The entire ISP Package is the ISP and all waiver plans. If the waiver plans are a document in Therap (ie. Res Hab Plan, Day Hab Plan, SEMP Plan, etc) then they do not need to be added to the ISP section. If it is an outside waiver plan then that document would need to be uploaded into the ISP section.

MSCs have 60 days to provide these documents to us. If we do not receive the ISP within this timeframe, the PC will need to document their contact attempts and notify their supervisor of their efforts.

**When you receive an ISP it is important that you are checking for the content pertinent to your billing. Valued Outcomes should be checked and ensure that what you have in your plan is what is written in the ISP. Duration and Frequency under a program are vital for billing and it is the Program Coordinators responsibility to ensure that the information is accurate for their program. Each department is responsible for ensuring that their billing requirements are present.**

ISPs will be entered into Therap with the following chain of responsibility: For individuals living in Saratoga Bridges homes, Residential Services will be responsible. If the person lives elsewhere, Day Services will be responsible for attaching the ISP. In the case of an individual who attends more than ONE Day Program, the QIDP of the program in which the individual spends most of their time will be responsible for attaching the outside ISP. Individual’s receiving only FSS or only SEMP will be the responsibility of these respective departments.

**Pulling Documents from Choices**

* Log into Choices
* Search for the person
* Open the ISP from the ISP or Supporting documents section
* In the document
	+ Click File
	+ Click Save As
	+ Save Document to your desktop
* Do the same procedure for any waiver plans that are not in Therap (Outside Providers)
* Exit from Choices

**Scanning Documents received from MSC**

* Get all documents together
* If you do not have scanning abilities, give your packet to a secretary to scan and email to you.
* If you do have scanning abilities, scan the document as you normally would and then pull it from the scans folder and save to your desktop
* If you have a large document follow the attached instructions on how to shrink a PDF

**Uploading an ISP into Therap**

* Go to “Dashboard”
* Click the “Individual” Tab
* Scroll down to the ISP and Habilitation Plan Section
* Click “New” under the ISP Module
* Select the Program Name
* Select the Individual Name
* If an ISP is already in the system Click “Create New ISP”
* If there is no ISP in the system, A blank ISP template will appear
* “ISP Date” will be the date of the ISP
* Scroll down to the attachments section
* Click “Add File”
* Click “Browse”
* Click on the File you wish to attach
* In the description box enter the following: “Individuals Name, ISP Date, Originating Program/Agency”
* Click “Upload”
* Click “Save” if you want to continue later
* Click “Approve” when you are finished and ready for others to view.

**Attaching an Addendum**

* Go to “Dashboard”
* Click the “Individual” Tab
* Scroll down to the ISP and Habilitation Plan Section
* Click “Search” under the ISP Module
* Enter the individuals name
* Click “Search”
* Click the ISP that you wish to add an addendum to
* Click “Show Dynamic Document” at the bottom of the page
* Scroll down to the attachments section
* Click “Add File”
* Click “Browse”
* Click on the File you wish to attach
* In the description box enter the following: “Addendum”
* Click “Upload”
* Under Update Summary Click “Addendum”
* A Calendar will appear, Enter the Date of the Addendum
* In the Text Box enter a Brief Description of what the Addendum is for
* Click “Update”

**Discontinuing an ISP**

**Note:** You may only have One Approved ISP at a time, you must discontinue and old ISP before entering a new one. You would create a New ISP for each ISP Meeting.

* Go to “Dashboard”
* Click the “Individual” Tab
* Scroll down to the ISP and Habilitation Plan Section
* Click “Search” under the ISP Module
* Enter the individuals name
* Click “Search”
* Click the ISP that you wish to Discontinue
* Click “Show Dynamic Document” at the bottom of the page
* Scroll down to Update Summary, Click General
* In the Text Box enter the following: “See Newly Created ISP dated DD/MM/YYYY”
* Click “Discontinue”

**How to split an Adobe .pdf document into smaller pieces:**

You will need a licensed copy of the Adobe Acrobat DC application. The free Adobe Reader will not work. All secretaries have Adobe Acrobat DC and can help you wish shrinking the document.

Here is a link to a brief video explaining the process: <https://helpx.adobe.com/acrobat/how-to/split-pdf-document.html>

For those who prefer to read instructions:

1. Navigate to the location where you have saved the .pdf document and open it.
2. Left-click “Organize Pages” from the options shown in the tool panel on the right side of the page. You will see little thumbnails (pictures) of the pages comprising the document.
3. Left-click “Split”, shown with a little bitty pair of scissors, to begin the process of breaking the document into smaller pieces.
	1. NOTE: You should configure where you want to store and name the resulting files by first left-clicking “Output Options” shown with the little gear. You will only need to do this the first time you use the program because the settings you provide will be preserved for subsequent sessions. Once you have identified where you want the files stored and how you’d like them named, left-click “OK”.
4. Adjust the metric to be used to split the file, i.e., by pages, file size, or top level bookmarks. It is recommended that you choose a 2mb file size for the split.
5. Left-click “Split” and the larger document will be broken into smaller pieces, stored where you have indicated, and named according to your instructions.