



Individual Service Plan (ISP) Data Reports

INFO SHEET

ISP DATA REPORTS AVAILABLE IN THE REPORT LIBRARY

Introduction

ISP Data reports are helpful when completing internal audits for service documentation as well as compliance and quality reviews. Please feel free to share this info sheet with program Managers/Supervisors and Quality Assurance staff.

ISP Basic Reports

1. **ISP Data Basic Report:** This report contains basic details of all ISP Data such as individual, ISP Program, Entered by, Begin Time, End Time, Duration, Comments, etc. Task, scores, and scoring comments are not included in this report so there will be no duplicate rows. The report can be generated for a maximum of 1 month at a time.
2. **ISP Data Basic Report - by ISP Program:** This report contains basic details of all ISP Data such as individual, ISP Program, Entered by, Begin Time, End Time, Duration, Comments, etc. Task, scores, and scoring comments are not included in this report so there will be no duplicate rows. The exact name of the ISP Program must be entered before generating the report. The report can be generated for a maximum of 6 months at a time.
3. **ISP Data Basic Report - by ISP Program (partial match):** This report contains basic details of all ISP Data such as individual, ISP Program, Entered by, Begin Time, End Time, Duration, Comments, etc. Task, scores, and scoring comments are not included in this report so there will be no duplicate rows. Any word or phrase from the name of the ISP Program must be entered before generating the report. The report can be generated for a maximum of 6 months at a time.

ISP Data Count Report

1. This report will list the ISP Programs which were in Approved status during the selected date range for all Schedule and Frequency, including the ISP Programs where Schedule and Frequency fields are blank. The Total Count column shows the number of ISP Data submitted per day. The report can be generated for a maximum of 1 month at a time.

ISP Data Exception Report

1. **ISP Data Exception Report by ISP Program (partial match):** This report shows ISP Programs of admitted and enrolled individuals and the dates where no ISP Data was submitted. Any word or phrase from the name of the ISP Program must be entered before generating the report. The report can be generated for a maximum of 1 month at a time and ISP Programs matching the name in the search parameters which were in Approved status during that time will be listed in the report.
2. **ISP Data Exception Report by Program:** This report shows ISP Programs of admitted and enrolled individuals and the dates where no ISP Data was submitted. A program must be selected before generating the report. The report can be generated for a maximum of 1 month at a time and ISP Programs in the selected program which were in Approved status during that time will be listed in the report.

USEFUL LINKS

User Guides:

1. [User Guide for provider admin level staff who have access to the report library which is an agency wide role](#)
2. [User Guide for reports are caseload-based and not agency wide](#)
3. [ISP Data Dashboard - User Guide](#)

Demo Videos:

1. [Caseload-based Reports](#) (not Agency-wide)
2. [ISP Data Dashboard](#)