

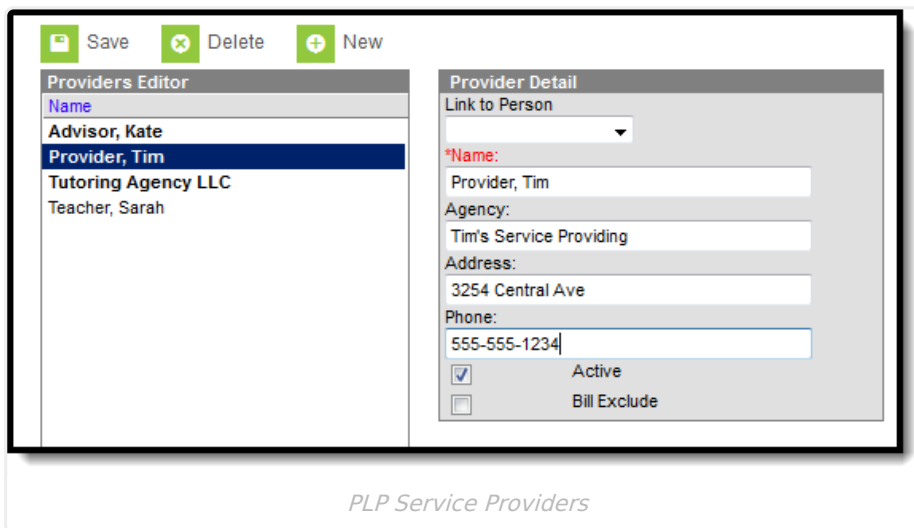
PLP Service Providers

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Classic View: 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.



The screenshot displays the PLP Service Providers interface. On the left, the 'Providers Editor' panel shows a list of providers: 'Name' (with a link icon), 'Advisor, Kate', 'Provider, Tim' (highlighted in blue), 'Tutoring Agency LLC', and 'Teacher, Sarah'. Above this list are three buttons: 'Save' (with a floppy disk icon), 'Delete' (with an 'X' icon), and 'New' (with a plus icon). On the right, the 'Provider Detail' panel is shown for 'Provider, Tim'. It includes a 'Link to Person' dropdown menu, a text field for 'Name' containing 'Provider, Tim', a text field for 'Agency' containing 'Tim's Service Providing', a text field for 'Address' containing '3254 Central Ave', and a text field for 'Phone' containing '555-555-1234'. At the bottom of the detail panel are two checkboxes: 'Active' (checked) and 'Bill Exclude' (unchecked).

PLP Service Providers

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

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 Infinite Campus interface for editing a Plan of Services (PLP). The 'Documents' tab is selected, showing a 'Service Provided List' table and the 'PLP Service Editor' form.

Service Provided List

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

PLP Service Editor

*Service: Tutoring

Service Provider: Tutoring Agency LLC (highlighted with a red box)

Service Position: Advanced Math Tutor

General Ed Location: |

*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: ☐

Service Providers in a PLP Document