



Individual Service Plans (ISPs) and Data Collection Formats

Typically, only Level 3 and Level 4 Regional Center facilities are required to develop written training plans and collect data on Individual Program Plan (IPP) objectives that the facility is responsible for.

The ISP objective does not have to be the same as in the IPP, but it must be a step towards completion of it. For example, the IPP could state that the individual will bathe independently, and the corresponding ISP states that they will wash their legs and arms independently within a year.

The ISP should be a complete "blueprint" for how the training plan will be executed, containing enough information so that anyone, even someone who does not know the individual can read, and implement it. At a minimum, the ISP should contain the following:

A Baseline or Current Status: Describes the current ability of the individual regarding a targeted skill, or the current frequency and severity of a targeted behavior. This is the starting point of the plan.

A Measurable Objective: Describes what the individual is expected to achieve by the target date and is written in a way that anyone can see when the individual achieves the goal. It needs to be observable, measurable, and time limited (recommended one year).

A Task Analysis: Describes the steps staff will take to train the resident on a task or intervene in a behavioral episode. Task analyses should include how often and when the training will occur, the methods and materials used, the types and hierarchy of prompts and how they will be faded over time, how the consumer will be reinforced for success, and how data will be collected. In addition, task analyses for behaviors should include how the consumer will be taught to use more appropriate "replacement" behaviors, the antecedents that indicate the behavior is about to occur, and how staff should intervene.

ISP's should be written within 30-days of the placement meeting, the IPP meeting, or annual review.

RA Mears Consulting has developed a unique ISP format that combines the training plan and individualized data collection on a single page and that our clients tell us are extremely user friendly to them and their staff. All are in pdf format with fields that can be modified by you (e.g., facility name, individual name, task analyses, etc.).

We have developed ISP's on a wide range of objectives over the years, both skill and behavioral. We are willing to develop others for goals we do not have. The same ISP can be used and revised as long as the objective is in place.

Price: \$35 per goal

You are accountable for knowing the contents of your *Individual Service Plans and Data Collection Formats* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

Individual Service Plans and Data Collection Formats will be sent by email. *Individual Service Plans and Data Collection Formats* delivered electronically will be in fillable pdf format and *will not* be provided in DOC or TXT. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.

Note: See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *Individual Service Plans and Data Collection Formats* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.