



# 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.

## ISP Progress Report 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 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)**

**ISP Progress Report**  
 \* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

**A General Information**

Report Type\* [Initial ISP] Description\* [ ] Period Covered\* From\* [01/16/2013] To\* [01/22/2013]

Referral Information\* [ ] Discharge Summary/Goal\* [ ]

Health Information Updated  Education Information Updated

Examples of Community Outreach and Involvement\* [ ]

**B Child Placement Summary**

Child Placement Summary [ ]

**C 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		
Legal (including restitution and community service where applicable)		

Strengths\* [ ] Needs\* [ ]

**D Goals**

Goal [Restrictive Procedure Plan]

Areas of Concern & Goal\* [ ] Restrictive Procedure Plan

**E Objectives**

Anticipated Date	Actual Completion Date	Progress Rating	Objectives	Evaluation Criteria	Progress Summary
01/22/2013					

Objectives\* [ ] Anticipated Completion Date\* [01/22/2013] Actual Completion Date [ ]

Evaluation Criteria\* [ ] Previous Progress Rating [ ] Previous Progress Summary [ ]

Objective Progress Rating\* [ ] Objective Progress Summary\* [ ]

**F Action Steps**

Person Responsible	Support Type	Anticipated End Date	Action

Action Steps required to meet the objectives\* [ ] Person(s) Responsible\* [ ] Support Type\* [Formal] Anticipated End Date\* [01/22/2013]

Actual End Date [ ]

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

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*.
9. Click the **[Save]** button at the bottom of the *ISP Progress Report* screen.
  - i. *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 [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>.