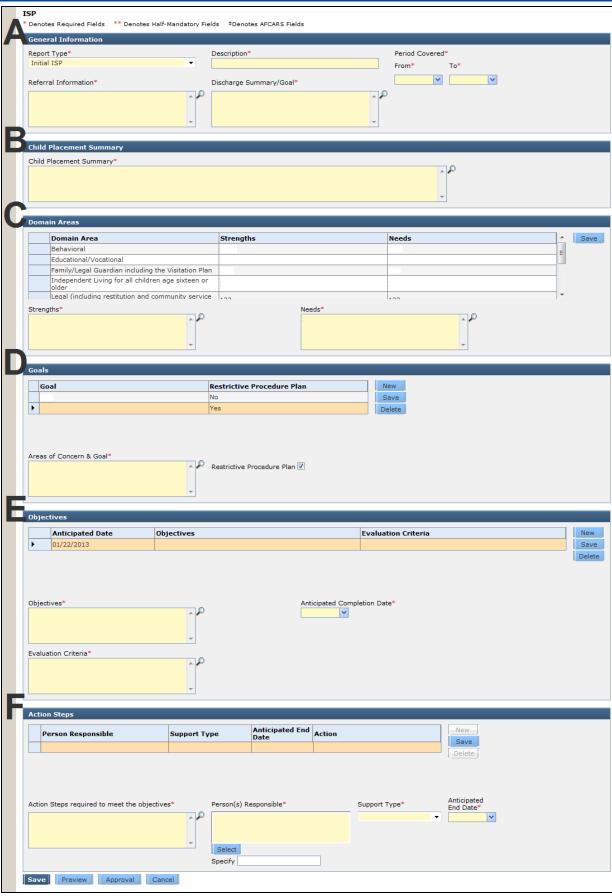
The *ISP* screen is used by the Placement Provider to document the Individual Service Plan.

ISP List screen

1. Bring the client's service episode into focus from the *My Services* screen.
2. Navigate to the *ISP List* screen.
   a. **Case > Placement > ISP > ISP List**
3. Select the Plan's corresponding meeting from the *ISP Meeting List* section.
   i.   TIP: *Only meeting records with a status of Completed or Scheduled will be displayed in the ISP Meeting List section.*
4. Click the **[New]** button to create a new Individual Service Plan.
5. To view an existing plan, select the plan in the *ISP List* grid and click the **[Show]** button.

ISP

* Denotes Required Fields   ** Denotes Half-Mandatory Fields   ‡Denotes AFCARS Fields

A **General Information**

Report Type*
[Initial ISP ▼]

Description*
[ ]

Period Covered*

From*   To*
[▼]   [▼]

Referral Information*
[ ]

Discharge Summary/Goal*
[ ]

B **Child Placement Summary**

Child Placement Summary*
[ ]

C **Domain Areas**

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

Strengths*
[ ]

Needs*
[ ]

D **Goals**

	Goal	Restrictive Procedure Plan	
		No	New
▶		Yes	Save
			Delete

Areas of Concern & Goal*
[ ]

Restrictive Procedure Plan ☑

E **Objectives**

	Anticipated Date	Objectives	Evaluation Criteria	
▶	01/22/2013			New
				Save
				Delete

Objectives*
[ ]

Anticipated Completion Date*
[▼]

Evaluation Criteria*
[ ]

F **Action Steps**

	Person Responsible	Support Type	Anticipated End Date	Action	
					New
					Save
					Delete

Action Steps required to meet the objectives*
[ ]

Person(s) Responsible*
[ ]
[Select]
Specify [ ]

Support Type*
[▼]

Anticipated End Date*
[▼]

[Save] [Preview] [Approval] [Cancel]

1. Select the Report Type.

2. *Enter the Description of the plan.*
3. *Enter the From date and To date for the Period Covered.*
4. *Enter narrative Referral Information.*
5. *Enter narrative Discharge Summary/Goal information.*
6. *Click the **[Save]** button at the bottom of the IHSP screen.*
   i. *TIP: The **[Save]** button must be clicked to enable the next section of the ISP screen.*

Completing the ISP screen – Child Placement Summary (B)

1. Enter narrative text in the *Child Placement Summary* field.
2. Click the **[Save]** button at the bottom of the *IHSP* screen.
   i. TIP: The **[Save]** button must be clicked to enable the next section of the ISP screen.

Completing the ISP screen – Domain Areas section (C)

1. Highlight a domain in the *Domain Areas* grid.
2. Enter the narrative *Strengths* for the child.
3. Enter the narrative *Needs* for the child.
4. Click the **[Save]** button to right of the *Domain Areas* grid.
   i. TIP: The **[Save]** button must be clicked to enable the next section of the ISP screen.
5. Repeat the above steps until all domains have *Strengths* and *Needs* documented.
   i. TIP: All domains must have Strengths and Needs documented.

Completing the ISP screen – Goals section (D)

1. Highlight the applicable domain in the *Domain Areas* grid.
   i. TIP: Not all domains will have associated goals.
2. Enter the narrative *Area of Concern and Goal*, if applicable to the selected domain.
3. If a Restrictive Procedure Plan is in place, indicate whether that Goal is part of that plan.
   a. If yes, click on the *Restrictive Procedure Plan* checkbox. When the Goal is saved a *Yes* will appear in the Goals grid.
   b. If no, do not click on the *Restrictive Procedure Plan*. When the Goal is saved a *No* will appear in the Goals grid.
4. Click the **[Save]** button to the right of the *Goals* grid.
   i. TIP: The **[Save]** button must be clicked to enable the next section of the ISP screen.
5. Click the **[New]** button to document an additional goal for the associated domain.
   i. TIP: One domain may have multiple goals.
   ii. TIP: Goals may not be applicable for all Domains.

Completing the ISP screen – Objectives section (E)

1. Highlight the applicable domain and the associated goal.
2. Enter the narrative *Objectives* to the goal.
3. Enter the *Anticipated Completion Date*.
4. Enter the narrative *Evaluation Criteria*.
5. Click the **[Save]** button to the right of the *Objectives* grid.
   i. TIP: The **[Save]** button must be clicked to enable the next section of the ISP screen.
6. Click the **[New]** button to document additional objectives for the associated domain and goal.
   i. TIP: One Goal may have multiple Objectives.
   ii. TIP: If a Domain has a Goal associated, Objectives and Actions Steps are required.

Completing the ISP screen – Action Steps section (F)

1. Highlight the applicable Domain, associated Goal and associated Objective.
2. Enter the narrative *Action Steps required to meet the objectives*.
3. Click the **[Select]** button to select the *Person(s) Responsible*.
   i. TIP: If 'Other' is selected, the Specify field is required.
4. Select the *Support Type*.
5. Enter the *Anticipated End Date*.
6. Click the **[Save]** button to the right of the *Action Steps* grid.

7. Click the **[New]** button to document additional action steps for the associated domain, goal, and objective.
    i. *TIP: One Objective may have multiple Action Steps.*
8. Click the **[Save]** button at the bottom of the *ISP* screen to save all sections of the ISP.
9. Click the **[Approve]** button to request supervisor approval.
10. Click the **[Preview]** button to generate the *ISP* form.

For more information…

For assistance, please contact the Allegheny County Service Desk at 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm.