

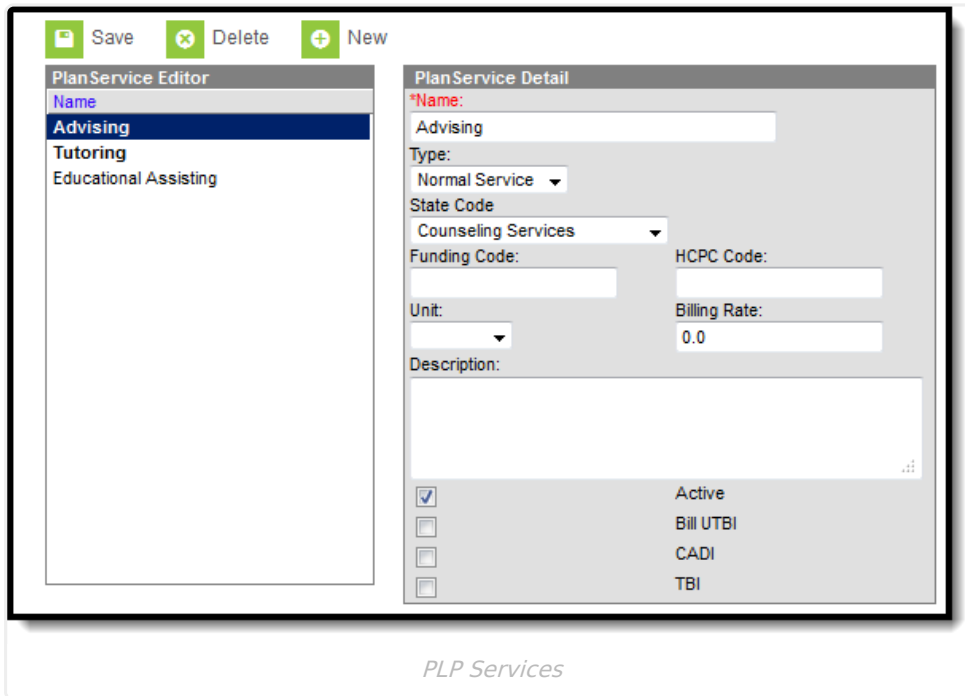
PLP Services

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The Services tool lists the services that can be provided to students based on the needs identified in the learner planning [documents](#).



PLP Services

See the [PLP \(Personal Learning Plan\) Administration Tool Rights](#) article for information about rights needed to use this tool.

Existing services can be modified by clicking the Name of the service in the Plan Service Editor, making modifications and clicking the **Save** button in the action bar.

Create a New Service

1. Select the **New** button in the action bar.
2. Enter a unique **Name** for the service.
3. Select the **Type** of service. Based on the requirements of some states' learner plan documentation, this field will determine where this service will appear in the Services dropdown list in a student's learner plan document.

4. Select a **State Code** for the service.
5. Enter a **Funding Code** to designate how this service is paid for.
6. Enter an **HCPC Code** (Healthcare Common Procedure Code). This field is typically used for Medicare/Medicaid billing.
7. Select the **Unit** indicating service frequency. Examples include 15 minutes, daily, and per visit.
8. Enter the **Billing Rate** paid for this service.
9. Enter a **Description** of the details of this service.
10. Mark the **Active** checkbox to indicate if this service should appear to be selected in learner plan documents.
11. Mark other checkboxes as appropriate:
 - **UTBI**: Unrelated Taxable Business Income, used when payment for the services provided are taxes as income by the federal government.
 - **CADI**: Community Alternatives for Disabled Individuals, a government-funded program for qualified individuals.
 - **TBI**: Traumatic Brain Injury, used to identify individuals with this type of injury.
12. Click the **Save** button to save the service.

Services are selected and recorded on the student's Learner Plan on the Services editor.

This image shows an example of how services are used in PLP documents. Documents vary by state.

The screenshot displays the 'PLP Services Editor' interface. On the left is a sidebar with a navigation menu containing: 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. The top section, 'Service Provided List', 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 bottom section, 'PLP Service Editor', is used for configuring a service. It includes the following fields:

- *Service**: A dropdown menu currently set to 'Tutoring'.
- Service Provider**: A dropdown menu set to 'Tutoring Agency LLC'.
- Service Position**: A dropdown menu set to 'Advanced Math Tutor'.
- General Ed Location**: A text input field.
- *Start Date**: A date picker set to 01/15/2014.
- *End Date**: A date picker set to 06/12/2014.
- Minutes per session**:
 - *direct**: 35
 - *indirect**: 0
- Session frequency**:
 - *# sessions per**: 6
 - *Service Frequency**: month
- Display on Print**: A checkbox.

PLP Services Editor on a Student's Plan Document