Provider ISP Review Checklist

Supporting collaboration, clarity, and effective service delivery; this checklist is designed to ensure Individual Service Plans (ISP) accurately reflect the individual needs, align with services being delivered, and incorporate practical strategies which can be consistently implemented in everyday practice.

1. Accuracy of Services Described

☐ The services listed match the services provided
☐ The frequency, duration, and service settings are accurate
☐ The ISP clearly describes *how* the service is delivered, not just the service name
☐ There are no services listed that my agency is not responsible for

2. Person-Centered and Practical

☐ The ISP reflects the individual's strengths, preferences, and support needs
☐ The language makes sense for the person in real-life situations
☐ Expectations are considerate of the person's abilities and supports
☐ If followed as written, the ISP supports the person's success

3. Staff Clarity and Consistency

☐ Trained staff can read this ISP and understand what to do
☐ Instructions are not overly vague or overly clinical
☐ Tasks and supports are broken down clearly for consistent implementation
☐ The ISP supports consistent service delivery across shifts and staff

4. Health, Safety, and Risk Supports

☐ Health needs and safety concerns are clearly identified
☐ Required supports related to behavior, medical needs, or supervision are included
☐ Risk factors are accurately described and addressed through supports
☐ Emergency or escalation expectations are clear and realistic

5. Outcomes and Supports Alignment

☐ Services clearly support the individual's stated outcomes
☐ Supports listed directly connect to what the person is trying to achieve
☐ There are no services included that do not relate to an outcome or need
☐ Progress expectations make sense based on current supports

6. Provider Advocacy

☐ I have spoken up about anything that does *not* make sense for the person
☐ I have identified supports that are missing or need clarification
☐ I have recommended changes for things that will not work in practice
☐ The ISP reflects what the person truly needs—not assumptions or convenience

If it does not make sense for the person, it should not be in the ISP.

Provider Requested Changes / Recommendations

Use this section to prepare for the ISP meeting with clear, actionable input.

What should be CHANGED?

What should be ADDED?

What should be REMOVED?

Specific Service Details for Discussion:

- Hours needed: _____
- Staffing ratio (if applicable): _____
- Transportation / miles: _____
- Schedule considerations (days/times): _____
- Other service considerations: _____