

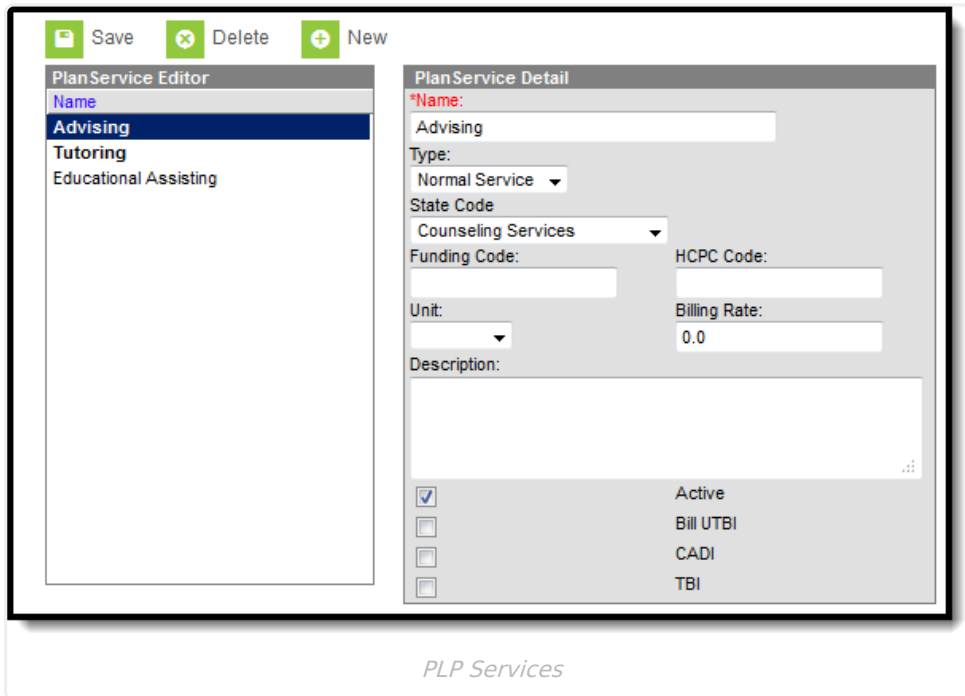
PLP Services

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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](#).



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 navigation menu with options 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 'Documents' and 'Contact Log' tabs. Below these are buttons for 'Save', 'Save & Continue', 'Delete', 'Print', and 'New Service Provided'. A 'Service Provided List' table shows one entry: 'Tutoring' with a time of 35.0/0.0, start date of 01/15/2014, and end date of 06/12/2014. The 'PLP Service Editor' section below contains fields for:

- *Service: Tutoring (highlighted with a red box)
- Service Provider: Tutoring Agency LLC
- Service Position: Advanced Math Tutor
- General Ed Location: (empty)
- *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: (checkbox)

PLP Services Editor on a Student's Plan Document