

# PLP Service Providers

Last Modified on 10/22/2022 9:39 am CDT

**Classic Path:** System Administration > PLP > Service Providers

**Search Terms:** PLP Service Providers

The Service Providers tool lists the service providers who can provide services to students based on the needs identified in the learner plan documents. Providers are usually the individuals providing the services, compared to [Service Positions](#), which are roles such as speech therapist or braille instructor.

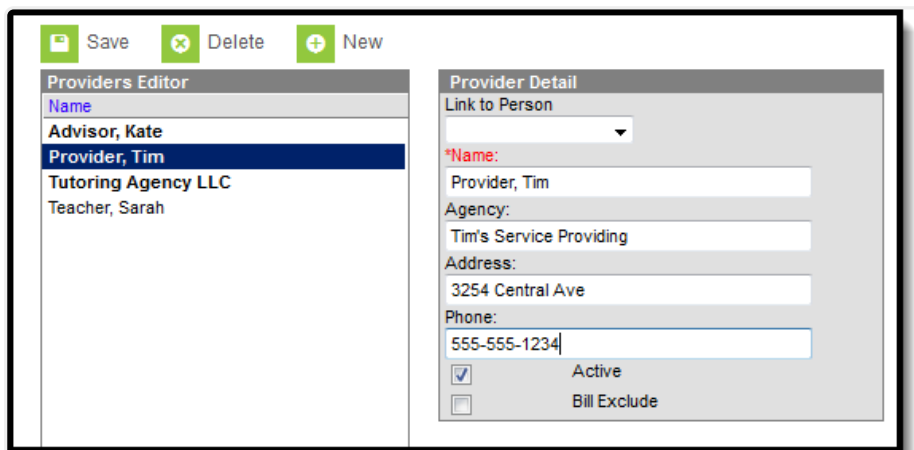


Image 1: PLP Service Providers

Existing service providers can be modified by clicking the Name of the provider in the Providers Editor, making modifications and clicking the **Save** button in the action bar. Service Providers that are active will appear in bold.

## Create a New Service Provider

1. Select the **New** button in the action bar.
2. Select a name in the **Link to Person** field. Service provider records are linked to the record of the individual within [Census](#). The individuals available in this dropdown list are those who have *Special Ed* indicated on their [District Assignments](#). A School must be selected in the Campus toolbar to use this option.
3. The individual's name will appear in the **Name** field based on their Census record. Changes can be made to the name based on how the person should be identified on IEPs.
4. Enter the name of the **Agency** with whom the provider is affiliated.
5. Enter the **Address** of the provider.
6. Enter the **Phone** number of the provider.
7. Mark the **Active** checkbox to indicate if this service provider should appear to be selected in learner plan documents.
8. Indicate if the provider should be **Excluded from Billing**. This field is not currently in use.
9. Click the **Save** button to save the service.

Service Providers are selected on Service Editors on Plans. This image shows an example of how

service providers are used in PLP documents. Documents vary by state.

The screenshot displays the 'Documents' tab in the Infinite Campus system. On the left, a navigation pane shows sections like 'Plan Outline PLP', 'Education Plan', 'Student Demographics', 'Parent/Guardian Information', 'PLP Team Meeting', 'Goals and Objectives', 'Services' (highlighted), 'Assessments', and 'Learning Attributes'. The main area is divided into two sections: 'Service Provided List' and 'PLP Service Editor'.

The 'Service Provided List' section contains a table with the following data:

Service Provided	Time	Start Date	End Date
Tutoring	35.0/0.0	01/15/2014	06/12/2014

The 'PLP Service Editor' section contains the following fields:

- \*Service:** Tutoring
- Service Provider:** Tutoring Agency LLC (highlighted with a red box)
- Service Position:** Advanced Math Tutor
- General Ed Location:** [Empty field]
- \*Start Date:** 01/15/2014
- \*End Date:** 06/12/2014
- Minutes per session:**
  - \*direct: 35
  - \*indirect: 0
- Session frequency:**
  - \*# sessions per: 6
  - \*Service Frequency: month
- Display on Print:**

Image 2: Service Providers in a PLP Document