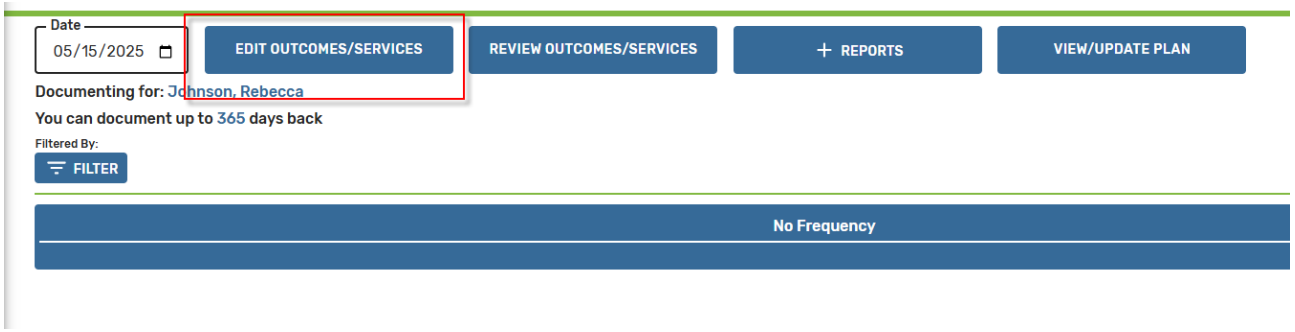
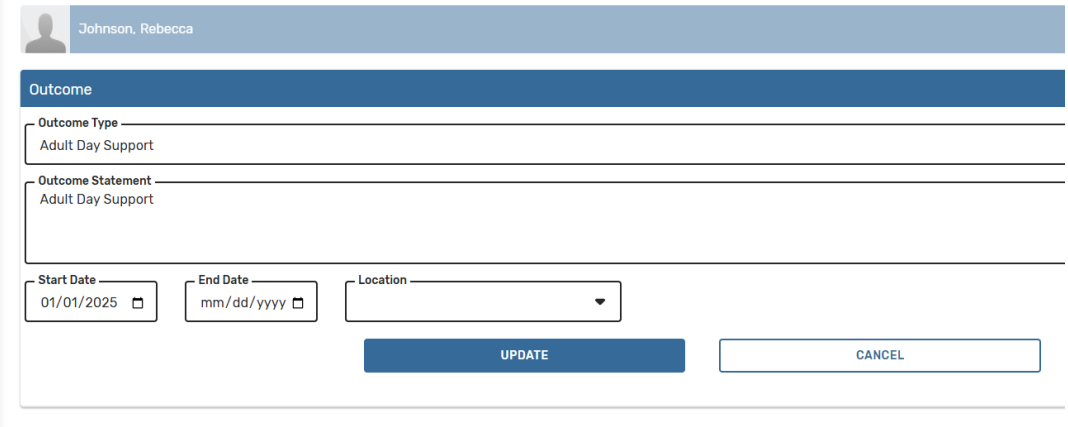
Anywhere Outcomes & Services
Import ISP Services – User Guide

Anywhere Outcomes & Services – Import ISP Services

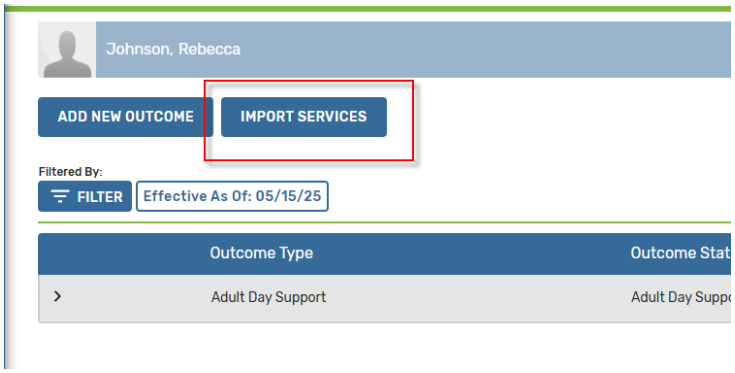
- Go to the Outcomes
  - Select the Consumer on the Roster
  - Select Edit Outcomes/Services



  - Add an Outcome Type – Be sure to set the date at the start date of the span of the OISP. The Outcome date cannot be a date after the start date of the Service. Select Update.



- Select Import Services:



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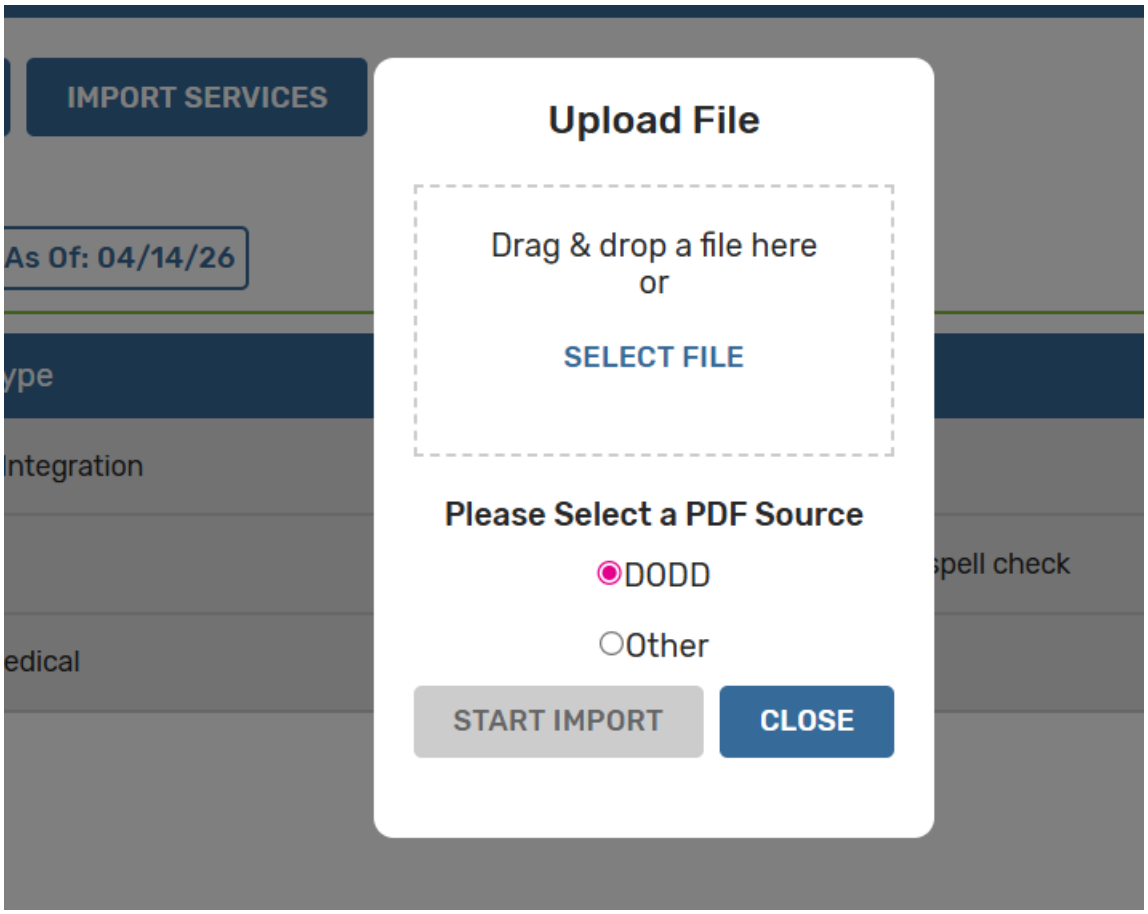
- The Upload File box will display, choose Select File. This will open the File Explorer on your computer or device, select the PDF of the OISP, then select Start Import. ***NOTE – To use the DODD option the OISP must be the OISP uploaded into DODD's salesforce program. If the OISP is not the official from salesforce, select the Other option.**



- All Outcomes will display from the PDF of the OISP. **Note that all Services will import, even if they are not Services that your Agency. Use the checkboxes to select which Services are applicable to your Agency that**

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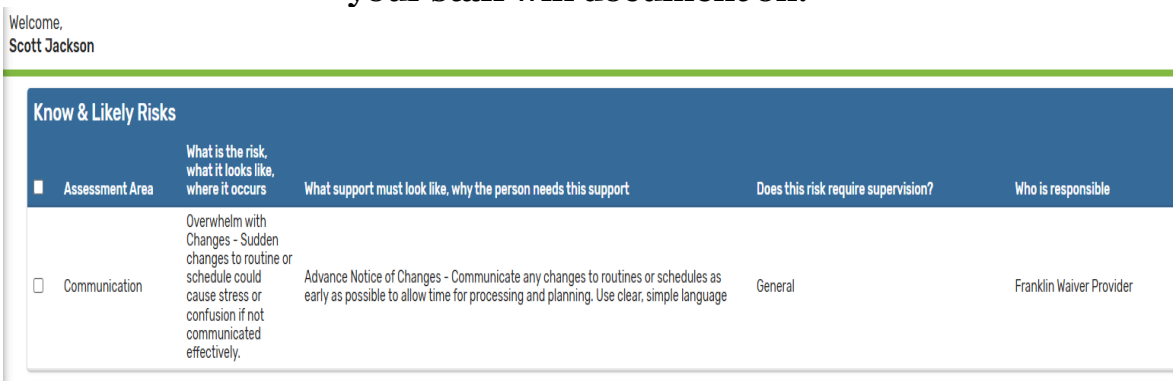
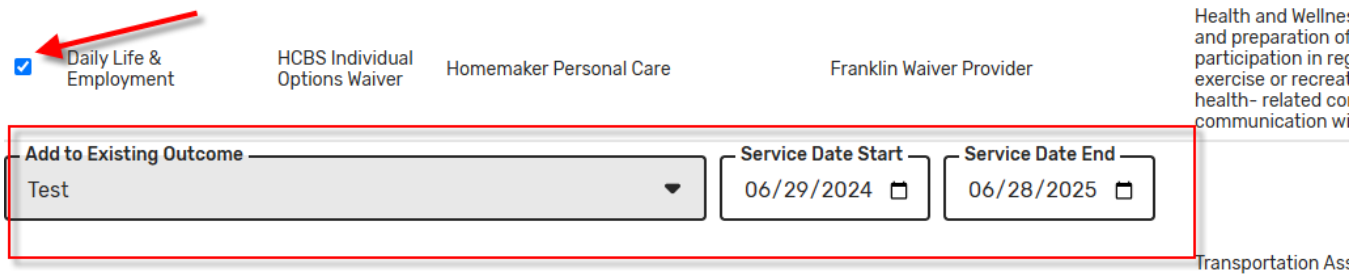
Import ISP Services – User Guide

your staff will document on.

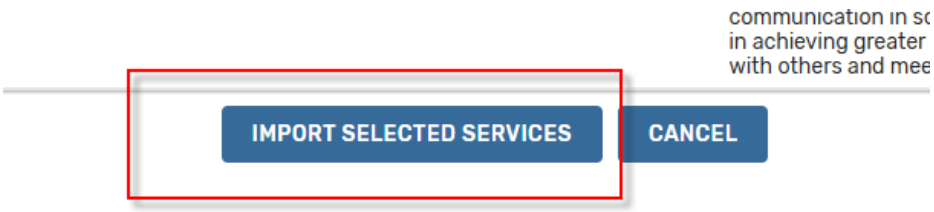


- There are 5 areas to review:
    i. Known & Likely Risks, Experiences, Paid Supports, Additional Supports, and Professional Referrals.
- If you select the checkbox within the 'blue' title area, it will select all Services for that area.

- When a Service is selected, an Outcome drop down will display with available Outcomes options. Select an Existing Outcome and enter in the Service Date Start and Service End Date.

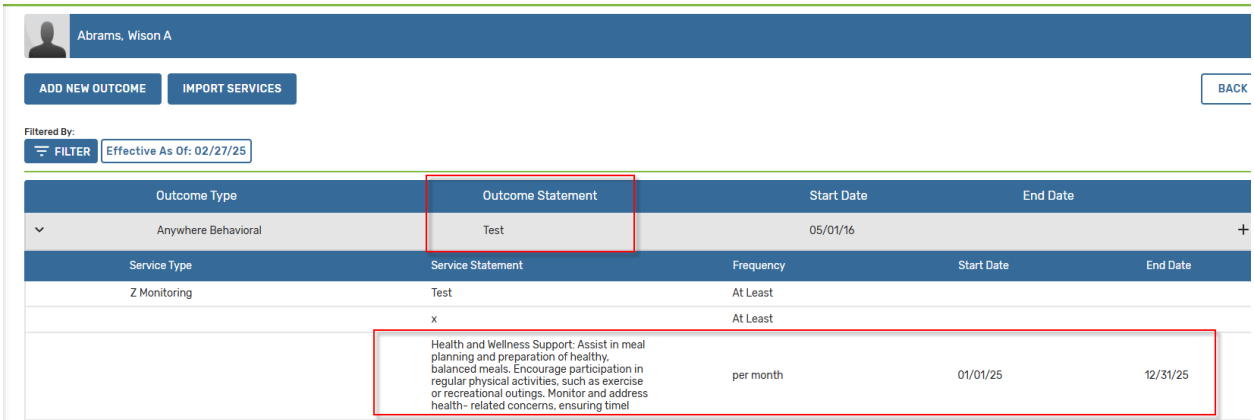


- After all Services are selected, scroll to the bottom of the window and select Import Selected Services:

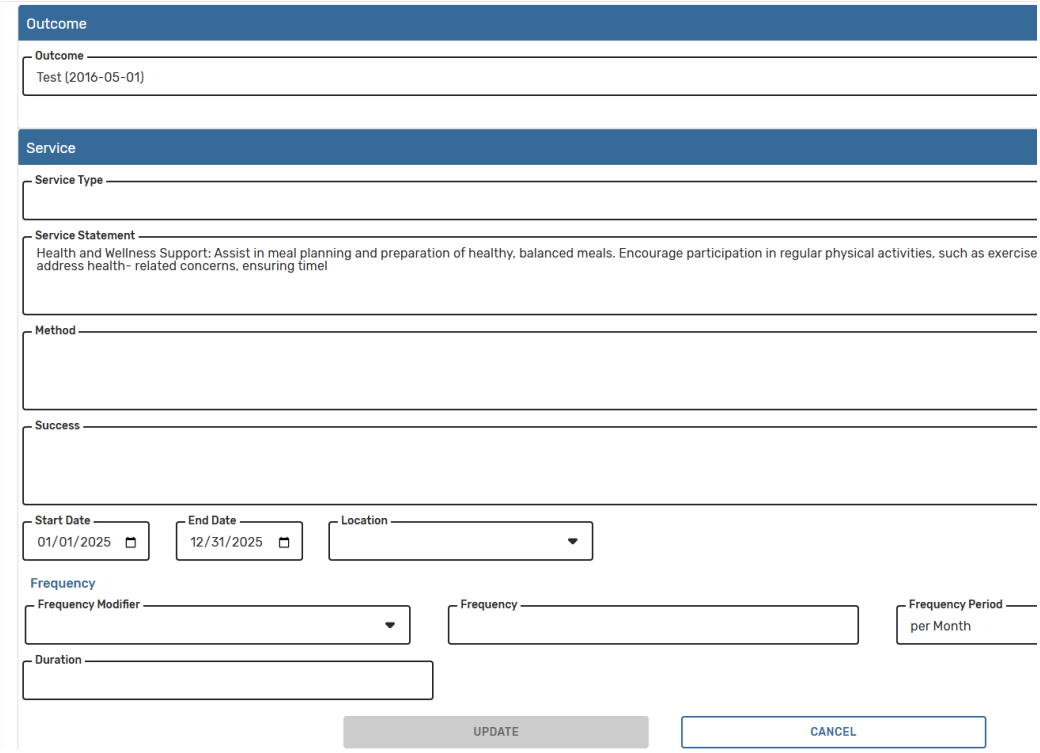


- The process will take the user back to the Edit Outcomes/Services window but the new Services will display based on the Outcomes Statement selected during the Import process.

Anywhere Outcomes & Services
Import ISP Services – User Guide



- To edit an entry, select the entry to edit and a new window will open to make changes.
    - Be sure to add Frequency changes and Location as needed.



- The Outcome & Services will then be available for the staff to document.