**Creating a new ISP program**

* Click on the “Individual” tab
* Scroll down to ISP Program module
* Click “New”
* Select the appropriate Program
* Select the appropriate Person

Section 1 >> Program Description

* Program Name: “Pre-Voc, Persons Initials, Goal 1-Goal 2- Goal 3”
* Program creation date: “Start date of the program”
* Long Term Objective: “Valued Outcome”
* Goal/Service: LEAVE BLANK
* Reason for Program: LEAVE BLANK
* Schedule and Frequency: “The program will be implemented 2x weekly with data collected at the same frequency. The first 6 trials will constitute the database. Daily.”
* Maximum Number of Times a Day: “30”
* Frequency of Documentation: “Hourly and Ongoing as Authorized”
* Location: “Name of Day Hab”
* Target completion date: “1 year from start date”
* Criteria for Completion: LEAVE BLANK
* Materials Needed: LEAVE BLANK

Section 2 >> Scoring Details

* Click on Scoring Method on bottom left of screen
* Select “PreVoc Consumer Response Code” from the list of options
* Click “Continue”
	+ Leave the baseline dates BLANK
* Click on “Add Task” at bottom of page
* Task Name: This will be derived from the ISP Program Name (Goal 1, Goal 2, Goal 3)
* Task Description: Enter in the following
	+ Long term Program Goal “Staff will assist…..”
	+ 3 IP’s
	+ Allowable Services
	+ Valued Outcome
* Baseline Scores: LEAVE BLANK
* Face to Face: ALWAYS checked
* Program Type: ALWAYS checked
* Click “Save and Add Another” until all tasks are entered
* Click “Continue”
* Click “Add Teaching Method”
* In the text box insert the following:
	+ “Use least intrusive level of prompting to complete the task.”
	+ Methodology
	+ Short term Objectives (with start, target, and attainment date)
		- NOTE: Task 1 should correspond with Teaching Method 1, Task 2 with Teaching Method 2, etc.
* Click “Save and add another” until all teaching methods are entered.
* Once all Teaching Methods are entered click “Continue”

Section 3 >> Other Details

* Type of Service Provider: “Pre-Voc Staff”
* Time Duration Format: “Begin time and End Time”
* Are Begin time or time duration required for data collection: “Yes”
* Are comments required for data collection: “No”
* Are location required for data collection: “Yes”
* Use Scoring Comments: “No”
* Default Score: Leave as “Select Score”
* Editable service provider for data collection: “No”
* Enable group count for data collection: “Required”
* Billable ISP Program: “Default Yes”
* Allow collection of multiple task scores for a single day: “Yes”
* Allow data collection with time overlap: “No”

Section 4 >> Files and Images

* Nothing will be attached to this section

\*\*If you need to come back to the ISP Program and are not complete click “Save”. If you are finished and ready for others to see click “Approve” \*\*

**Updating an ISP Program**

* The ISP Programs should be updated as needed or when a person moves a level in their short-term objectives. New ISP programs should only be created when an individual needs a new goal.
* Search for the ISP Program
* Click “Show Dynamic Document”
* Make necessary changes.
	+ To update the STO’s click “Edit Teaching Method” on bottom right of page.
	+ Click “Continue”
* Click “Update”

**Discontinuing an ISP Program**

* Do not discontinue the ISP Program until all data has been entered. Once the ISP Program is discontinued, the staff will no longer be able to collect data.
* Search for the ISP Program you wish to discontinue
* Click “Show Dynamic Document”
* Scroll to the bottom of the page to the Discontinue buttons, select as needed
	+ Discontinue: Stop collecting data and not use for next ISP Program
	+ Discontinue and Copy: Stop collecting data and incorporate into next ISP Program
* In the Text Box: “Write in Reason for Discontinuation”
* Are you sure you want to discontinue this ISP Program?: Click “Yes”