

INDIVIDUAL SERVICE PLAN (ISP) REPORT

Consumer / Student Name:	Service Provider:
Service(s) to be provided: (VR service)	Intake Appointment Date:

I have chosen the following goals and strategies.

Work sites of interest as noted in Referral Form: (if applicable)	Preferred work schedule: e.g., M-F, 40hr / wk (if applicable)
Vocational goal as stated in IPE (if available):	Employment Type: (if applicable) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

1. Goal / Objective (e.g., interviewing skills):

Activities / Strategies (e.g., mock interviews):

Methods for tracking progress towards achieving stated objectives:

Staff(s) Providing Service :	Projected Hours / Timeline:
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2. Goal / Objective:

Activities / Strategies:

Methods for tracking progress towards achieving stated objectives:

Staff(s) Providing Service:	Projected Hours / Timeline:
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3. Goal / Objective:

Activities / Strategies:

Methods for tracking progress towards achieving stated objectives:

Staff(s) Providing Service:	Projected Hours / Timeline:
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Comments:

Service Provider Signature:	Title:	Date:
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My DOR Counselor is:	Email:	Phone:
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Print copy for signatures / dates

Distribution: Consumer / Student DOR Service Provider file

NOTICE: This information is confidential. State law and regulations prohibit any further disclosure of this information without the informed, written consent of the person to whom this information pertains.

Individual Service Plan (ISP) Report Instructions:

This document is a template. The Community Rehabilitation Program (CRP) may submit the required reporting information in writing using this template or in another format. The information the CRP is required to submit is included in the service description under the Reporting Requirements section. See the information below for instructions on completing the Individual Service Plan template.

The ISP Report is written details of the supports, activities, and resources required for the participant to achieve personal goals. The ISP Report is developed to articulate decisions and agreements made during a person-centered process of planning and information gathering.

A well devised ISP Report leads to action and increases the likelihood of success. A clear plan is essential for any service designed to produce change. The ISP Report describes (1) the goals or purpose for providing a service, (2) the steps necessary to achieve the goals, and (3) ways of tracking progress towards achieving stated goals.

The ISP Report should be simple, clear and include a description of the following:

- The priorities of the participant (identification of service need)
- The goals of the service (what you are trying to accomplish)
- The objectives (short-term steps) necessary to achieve the goals
- The strategies that will be used to achieve the objectives and goals
- The roles and responsibilities of all team members
- A plan for monitoring the service and progress
- A plan for integrating and coordinating services

When setting goals consider the following:

- Goals are participant driven
- Goals address the participant's most immediate service need
- Goals support planning for upcoming employment outcomes to competitive employment
- Goals are achievable
- Goals are meaningful and realistic
- Goals are stated in measureable and observable terms