Running the Participant Detail report
Steps to access the participant detail report

1. From home screen: click on Participant which takes you to the screen you see here;
2. In the search box type in the name of the participant you want to find;
3. Then, select the participant name.
Select “Run Report” which opens up the types of reports that can be run; Select “Participant Detail” report.
Running the ISS report
1. Select **Cases** on the right to bring up the screen you see here;
2. In the search box type in the name of the person you want to find;
3. Then click on the case name to open the case.
Select “Run Report” which opens up the available choices—select ISS report.
The report below will be displayed

## Individual Service Strategy
### Younger & Older Youth In-School or Youth Out-of-School

**Participant Name:** Super Fake

**Additional Service Provider(s):** (Other than Grantee)

Based on needs identified through assessment, the following activities will be undertaken to achieve my employment/educations goal(s):

<table>
<thead>
<tr>
<th>Services</th>
<th>Start Date</th>
<th>Projected End Date</th>
<th>Expected Outcomes of Goals/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Assessment</td>
<td>1/1/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have helped create my service plan and agree to do my best to achieve the goals listed above. If I run into problems, I will ask for help. If I want to change my goals, I will request the change from staff and will re-sign and date my service plan to indicate my input and approval of any changes.

**Participant Signature:**

**Date:**

**Parent Signature (if under 18):**

**Date:**

**Grantee Staff Signature:**

**Date:**