

#### ILPA Team Members (Kentucky) [.2211 - .2315]

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You are viewing a previous version of this article. See ILPA Team Members (Kentucky) for the most current information.

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 🛞 Delete	🕀 Find & Link New	Team Member	Enter New Team Memb	er 📄 Print Active O	nly 📄 Print)
	Title	Name	Casel	oad Role	
06/24/2020	Parent (GUARDIAN)	Reynolds, Co	urtney		
eam Member Detail					
67474 Start Date	End Date		Title	Caseload Role	
06/24/2020	End Date		Parent (GUARDIAN)	Caseload Role	
ast Name			First Name	Suffix	
Reynolds Agency			Courtney		
Address					
Qualifications					
Comments					
NI DI	W 1.0		0.00	6	
Other Phone	Work Phone 7439394172023		Cell Phone	Email	
Refresh Census Information	n				

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.

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Find New Team Member				
Census Counselor Staff V Advisor Staff	~	Caseload Role		
	n Member			
	mage 2 <sup>,</sup> Find an	d Link New Team N	lemhers	

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



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.
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 <b>Counselor</b> .
Advisor Staff	This field includes staff members who have a District Assignment of <b>Advisor</b> .

## **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.

Team Member Editor       Name       Caseload Role         Start Date       Trie       Name       Caseload Role         Image 3: Enter a New Team Member       Image 3: Enter a New Team Member       Image 3: Enter a New Team Member	Save 🗴 Delete	➡ Find & Link New Team Member	Enter New Team Member	Print Active Only	🚍 Print All
Note: Team Members that are already tracked in the system should be added using the 'Find & Link new Team Member' tool.         Team Members added through this interface will not appear in that user's caseload.         Start Dale       End Date         Tast Name       First Name         Agency       First Name         Qualifications       Other Phone         Other Phone       Work Phone         Ceil Phone       Email		ītie Name	Caseload	Role	
Note: Team Members that are already tracked in the system should be added using the 'Find & Link new Team Member' tool.         Team Members added through this interface will not appear in that user's caseload.         Start Dale       End Date         Tast Name       First Name         Agency       First Name         Qualifications       Other Phone         Other Phone       Work Phone         Ceil Phone       Email					
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Image 3: Enter a New Team Member	Cell Phone	Email			
Image 3: Enter a New Team Member					
		Image 3: Enter a	New 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.
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 Team	Members Document	ts Contact Log		
Find & Link New	Team Member 🛛 🕂 Enter	New Team Member 🔒 🔒	Print Active Only 👩 Pr	rint All
Team Member Editor Start Date End Date 01/22/2014	Title SERVICE PROVIDER	Name ANDERSON, AARON	Role Advisor	
01/22/2014 01/22/2014	Knox County 22 N 7th AVE ANYWHERE, KY		TEAN	IROSTER
01/22/2014	APRIL JOHNSON Student N ame		02 1234567890 Frade StudentID#	Jesse D Lay Elementary — School School
	(555)555-1517 Primary Household			
		Active Te	am Members Contact Information	
	Primary Household			
	Primary Household	Title	Contact Information aaanderson@email.com	
	Primary Household Name ANDERSON, AARON	Title SERVICE PROVIDER FA THER, NATURAL/ADOP	Contact Information aaanderson@email.com (123)555-4567 (work) (555)555-9064 (work)	

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