ILPA Team Members (Kentucky)

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

The ILPA tools are used only in Kentucky.

Find and Link New Team Members | Enter New Team Member | Print a List of Team Members

Classic Path: Student Information > ILPA > General > Team Members

 Search Terms: ILPA Team Members

The Team Members tab lists the individuals who are part of a student's education team, including team managers, family and advisors. The Role assigned to team members determines whether the student appears in the team member's Caseload. Members can be added through finding an existing person and linking them or by entering a person without using Census.
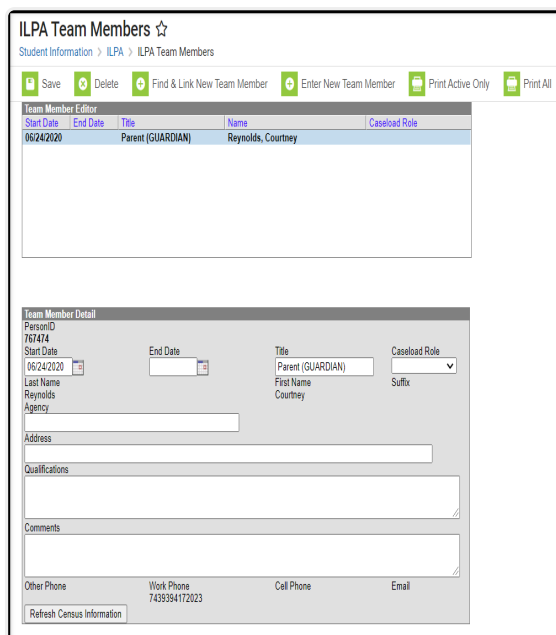

Image 1: ILPA Team Members

Only those individuals who need to view student ILPA information should be added as a team member.

For an explanation of the fields that appear for a team member, see the Team Member Fields table below.

Find and Link New Team Members

The **Find and Link New Team Members** tool allows user to select new team members from a limited list based on likely candidates, such as those connected to the student in Census and staff members designated as a Counselor or Advisor in their District Assignments.
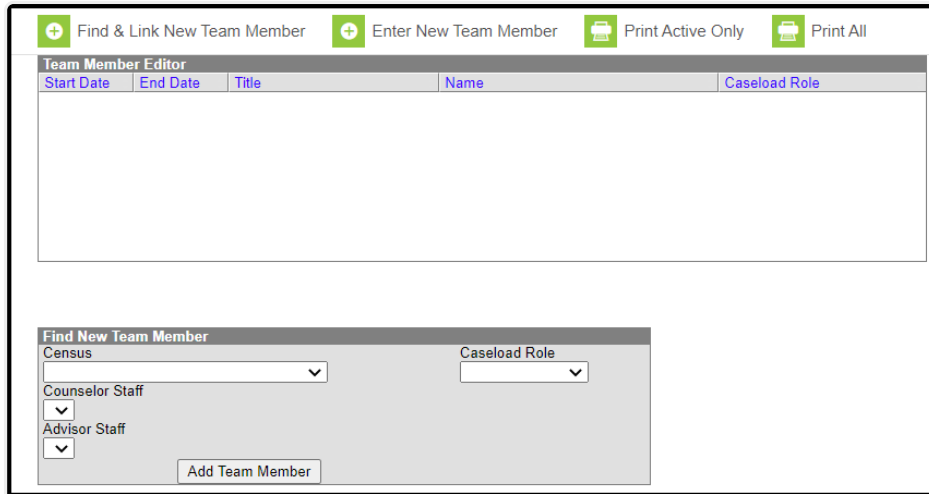
One new team member can be added at a time. For example, if a selection is made in the Census dropdown, no other selections can be made.

Find and Link New Team Member Fields

To add a new team member, select an individual from the **Census**, **Counselor Staff**, or **Advisor Staff** dropdowns lists, indicate a **Role** for the team member, and click **Add Team Member**.

Contact information populates from Census and the Start Date defaults to the current date.

Once added, click the team member's name in the list to add additional information about the membership, described in the Team Member Fields table below. Click **Refresh Census Information** to update person details based on the most recent Demographics information.

Field	Description
Census	This dropdown list is made up of individuals who have a connection to the student though Census, such as members of the student's household, other guardians and emergency contacts. Individuals are listed with their Name (last, first), their status as a guardian of the student (Guard/Non-guard) and their relationship with the student (Mother, Father, etc). This list is based on the Relationships established for the student.

Field	Description
Caseload Role	The Role field describes the access this individual will have to the student. The Team Manager role places the student in the team member's Caseload.
Counselor Staff	This field includes staff members who have a District Assignment of **Counselor**.
Advisor Staff	This field includes staff members who have a District Assignment of **Advisor**.

Enter New Team Member

Individuals who are not yet entered into Census or who do not have a District Assignment record can be added to a student's team by entering information about the team member.

Image 3: Enter a New Team Member

Enter New Team Member Fields

To add a new team member, enter person information in the fields described below. Click **Save** when finished.

Field	Description
Start Date	The first date that the team member record is active.
End Date	The last date that the team member will be considered active. Active team members appear in bold in the team member list.

Field	Description
Title	The title of the individual in relation to the special education team membership.
Last Name	The last name of the team member.
First Name	The first name of the team member.
Suffix	The suffix of the team member.
Service Coordinator	Indicates if the team member is responsible for coordinating the services the student receives.
Agency	The agency the team member is associated with.
Address	The address associated with the team member, either the home address or the address of the agency.
Qualifications	The credentials that qualify the individual for team membership.
Comments	Any comments associated with the team membership.
Other Phone	Other phone number for contacting the individual.
Work Phone	The work phone number of the individual.
Cell Phone	The cell phone number of the individual.
Email	The email address of the individual.

Print a List of Team Members

Print a list of all active team members by clicking the **Print Active Only** button. Or print all team members, including inactive ones, by clicking the **Print All** button. The list of team members prints in PDF format, sorted by Active and Inactive, with the Name, Title and Contact Information for the team members.

If a team member's contact option is marked as Private on the Demographics tool, that value is hidden from view and will not be printed.

Image 4: Print Team Members