



## 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 exactly the same as in the IPP, but it must be a step towards completion of it. For example, the IPP could state that the consumer will bathe independently, and the corresponding ISP states that the consumer will wash his 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 consumer, 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 consumer with regard to a targeted skill, or the current frequency and severity of a targeted behavior. This is the starting point of the plan.

A Measureable Objective: Describes what the consumer is expected to achieve by the target date and is written in a way that anyone can see when the consumer 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.

**Price:** \$8 for annual revisions

**Price:** \$25 for new objectives (bulk discounts may be available)

**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.

*Individual Service Plans and Data Collection Formats* will be sent by email, or regular mail, as agreed on. *Individual Service Plans and Data Collection Formats* delivered electronically will be in non-modifiable PDF format and will not be provided in a modifiable format (e.g., DOC, TXT), however, we

are willing to make changes to meet your needs. Please contact us to discuss your specific requirements. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.