

ISP Meeting Details – Provider Job Aid

A Provider must document an Individualized Service Plan meeting (ISP Meeting) in KIDS prior to the creation of the ISP (Individualized Service Plan).

ISP Meeting Details screen

Department of Human Services Allegheny County, Pennsylvania						Key Information and Demographics System	
Referral Case Prov	rider Admin				Help Logout C	ase 🔻 💿	
Case D Placement D ISP D	ISP Meeting Details	List ISP Progress Report	Placement Discharge				
Organizer Focus History	ISP Meeting Details						
User Name:	Meetings	s Denotes Half-Mandat	ory Helds +Denotes AFCARS	Fields			
Entity Tunga	Date	Туре	Status	Location	н	ardcopy Sent	
Case Entity Name:							
Entity ID:							
Estitu Tunga							
Client Entity Name:	>						
Entity ID:	Meeting Details						
	Type*	Date*	Start Time*	End Time*	AM O PM	Meeting Notification Method*	
	Status*		L. L	ocation*			
		•					
	Reason For Rescheduli	ng/Cancellation	~~	ther Individuals Invited	- P		
	Individuals Invited*		<u> </u>	necify	*		
	Individuals Invited			pecity	~ P		
	Select				*		
	Post Neeting Details						
	ISP Hardcopy Shar	ed With Family					
	Individuals Attended*		Other Indivi	duals Attended			
	Select				*		
	Individuals Signed*		Other Indivi	duals Signed			
					- 0		
					-		
	Comments						
	New Save Cano	el				10	

- 1. Bring the client's service episode into focus from the *My Services* screen.
- 2. Navigate to the ISP Meeting Details screen.

a. Case > Placement > ISP > ISP Meeting Details

Completing the Meeting Details screen – Meetings section (A)

- 1. The *Meetings* grid lists existing meeting records.
- 2. Highlight a meeting record; the details will be displayed below.
- 3. If previous meeting records exist, click the [New] button to create a new meeting record

Completing the Meeting Details screen – Meeting Details section (B)

- 1. Select the *Type* of meeting.
- 2. Enter the *Date* of the meeting.
- 3. Enter the *Start Time* of the meeting.
- 4. Select the AM or PM radio button.

- 5. Enter the *End Time* of the meeting.
- 6. Select the AM or PM radio button.
- 7. Select the meeting Status.
 - *i.* TIP: A meeting record must have a Status of Completed or Scheduled to create an IHSP.
 - *ii.* TIP: If the Status reflects Rescheduled or Cancelled, the Reason for Rescheduling/Cancellation field is required.
- 8. Enter the Location of the meeting.
- 9. Click the [Select] button to select the Individuals Invited.
- 10. List any Other Individuals Invited.
- 11. Click the [Save] button to save the record.

Completing the Meeting Details screen – Post Meeting Details section (C)

- i. TIP: The Post Meeting Details section is active when the Status field reflects Completed.
- 2. Click checkbox to indicate that ISP Hardcopy Shared with Family.
- *i.* TIP: The ISP Hardcopy Shared with Family checkbox will be enabled after the page is saved. The checkbox will remain enabled until the ISP is approved.
- 3. Click the [Select] button to select the Individuals Attended.
- 4. List any Other Individuals Attended.
- 5. Click the [Select] button to select the Individuals Signed.
- 6. List any Other Individuals Signed.
- 7. Enter narrative Comments.
- 8. Click the [Save] button.

For more information...

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

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm.