

ISP Progress Report – Provider Job Aid

The *ISP Progress Report* screens are used to document the progress made on achieving the Goals that were set forth in the ISP.

Departn Alleghen	nent of Human S y County, Pennsylv	Services ^{vania}	Key	Information and Demographics System
Referral Case Provid	ler Admin		Help	Loqout Case 💽
Case Q Placement Q ISP Q Organizer Focus History In Focus User Name: Chrone Exacklin Case fond-DCW	Progress Report L ISP Progress Report List Denotes Required Fields ISP Progress Report List	ist Progress Report * Denotes Half-Mandatory Fields #Denot	as AFCARS Fields	
Family Assignment: Entity Type: Case Entity Name: Entity ID:	Date Created	Staff Name	Description	Approved?
Entity Type: Client Entity Name: Entity ID:	New Show Cancel			

- 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 that the associated progress will be reported.
- 4. Click the [Show] button to view the Individual Service Plan.
- 5. Navigate to the ISP Progress Report List screen.
 - a. Case > Service > ISP > ISP Progress Report > ISP Progress Report List
- 6. Click the **[New]** button to create a new ISP Progress Report.
- 7. An existing ISP Progress Report can be viewed by clicking the [Show] button.

Completing the ISP Progress Report screen – General Information section (A)

Report Type*	Description		Period Covered*	
Initial ISP	▼ Description	F	rom* To*	
Referral Information*	Discharge Summ	ary/Goal*	01/16/2013 🗸 01/22/2013 🗸	
	*			
Health Information Updated	Education Inf	ormation Updated		
Examples of Community Outreach	and involvement	~ P		
Child Placement Summary				
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Dennis Arres				
Domain Area	Strengt	hs	Needs	
Behavioral				
Educational/Vocational Family/Legal Guardian inclu	ding the Visitation Plan			
Independent Living for all c Legal (including restitution a	nildren age sixteen or older and community service where			
Strengths*		Needs*		
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Goals	Postrictivo Proceduro Plan			
► Goal	Restrictive Procedure Plan			
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Areas of Concern & Goal* Objectives Anticipated Completion Date 01/22/2013	Progress Rating Objective	es Evaluation (Criteria Progress Summary	Save
Areas of Concern & Goal* Objectives Anticipated Date Out/22/2013 Objectives*	Progress Rating Objectiv	Restrictive Procedure Plan	Criteria Progress Summary	Save
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Areas of Concern & Goal* Objectives Anticipated Completion Date 01/22/2013 Objectives* Evaluation Criteria* Objective Progress Rating*	Progress Rating Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary	Save
Areas of Concern & Goal* Objectives Anticipated Date OJ/22/2013 Objectives* Evaluation Criteria* Objective Progress Rating* Action Steps	Progress Rating Objective	Restrictive Procedure Plan	Actual Completion Date Previous Progress Summary Previous Progress Summary	Save
Areas of Concern & Goal* Objectives Anticipated Date Outcome Objectives* Objectives* Evaluation Criteria* Objective Progress Rating* Action Steps Person Responsible	Progress Rating Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary	Save
Areas of Concern & Goal* Objectives Anticipated Date 01/22/2013 Objectives* Evaluation Criteria* Objective Progress Rating* Actual Steps Person Responsible	Progress Rating Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary	Save
Areas of Concern & Goal* Objectives Anticipated Date Date Date Date Objectives* Objectives* Evaluation Criteria* Objective Progress Rating* Actual Steps Person Responsible Person Responsible	Progress Rating Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary Previous Progress Summary Save	Save
Areas of Concern & Goal* Objectives Anticipated Date Date Date Date Objectives* Objectives* Evaluation Criteria* Objective Progress Rating* Action Steps Person Responsible Person Responsible	Progress Rating Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary Previous Progress Summary Save Anticipated	Save
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Areas of Concern & Goal* Objectives Actual Date Objectives* Objectives* Evaluation Criteria* Objective Progress Rating* Action Steps Action Steps required to meet the o	Progress Rating Objective Provious 1 Objective Support Type Objective	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary Previous Progress Summary Save Type* Articipated End Date* D1/22/2013 V	Save
Areas of Concern & Goal* Objectives Actual Date Objectives* Objectives* Evaluation Criteria* Objective Progress Rating* Action Steps Action Steps required to meet the o	Progress Rating Objective Anticipate Objective Directives Support Type Directives Directives Person(s) Respon Specify	Restrictive Procedure Plan	Criteria Progress Summary Actual Completion Date Previous Progress Summary Previous Progress Summary Type* Anticipated End Date* Type* OU722/2013	Save

- 1. The *Report Type* is disabled for an *ISP Progress Report*.
- 2. The *Description* of the plan field is disabled for an *ISP Progress Report*.
- 3. Enter the *From* date and *To* date for the *Period Covered*.
- 4. The *Referral Information* field is disabled for an *ISP Progress Report*.

- 5. The Discharge Summary/Goal field is disabled for an ISP Progress Report.
- 6. Click the checkbox to indicate that *Health Information Updated* is completed.
- 7. Click the checkbox to indicate that Education Information Updated is completed
- 8. Enter narrative *Examples of Community Outreach and Involvement*.
- Click the [Save] button at the bottom of the ISP Progress Report screen.
 TIP: The [Save] button must be clicked to enable the remaining set

TIP: The **[Save]** button must be clicked to enable the remaining sections of the ISP Progress Report screen.

Completing the ISP screen – Child Placement Summary (B)

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

Completing the ISP Progress Report screen – Domain Areas section (C)

- 1. Highlight a domain in the *Domain Areas* grid to display the associated *Goal(s)*.
- 2. The Strengths field is disabled for an ISP Progress Report.
- 3. The Needs field is disabled for an ISP Progress Report.

Completing the ISP Progress Report screen – Goals section (D)

- 1. Highlight the applicable goal in the *Goals* grid to display the associated *Objectives*.
- 2. The Area of Concern and Goal field is disabled for an ISP Progress Report.

Completing the ISP Progress Report screen – Objectives section (E)

- 1. Highlight the objective.
- 2. The Objectives field is disabled for an ISP Progress Report.
- 3. The Anticipated Completion Date field is disabled for an ISP Progress Report.
- 4. The *Evaluation Criteria* field is disabled for an *ISP Progress Report*.
- 5. Select the Objective Progress Rating.
 - *i.* TIP: The Previous Progress Rating field will be populated when a subsequent ISP Progress Report is documented.
- 6. Enter narrative Objective Progress Summary.
 - *i.* TIP: The Previous Progress Summary field will be populated when a subsequent ISP Progress Report is documented.
- 7. Enter the Actual Completion Date if the objective has been met.
- 8. Click the **[Save]** button to the right of the *Objectives* grid.
- 9. Repeat the above steps until all Objectives for the selected Domain and Goal have been reported on.

Completing the ISP Progress Report screen – Action Steps section (F)

- 1. Highlight the Action Step.
- 2. The Action Steps required to meet the objectives field is disabled for an ISP Progress Report.
- 3. The Person(s) Responsible field is disabled for an ISP Progress Report.
- 4. The Support Type field is disabled for an ISP Progress Report.
- 5. The Anticipated End Date field is disabled for an ISP Progress Report.
- 6. Enter the Actual End Date, if applicable.
 - *i.* TIP: Actions Steps can be ended without marking the corresponding Objective as met.
- 7. Click the **[Save]** button to the right of the *Action Steps* grid.
- 8. Repeat the above steps until all applicable Actions Steps have been ended.
- 9. Click the **[Save]** button at the bottom of the *ISP Progress Report* screen to save all sections of the *ISP Progress Report*.
- 10. Click the [Approve] button to request supervisor approval.
- 11. To generate the *ISP Progress Report* form, click the **[Preview]** 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.