

Upcoming changes to the ISP form (SDS 4118)

For release in July 2019 | For optional implementation

Risk Management Plan

- For risks which are addressed differently in different locations, there is a new option to indicate what supports are in place at each location.

Known risks

No known, serious risks

Risk	High risk ⓘ	Describe the issue and how it is addressed or note where other information can be found. ⓘ	
<i>Example #1</i>	<input type="checkbox"/>	+ You can continue to use the form as originally designed. Notice there's a new yellow + button on the left in this field.	
<i>Example #2</i>	<input type="checkbox"/>	At home: By clicking the new Yellow + button, you can split the row in half. This lets you describe supports in place specifically at home and at another location.	
		- Other location: By default, the new second row is labeled "Other location" but you can change that to anything else that makes sense for the person, like "Work."	
<i>Example #3</i>	<input type="checkbox"/>	+ You can choose to split any risk row by clicking the yellow + button. And just like the other user interface buttons on this document, the yellow + button won't print.	

Chosen Services

- Updated service elements and service codes to latest from eXPRS. *If it's currently valid in eXPRS, it is now included!*
- Corrected the names of the following case management entities listed in the dropdown:
 - New Directions Northwest / Baker County*
 - Symmetry Care / Harney County*
- Under frequency of case management contact, dropdown choice of 'Quarterly' has been changed to 'Every three months.'

Career Development Plan

- Allow Desired Employment Outcomes to appear in the plan even if a pre-determined option has not been chosen, related to Transition-age Youth. *The current version of the ISP won't allow Desired Employment Outcomes for Transition-age Youth unless specific options are chosen. This change gives greater flexibility to the SC/PA completing the plan with transition-age youth.*

Other minor formatting fixes

- There are a handful of additional fields in the ISP which do not display or print all the text typed into them. These fields will be corrected to allow overflow text to display and print.

Translated forms

The ISP has been translated into six languages: Spanish, Arabic, Vietnamese, Russian, Korean, and Somali. The translated versions are currently undergoing final review. They are expected to be released in July and will be posted at OregonISP.org.

Importing data from a previous version of the ISP

Before you import data...



The SC/PA who will be writing the new plan needs a licensed copy of Adobe Acrobat DC. Importing can only be done into the Pro version of the ISP. After data has been imported into the Pro form, the document can only be edited and saved using Adobe Acrobat DC.

What are the basic steps to import data?

1. Open the previous year's ISP and click the "Export" icon at the top of the first page.
2. Save the .xml data file on your computer in a place you can easily find it.
3. Open a blank, new, "Pro" version of the ISP form. (*Download from OregonISP.org after July 1.*)
4. Click the "Import" icon at the top of the first page.
5. Navigate to the folder where you saved the .xml data file for last year's plan and click OK.
6. Carefully review every page of the ISP and follow the helpful tips noted below.

For detailed export/import instructions, read FAQ #17 published here:

<https://apps.state.or.us/Forms/Served/se4118f.docx>

Tips when importing

The ISP form has sections of content that hide or reveal based on other selections made. In most cases, the import process reveals all the right sections of content. However, in some predictable places, data imports into the plan but it is hidden and needs to be revealed by the user.

Double-check the following sections after import is complete:

Desired employment outcomes

- If you previously selected 'Employment services' as a way to support a desired employment outcome, re-select 'Employment services.' This will make the employment services drop-down reappear on that desired outcome page.

Chosen Services

- If a service code line is missing, re-select the 'Service element' from the drop-down. You will then see the hidden service code.

Legal relationships

- Names may be incomplete or missing. Re-select each relationship type and make sure the right name and information appears.

Acknowledgements

- Notes may not import. You will need to review them for accuracy.