

INDIVIDUAL SERVICE AND SUPPORT PLAN (ISSP) PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Director	Program Manager	Comments
Within 30 days of the receipt of the Individual Plan (IP) or attendance at the IP meeting: 1. Develop a draft ISSP that is observable and measurable A. Ensure plan matches the outcome as stated in the IP; B. Consider previous programs, current level of performance and objective criteria; C. Design a method to track progress D. Enter in Therap				X	
2. Review and ensure completeness			X	X	
3. Send ISSP to Person being served, Host Home Provider NMCS Resource Coordinator and Guardian, if applicable			X	X	
4. Run program as stated in ISSP and record results/data	X	X			
5. Provide ongoing instruction and monitoring: Review data quarterly and more often as needed			X	X	
6. If ISSP is discontinued or criteria are met: Develop new criteria under the same goal or	X	X	X	X	
7. Request and Interdisciplinary Team (IDT) meeting to make an addendum to the IP if a new goal is needed			X	X	