Policy and Procedures for Documenting Progress on ISP Programs (Behavior Plans) in Therap

How to document behavior plans:

1. Navigate to the “Individual” tab from the Dashboard; locate the entry for “ISP Data” and left-click “New”. The screen will refresh and the “Select Program for ISP Program” page will be displayed.
2. Identify the program in which the behavior plan is to be addressed by selecting among those provided in the Therap template. Left-click the program name. The screen will refresh and the “Individual List for ISP Program” page will be displayed.
3. Select the individual’s name from the list by left-clicking the person’s last name. The screen will refresh and the “ISP Program List” page will be displayed on a grid showing the behavior plans that have been approved for the person.
	1. The column for “Acknowledgement Status” on the right side of the grid shows whether you have reviewed the behavior plan, and acknowledged it. Progress toward the plan’s objectives can only be documented after you have acknowledged the behavior plan.
4. Left-click the entry in the Form ID column corresponding to the behavior plan you will document.
	1. The first time you document progress on an ISP Program, upon clicking the Form ID, the screen will refresh to show the “[Goal Name] (ISP Program) Acknowledgement” screen. Review the program description, scoring details, tasks, and teaching method. Once you have reviewed this information, scroll to the bottom of the screen and left-click the “Acknowledge” button, left-click the “OK” button to affirm that you will implement the program, and proceed with recording data.
	2. The items on the ISP Program List will change from “Not Acknowledged” to “Acknowledged” after the program (behavior plan) has been acknowledged.
5. Upon clicking the Form ID, the screen will refresh and “Select Date for ISP Data Collection” will appear toward the top of the page. Adjust the Date field as necessary, and then click the “Submit” button. The screen will refresh and the “ISP Data Collection” page will be available for recording data.
6. Begin with the “Data Collection Detail” region.
	1. Fill out the fields for begin and end times.
		1. If a behavior occurred, document the duration of time the behavior lasted, i.e., how long in clock time the behavior was observed.
		2. If no behavior occurred, insert the begin and end time of your shift.
	2. Residential and Day program will complete the “Location” field with a label describing where the behavior occurred, e.g., kitchen. If you are documenting that there was no behavior, write “Shift Report” in the box and document the replacement behavior.
7. The “Task Scores” region has a description of the behavior, and a scoring method for describing the behavior.
	1. Use the drop down to select either “Yes” or “No” to indicate whether or not the criterion behavior occurred.
	2. Provide comments in the text box.
8. The “Other” region will not be changed for residential and day programs.
	1. Billable will remain “No”.
	2. The comment box will be used to briefly describe the behavioral events to include antecedents, staff interventions, and consumer response to interventions. This may also include a brief summary of the specified time period you are collecting data. For Day Services, if there were no behaviors, write “N/A” in the box. The description of any other maladaptive behavior not listed as a target behavior.
9. Click the “Save” button once you have completed recording data for the goal. The screen will refresh with a message stating that the report has been saved.
10. Submit a T-Log for any significant behaviors that occurred.