

CHANGE FORM FOR INDIVIDUAL SUPPORT PLAN

To edit the Individual Support Plan once it has been approved, **Change Forms** are needed to be created and acknowledged by ISP team members.

Create and Activate Change Form

1. Open the **ISP Plan** that you would like to make changes to.
2. On the Individual Support Plan, scroll down to the bottom and click on the **Create Change Form** button in order to create a **Change Form**.

Individual Support Plan

Personal Focus Worksheet	New Search
ISP Agenda	New Search
Individual Support Plan	New Acknowledge Search

Search Individual Support Plan

One item found.

Form ID	Individual Name	Status	Meeting Date	ISP Start Date	ISP End Date
OISP-TICT-DBA4MJGZMED8Z	Active, Mary	Approved	09/01/2015	08/01/2015	12/31/2015

Export To Excel
New Search

Individual Support Plan

ISP Form Info Jump to

Status: Approved
 Form ID: OISP-TICT-DBA4MJGZMED8Z
 Approved By: William Harris, Direct Support Professional on 07/03/2012 05:50 AM
 Entered By: William Harris, Direct Support Professional on 07/03/2013 11:19 AM

Display PDF | ISP Signature Page

Click to create a 'Change Form'

Back Cancel Acknowledge **Create Change Form** Edit Discontinue Copy

3. Next, you will be directed to the Change Form. Under the **Change Form Info** area, you will be able to view the 'Status' of the Change Form, the name of the Individual, the Form ID and status of the corresponding ISP form and by whom this Change Form is created. You can add the **Change Date**, **Send Date** and **Change Initiated By** fields.

Change Form Info

Status: DRAFT
 Individual Name: Mary Active, 00001
 ISP Form ID: OISP-TICT-ADG4J5FEU7
 ISP Status: Approved
 Created By: Ray Helper, Executive Director

Change Approval Process

Team members will be contacted to obtain verbal approval for all changes to the ISP or Support Document(s).

Change Date* 04/07/2014 (MM/dd/yyyy)

Send Date (MM/dd/yyyy)
 Date sent to Services Coordinator/Residential Specialist/Case Manager

Change Initiated By: Helper, Ray / Executive Director

If Other

Document(s) you are changing, adding or discontinuing

Individual Support Plan
 Safety Plan
 Financial Plan
 Protocol(s)
 Other Document(s)

- In the **Document(s) you are changing, adding or discontinuing** section, select the check-box(es) from the predefined options that are available. The option that is selected is where the change will be made.
- Provide details of the changes you will be making in the **Reason for change, List specific changes, and Where is the change documented?** text boxes.

Reason for Change

Another Risk Plan needs to be added.

About 2964 characters left

List Specific Change(s)

Add another Risk Plan.

About 2974 characters left

Where is the Change Documented?

In the Risk Plan document.

About 2974 characters left

- The **Acknowledgement List** section. You will be able to select those team members from the list who have verbally acknowledged the changes for the ISP Change Form for an Individual. You may [Add/Remove](#) users from the list by clicking on the links.

Acknowledgement List

Verbal Acknowledgement

Name and Title
Jacob Smith, Case Manager / Supervisor
William Harris, Instructor / Program Co-ordinator
Ray Helper, Direct Support Professional / Instructor
Ethan Thomas / Instructor

[Add/Remove](#)

Click to view PDF [Change Form Approval Page](#)

- Click on the [Change Form Approval Page](#) link in order to generate a PDF file containing names of the Team Members, Relationship to the Individual and Signature field.

Change Form Approval

Individual Name: Mary Active, C

Change Initiated By: William Harris, Direct Sup

Team Members	Relationship to the Person	Signature, or note other agreed method of approval
Mary Active, 00001	Person Receiving Services	
Ray Helper, Direct Support Professional	Direct Support Professional	
Ethan Thomas, Direct	Nurse	

8. Click on the **Activate** button located at the bottom of the ISP Change Form. You will be directed to the **Individual Support Plan** associated with this Change Form.



9. In the **Change Form** section of the ISP, the status of the ISP Change Form will be displayed as 'ACTIVE'. You may click on the **Open** link in order to view the active ISP Change Form.

Change Form(s)		
Change Date	Status	Action
07/12/2012	ACTIVE	Open

10. Click on the **Acknowledge** button located at the bottom of the active ISP Change Form in order to acknowledge the changes mentioned. This will 'Close' the ISP Change Form and the mentioned changes will be reflected on the Individual Support Plan.

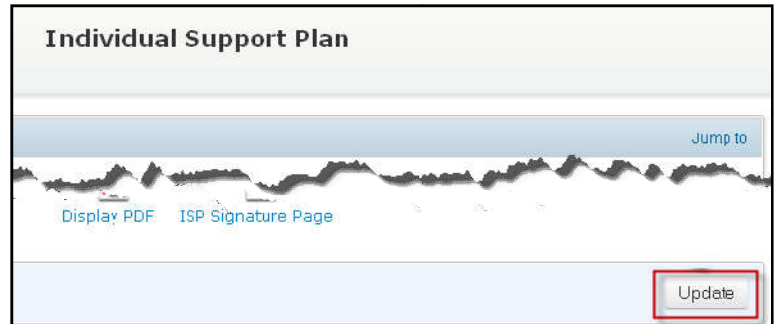


Activate Change Form and Edit ISP

1. Click on the **Activate this and Edit ISP** button located at the bottom of the ISP Change Form.



2. You will be directed to the Individual Support Plan of the Individual in editable mode. You may make the necessary changes and click on the **Update** button located at the bottom of the page in order to add the changes to the ISP.



3. If you open the approved **Individual Support Plan** form which was edited, the 'Status' of the ISP Change Form will be displayed as 'CLOSED' under the **Change Form(s)** section for that particular **ISP Change Form**.

Change Form(s)	
Change Date	Status
07/15/2012	CLOSED
07/12/2012	ACTIVE