Pre-Voc Policy and Procedures for Documenting Progress on ISP Programs (Goals) in Therap

How to document progress toward goals:

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 goal was 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 goals 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 goal, and acknowledged it. Progress toward goals can only be documented after you have acknowledged the goal.
4. Left-click the entry in the Form ID column corresponding to the goal 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 (goal) 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. Pre-Voc is to fill out begin and end times.
	2. Pre-Voc will fill in the appropriate location, e.g., Alpha, community location, etc..
7. The “Task Scores” region has a description of the goal, and a scoring method for describing the goal directed behavior.
	1. Select a scoring method from the drop down that is defaulted to “Select Score”. Select an item from the list corresponding to the goal worked on during the timeframe with a left-click.

Note: When you score for 1 of the 3 tasks you need to select n/a for the other 2 tasks.

* 1. For each goal that is to have a reportable score, complete steps 6a and b, and proceed with step 7a for each successive goal, making sure to avoid overlapping times.
	2. Provide comments in the text box as necessary.
1. Leave the “Billable” bubble defaulted to “Yes” in the “Other” region. Pre-Voc will pick the correct “Group Count” and fill in the text box if necessary.
2. 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.

How to update data (if you have sufficient privileges):

1. Navigate to the Individual tab from the dashboard, scroll down to ISP Data, and left-click “Search”. After the screen refreshes, insert the individual’s name in the field provided. Confirm that the date shown in the “Data Collection Date” field is correct. The form pre-populates with a date one month prior to the date on which you have accessed the form. Click “Search”. The screen will refresh to the “ISP Data Search” screen.
2. Select the entry in the table you wish to update. The screen will refresh to the “ISP Data Collection” page.
3. Update the information on the form using the following rules, then click the “Update” button on the bottom right-hand corner of the screen:
	1. Updates can be done when:
		1. If you accidentally click on the wrong prompt.
		2. Need for revision of comments.
		3. If any billing information is edited
		4. If any information on the form is edited.

NOTE: ***The “Reason for Deletion” box is to be left blank, because this is an update, not a deletion*.**

How to delete data (if you have sufficient privileges):

1. Navigate to the Individual tab from the dashboard, scroll down to ISP Data, and left-click “Search”. After the screen refreshes, insert the individual’s name in the filed provided. Confirm that the date shown in the “Data Collection Date” field is correct. The form pre-populates with a date one month prior to the date on which you are accessing the form. Click “Search”. The screen will refresh to the “ISP Data Search” screen.
2. Select the entry in the table you wish to delete. The screen will refresh to the “ISP Data Collection” page.
3. Delete the information on the form using the following rules, then click the “Delete” button in the bottom right-hand corner of the screen:
	1. Deletions can be done when:
		1. The wrong date is entered.
		2. Documentation was inadvertently done on the wrong ISP program.
		3. Documentation mistakenly identified the wrong program site.

NOTE: ***Direct care staff is to send email to QIDP saying/requesting data needs to be deleted.***

NOTE: ***Use the text box to describe the reason for deletion.***