

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

Last Modified on 04/12/2023 10:53 am CDT

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.

The screenshot displays the 'ILPA Team Members' interface. At the top, there's a breadcrumb trail: 'Student Information > ILPA > ILPA Team Members'. Below this is a toolbar with icons for 'Save', 'Delete', 'Find & Link New Team Member', 'Enter New Team Member', 'Print Active Only', and 'Print All'. The main area is divided into two sections. The top section, 'Team Member Editor', contains a table with columns: 'Start Date', 'End Date', 'Title', 'Name', and 'Caseload Role'. A single row is visible with the following data: '06/24/2020', an empty 'End Date' field, 'Parent (GUARDIAN)', 'Reynolds, Courtney', and an empty 'Caseload Role' field. The bottom section, 'Team Member Detail', is a form for editing a specific member. It includes fields for 'PersonID' (767474), 'Start Date' (06/24/2020), 'End Date' (empty), 'Title' (Parent (GUARDIAN)), 'Caseload Role' (dropdown menu), 'Last Name' (Reynolds), 'First Name' (Courtney), 'Suffix' (empty), 'Agency' (empty), 'Address' (empty), 'Qualifications' (empty), 'Comments' (empty), 'Other Phone' (empty), 'Work Phone' (7439394172023), 'Cell Phone' (empty), and 'Email' (empty). There is also a 'Refresh Census Information' button at the bottom left of the detail form.

Image 1: ILPA Team Members

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](#).

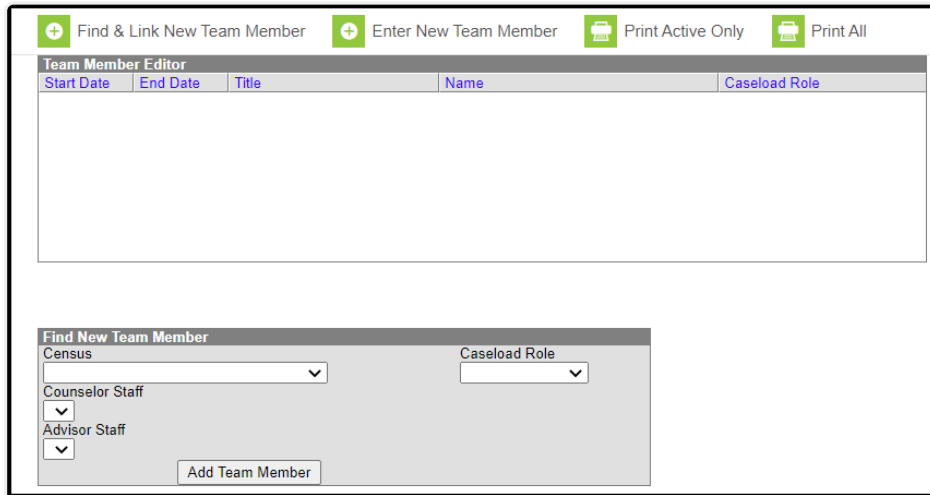


Image 2: Find and Link New Team Members

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 |
|-------|-------------|
|-------|-------------|

| Field                  | Description  |
|------------------------|--|
| <b>Census</b>          | 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 <a href="#">Relationships</a> established for the student. |
| <b>Caseload Role</b>   | 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 <a href="#">Caseload</a> .   |
| <b>Counselor Staff</b> | This field includes staff members who have a District Assignment of <b>Counselor</b> .   |
| <b>Advisor Staff</b>   | 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.

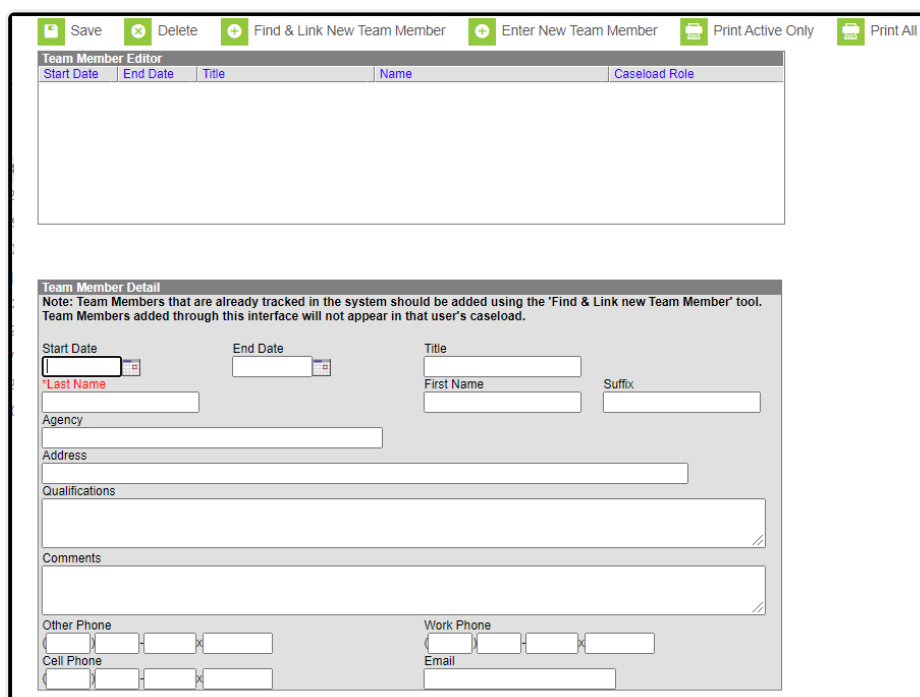


Image 3: Enter a New Team Member

## 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   |
|----------------------------|---|
| <b>Start Date</b>          | The first date that the team member record is active.   |
| <b>End Date</b>            | The last date that the team member will be considered active. Active team members appear in bold in the team member list. |
| <b>Title</b>               | The title of the individual in relation to the special education team membership.   |
| <b>Last Name</b>           | The last name of the team member.   |
| <b>First Name</b>          | The first name of the team member.  |
| <b>Suffix</b>              | The suffix of the team member.  |
| <b>Service Coordinator</b> | Indicates if the team member is responsible for coordinating the services the student receives.                           |
| <b>Agency</b>              | The agency the team member is associated with.  |
| <b>Address</b>             | The address associated with the team member, either the home address or the address of the agency.                        |
| <b>Qualifications</b>      | The credentials that qualify the individual for team membership.  |
| <b>Comments</b>            | Any comments associated with the team membership.   |
| <b>Other Phone</b>         | Other phone number for contacting the individual.   |
| <b>Work Phone</b>          | The work phone number of the individual.  |
| <b>Cell Phone</b>          | The cell phone number of the individual.  |
| <b>Email</b>               | 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

Documents

Contact Log

+

 Find & Link New Team Member

+

 Enter New Team Member

🖨️

 Print Active Only

🖨️

 Print All

Team Member Editor

| Start Date | End Date | Title            | Name            | Role    |
|------------|----------|------------------|-----------------|---------|
| 01/22/2014 |          | SERVICE PROVIDER | ANDERSON, AARON | Advisor |
| 01/22/2014 |          |                  |                 |         |
| 01/22/2014 |          |                  |                 |         |

Knox County  
22 N 7th AVE  
ANYWHERE, KY

TEAMROSTER

APRIL JOHNSON

02/16/2006

02

1234567890

Jesse D Lay Elementary School

Student Name

Birth Date

Grade

Student ID#

School

(555)555-1517

Primary Household

Active Team Members

| Name            | Title                                 | Contact Information                           |
|-----------------|---------------------------------------|---|
| ANDERSON, AARON | SERVICE PROVIDER                      | aaanderson@email.com<br>(123)555-4567 (work)  |
| JOHNSON, AUGUST | FATHER,<br>NATURAL/ADOP<br>(GUARDIAN) | (555)555-9064 (work)<br>(555)555-5800 (other) |
| JOHNSON, MAY    | MOTHER,<br>NATURAL/ADOP<br>(GUARDIAN) | (555)555-5800 (other)                         |
| SMITH, SHARON   | (COUNSELORSTAFF)                      | (555)199-9128 (other)<br>(555)203-9848 (cell) |

Image 4: Print Team Members