

CREATE NEW INDIVIDUAL SUPPORT PLAN

1. Click on the [New](#) link in the 'Individual Support Plan' section under the 'Individual' tab on your Dashboard to get started with creating the ISP.

On the **Individual List** page, click on the [Select](#) link under the 'Select' column for the particular Individual.

Individual Support Plan

[Personal Focus Worksheet](#) [New](#) | [Search](#)

[ISP Agenda](#) [New](#) | [Search](#)

[Individual Support Plan](#) [New](#) | [Acknowledge](#) | [Search](#) | [About To Expire](#)

2. You will be directed to the **Individual Support Plan** for that Individual. The status of the ISP will be displayed as 'New'. On the ISP, the 'Individual Name', 'ID Number' and 'Date of Birth' are auto-populated from the Individual Data Form (IDF) of that Individual.

Individual List

Filter by Name

Last Name ↓	First Name ↓	Date of Birth	Select
Active	Mary	1/1/1950	Select
Allen	John	1/1/1980	-
Baker	Ella	3/1/2012	-
Clark	William	2/1/1992	Select

3. Enter the 'Meeting Date', 'ISP Start Date' and 'ISP End Date'.

Therap 2014.0 enables users to periodically save the ISP and continue editing with the **Save and Continue Editing** button.

Individual Support Plan

ISP Form Info [Jump to](#)

Status: New
Form ID: OISP-TICT-ADT4NBVQTV
Entered By: Sophia Hayes, Provider Administrator

As users scroll down the ISP page, the 'Save and Continue Editing' option floats on top of the page.

Individual Name: Mary Active, 00001 **Date of Birth:** 1/1/1950

Does Individual have a Legal Representative/Guardian? No Yes **Name:** Demographic Information is auto-populated from the IDF

ISP Meeting Date: (MM/dd/yyyy)

Individual Name: Mary Active, 00001 Date of Birth: 1/1/1950

Does Individual have a Legal Representative/Guardian? No Yes Name: Enter the legal guardian's name here

ISP Meeting Date: (MM/dd/yyyy)

ISP Start Date: (MM/dd/yyyy)

ISP End Date: (MM/dd/yyyy)

Users can specify ISP start and dates, and meeting dates from here

4. In the **What is most important to the Individual?** text area, you can import the answer from the PFW of the Individual, specifically the answer to the **What is most important to this person from his/her perspective?** question. You can also link ISP Agenda discussion comments here.

What is most important to the Individual?

Mary's goal is to increase her level of independence and self confidence. She wants to be able to take care of her basic needs without depending on her family members/caregivers.

By the end of 2012, Mary would like to be able to do the following on her own:

- 1 Making her own bed
- 2 Doing her own dishes
- 3 Going to the nearby superstore for her groceries

Maximum 30000 characters [Import from Personal Focus Worksheet](#) The answer from the "What is most important to this person from his/her perspective?" section is copied into the box above.

Link ISP Agenda

[Add Action Plan and Discussion Record from ISP Agenda](#) Approved ISP Agenda with Meeting Minutes can be added from here.

5. On the **Risk** section, you may add risks by clicking on the [Add Risk](#) link.

Here you can add the Risk Type as well as attach associated risk documents that you may have prepared as part of the PCP process.

Risks Jump to

Individual is at risk of, or has a risk related to, the following (as identified on the Risk Tracking Record)

Risk Type	Support Documents	Support Document Information			
		Home		Work	
		Date	Where Kept	Date	Where Kept

[Add Risk](#)

Risks

Risk Type* Click here to select a 'Risk Type' from the dropdown menu

Risk Other

Support Documents

[Add New Support Document](#) [Select a Support Document from Other Risks](#)

6. On the **Professional Services Individual Uses/Needs** section, add key professional contacts for the individual by clicking on the [Add Professional Services](#).

Professional Services Individual Uses/Needs Jump to

Name (Responsible Organization)	Contact Type - Type of Specialist	Contact Information	Specific reasons for this specialist	How Often or Due Date	Where to Record	Notes
Grant, Lew / Dr. (Demo Organization)	Physician - Allergy & Immunology	123 Street, Waterbury, CT, 12346, USA Phone(s): 1111111112	Mary needs to go through Occupational Therapy sessions in order to gain herself self confidence.	At least once in two weeks		This is a 1 hr session.

[Add Professional Service](#)

7. To record the services provided to an Individual, click on the [Add Service Support](#) link under **Service Support**.

Service Support Jump to

Name (BusinessName)	Service	Physical Address	Mailing Address	Phones(s)	Typical Weekly Schedule	Action

[Add Service Support](#)

- You will be directed to the **Service Support** page. Click on the [Add Service Provider](#) link in order to add a service provider from the list that is available.

Service Support
Mary Active, 00001

[Add Service Provider](#)

Typical Weekly Schedule

- A list of **Service Providers** will appear. This list is taken from the **Service Directory** module. Click on the **Add** link to select the services from the **Service List**.

Name ▲	Provider Code ▲	Physical Address	Mailing Address	Provider	Action
Therap Demonstration Provider A	DEMO-A			Therap Demo	Add

- Once the **Service List** appears, select the check-box(s) and click on the **Done** button to add them to the **Service Support** page

Home Medical Service (Therap Demo)
 Hospital service (Therap Demo)

Click here to add it to Service Support

Back Done

8. The **Action Plan** section in the Individual Support Plan is next. Here all the actions which need to be implemented can be included. Click on the **Add Action Plan** link in order to add action plans.

Action Plan Jump to

Add Action Plan

- Enter **Desired Outcomes** and **Issues** into the respective areas that are available.
- If the check-box for **Action Plan for Employment/ATE Services** is selected then a list of options will appear under **Reason for Planning**. Please select an option from the list that appears.

Action Plan
Mary Active, 00001

Action Plan for Employment/ATE Services Select the reason for this Action Plan

Reason for Planning I am making a plan to maintain or improve my current job.
 I want to get a job in the next year.
 I want to discover more about work and my skills and get a job
 I don't want to work right now.

Desired Outcome*

3000 characters left

Need/Issue*

- Click on the **Add New Action Step** link in order to add action steps
- Click on the **Add Outcome Measure** link to select tags for outcome measures.
- Click on **Link ISP Program** to add any existing ISP Programs.

ISP Program List				
ISP Program Name ↕	Created Date ↕	Target Completion Date	Program Name ↕	Action
Preparing Sandwich	04/02/2012	5/2/2012	1st Street	Add

- Click on the **Done** button at the bottom once you have entered all the necessary information

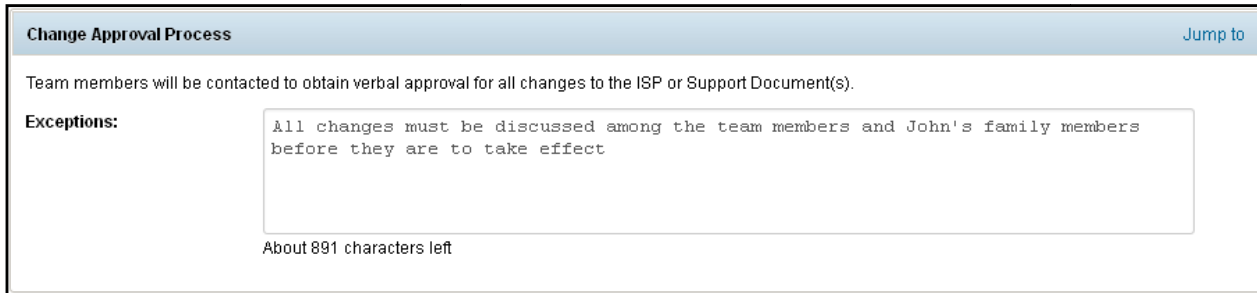
9. The Discussion Records

section will assist in the documentation of the information after any discussion regarding the existing Individual's Support Plan among the PCP team members. Click on the **Add Discussion Record** link in order to enter any discussions in progress and decisions taken.

10. In the **External Attachment** section, necessary documents can be attached by clicking on the [Add External Attachment](#) link.



11. In the **Change Approval Process** section, any changes made to the Individual Support Plan that needs approval from the team that is involved in creating the Individual's Support Plan can be documented here before the next meeting.

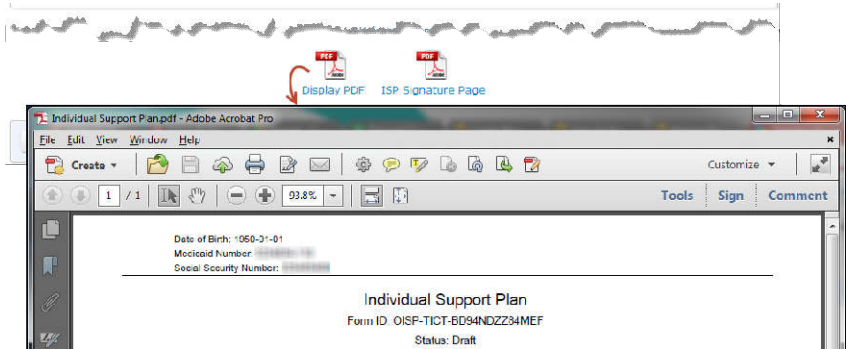


12. You may choose to **Save**, **Submit**, or **Approve** the ISP by clicking on the respective button located at the bottom of the **Individual Support Plan**.

At this point, you may **Save** the ISP as the draft to use on the ISP Agenda to continue the ISP planning process. After the ISP Meeting, you can open the ISP Draft from the Dashboard to **Submit**, **Approve** and/or **Acknowledge** depending on your assigned privileges.



13. Once you have completed the Save, Submit or Approve action on your ISP, you can print it by clicking on the **'Display PDF'** button.



14. By clicking on the **ISP Signature Page** PDF icon, you can download the ISP Signature Page. This will help you gather the ISP team's acknowledgement of the person's involvement in planning and balance of preference and needs.

ISP Signature Page						
Individual Name: Abigail Walker						
Form ID: OISP-SAMC2CA-C4L2JXQDHKPPH						
Status: Approved						
Approved By: Sophia Hayes, Provider Administrator on 02/17/2014 11:52 PM						
Last Updated By: Sophia Hayes, Provider Administrator on 02/17/2014 11:56 PM						
Entered By: Ryan Bailey, Support Coordinator on 01/27/2014 11:06 AM						
Name	Relationship to the Person	Present at meeting?	Team Member or Guest	Signature	Date	Objections to the Plan or Support Documents
Ella Young	Friend	[] Yes [] No	[X] Team Member			
Emma Scott, RN		[] Yes [] No	[X] Team [] Guest			
Madison White		[] Yes [] No	[X] Team [] Guest			
Sarah Smith	Guardian	[] Yes [] No	[X] Team [] Guest			
		[] Yes [] No	[] Team [] Guest			
		[] Yes [] No	[] Team [] Guest			