

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.

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Save	8 Delete	😌 Find & Link New T	eam Member	 Enter New Team 	n Memb	er 📄 Pr	int Active Or	nly 📄	Print Al
Team Memb Start Date 06/24/2020	End Date Tit	e rent (GUARDIAN)	Name Reynolds, C	ourtney	Casel	ad Role			
00242020		Tell (Obritolinity	negnonis, e	Junio					
Team Memb PersonID 767474	er Detail	_	_	_					
Start Date 06/24/2020		End Date		Title Parent (GUARDIAN)		Caseload Rol	v		
Last Name Reynolds Agency				First Name Courtney		Suffix			
Address									
Qualifications	i								
Comments									
Other Phone		Work Phone 7439394172023		Cell Phone		Email			
Refresh Ce	nsus Information								
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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.

€ Find & Link New Team Membe	er 😝 Enter New Team Member	Print Active Only	Print All
Team Member Editor Start Date End Date Title	Name	Case	load Role
Find New Team Member Census	Caseload Role		
Counselor Staff		·	
Advisor Staff			
Add Team Memb	er		
Imag	e 2: Find and Link New Te	eam Members	

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.

Save	😣 Delete	Find & Link New Team I	Member 🕀	Enter New Tea	m Member	Print Active	Only 📄 🔒 Pi	rint All
Team Member Start Date	er Editor End Date Title	e Nar	me		Caseload F	Role		
L								
-	- D-4-1							
Team Member Note: Team M Team Member	Members that are a	already tracked in the system s this interface will not appear in	hould be added u	ising the 'Find &	Link new Tear	n Member' tool.		
Start Date		End Date	Title					
*Last Name			First Name		Suffix			
Agency								
Address								
Qualifications								
Comments						/		
Other Phone			Work Phone			/		
(Cell Phone			() Email	_HX				
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		Image 3: Er	nter a Ne	w Team	Membe	r		

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.

Summary Tea	m Members Docume	ents Contact Log		
Find & Link New	v Team Member 🛛 🕂 Ent	ter New Team Member 🧴	Print Active Only 🔒 P	rint All
Team Member Edito Start Date End Date		Name	Role	
01/22/2014 01/22/2014	SERVICE PROVIDER	ANDERSON, AARON	Advisor	
01/22/2014	Knox County 22 N 7th AVE ANYWHERE, K		TEAN	I ROSTER
01/22/2014	APRIL JOHNSON Student Name	02/16/2006 Birth Date 0	02 1234567890 Frade StudentID#	Jesse D Lay Elementary — School School
	(555)555-1517 Primary Household	- Active Te	am Members	
	<u> </u>	- Active Te Title	am Members Contact Information	
	Primary Household			
	Primary Household Name	Title	Contact Information aaanderson@email.com	
	Primary Household Name ANDERSON, AARON	Title SERVICE PROVIDER FATHER, NATURAL/ADOP	Contact Information aaanderson@email.com (123)555-4567 (work) (555)555-9064 (work)	

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