# Department of Rehabilitation (DOR)

# Individual Service Plan (ISP) Report (04.2023)

This report is developed with the consumer and provides written details of the supports, activities, and resources required for the consumer to achieve their personal goals. **Instructions on how to complete this report can be found at the end of this document.**

## Contact and Intake Appointment Information

DOR Consumer Name:

CRP Agency Name:

DOR District:

DOR QRP Name:

DOR QRP Email and Phone:

Intake Appointment Date:

## Individual Service Plan (ISP)

### Goal 1:

Objectives related to Goal #1:

Activities / Strategies:

Methods for tracking progress towards achieving stated objectives:

Staff(s) providing service:

Projected hours / Timeline:

### Goal 2:

Objectives related to Goal #2:

Activities / Strategies:

Methods for tracking progress towards achieving stated objectives:

Staff(s) providing service:

Projected hours / Timeline:

### Goal 3:

Objectives related to Goal #3:

Activities / Strategies:

Methods for tracking progress towards achieving stated objectives:

Staff(s) providing service:

Projected hours / Timeline:

## Comments

Please provide comments regarding the Individual Service Plan:

## Signature and Contact Information

CRP Staff Name and Title:

CRP Staff Phone:

CRP Staff Signature:

Date Signed:

## Distribution

[ ]  DOR Consumer [ ]  DOR QRP [ ]  CRP 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 CRP Guide to Certification and Vendorization in each service description under the Reporting Requirements section. See the information below for instructions on completing this report.

The Individual Service Plan provides written details of the supports, activities, and resources required for the participant to achieve personal goals. The ISP 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 consumer (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 specific activities that will be taken to achieve the objectives
* 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 consumer driven.
* Goals address the consumer’s most immediate service need.
* Goals support planning for upcoming employment outcomes into competitive integrated employment
* Goals are achievable
* Goals are meaningful and realistic
* Goals are stated in measurable and observable terms