Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

INDIANA ILP
Frequently Asked Questions

GETTING STARTED WITH IILP

Please see this document for instructions on how to get started with Indiana ILP.

GENERAL INQUIRIES AND IILP BASICS

1.1 USER MANUALS/ INSTRUCTIONS IILP

Indiana ILP User Manual

Welcome to Indiana ILP Slides

Go to the Indiana ILP dropdown on English Learner and Policy Guidance webpage, and you will find training videos covering different parts of the IILP system.

1.2 WHAT DO I DO IF I NEED TECHNICAL HELP WITH INDIANA ILP?

You can email IndianaILP@pcgus.com.

Please only include student STNs. Student names are not needed to investigate any system issues.

1.3 CAN I ACCESS IEPS AND ILPS FROM THE SAME PLACE?

Yes! The IIEP and IILP modules are part of the same system. Until recently each module was accessed via different routes, but now access to both modules has been merged so users who need to may access both in the same place.

If you see this graphic, it means that your user type defaults to IEP but can access ILP if you are part of an ILP team.

If you see this graphic, it means that your user type defaults to ILP but can access IEP if you are part of on an IEP team.

NOTE

There are one of two graphics that may appear at the top of the page. These do not indicate a restriction to your access.

1.4 WHAT ARE WIZARDS, AND WHAT WIZARDS ARE AVAILABLE IN IILP?

Wizards in IILP provide users the ability to make updates to multiple students' records quickly. Instead of going to each student's record individually, Wizards allow users to update many students' records one after the other.

The Caseload Setup Wizard enables users to create a student caseload easily and efficiently. For EL Administrators, there is a Caseload Administration Wizard that allows the admin to manage caseloads for other users, including transferring caseloads between users.

In addition, there is a Service Assignment Wizard that allows users to assign EL services to students on their caseload.

There is also an ILP At A Glance Wizard that summarizes information in a student's ILP that is relevant to general education teachers.

1.5 WHO NEEDS TO BE A PART OF A STUDENT'S ILP TEAM, AND WHAT ROLE SHOULD THEY HAVE?NUSER TYPES (EL ADMIN., CLASSROOM TEACHER, EL TEACHER, PRINCIPAL)

The ILP is a legally binding document, and all staff who work with the student are responsible for its implementation. IDOE recommends that the ILP be created by EL staff in collaboration with content-area teachers to promote ongoing communication across programs and to ensure that all responsible staff are aware of its implications.

Here are the current EL user types:

- **EL Admin** – This is the EL contract for a district, or others the EL Admin has deemed able to perform the role. They have limited admin permissions outside of the ILP, such as modifying user info.

- **EL Teacher** – This is an EL classroom teacher who may serve as a student's EL Teacher of Record (or the individual managing a caseload).

- **Principal** – This is a school administrator who may need access to see ILPs. This user may be on an EL Team but may not serve as Teacher of Record.

- **Classroom Teacher** – This is a general ed teacher who may need access to provide input for the student's monitoring. They are not able to edit the ILP, and they cannot serve as EL Teacher of Record.

1.6 DO CLASSROOM TEACHERS NEED ACCESS TO IILP?

It is preferred that classroom teachers have access to IILP – by doing so, those teachers will be able to access multiple student ILPs, make contributions to students in formal two-year monitoring, and always be able to view the most up to date ILPs for students. If not, ILPs would need to be shared via a pdf.

1.7 WHAT PARTS OF THE ILP PROCESS ARE MANDATORY TO FINALIZE AN ILP?

To finalize an ILP, a user must have the following completed for each student's ILP:

- Must have at least 1 service (e.g., ESL)

- Start/end date for each goal entered

- Save and continue on each page of the ILP process

- Must have assessment scores entered (e.g., WIDA)

If a red **"L"** appears next to a student's name, this means that one of the above steps have not been completed.

2.1 HOW DO I BATCH PRINT ILPS?

Under 'My Account' choose 'My Docs'. There, you will be able to pull up various ILPs for batch printing.

In the Batch column, check those documents you want to print and hit 'View Document Batch'. It will put all the ILPs into a single PDF, and they can be printed from there:
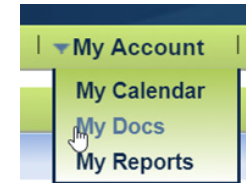
2.2 HOW DO I BATCH PRINT ALL DOCUMENTS IN IILP, NOT JUST ILPS?

Under 'My Account' choose 'My Docs'. There, you will be able to pull up various ILPs for batch printing.

There will be a list there of all the documents you have created, from ILPs to At-A-Glance documents to Notification Letters. There is a column headed with "Batch." Click this column for any document that you want to add to the batch, then click "View Document Batch."

Once the batch is created, you can print all documents at once.

2.3 WHEN AND HOW DO I INACTIVATE STUDENTS?

A student may need to be inactivated for the following reasons: 1) student graduated from high school; 2) student has moved to a different state.

Even though students may have been removed from the Student Information System (SIS) at the district level, IILP does not directly communicate with that system. Therefore, currently, inactivation of students has to happen at the district level and must be completed by District Administrators. EL Administrators do not have this permission.

Nonpublic schools CANNOT inactivate students. They would need to send a list to PCG to inactivate certain students.

When searching for a student you want to be inactive, look at the first column in any search results (users or students) that says 'Del'. Simply check those users and/or students to be inactivated and press 'Update Database'.

2.4 HOW DO I REACTIVATE A STUDENT IN IILP IF THEY WERE INACTIVATED BY MISTAKE?

You will need to contact an EL Admin – Transfer, or email indianailp@pcgus.com for help.

2.5 WHEN AND HOW DO I SUBMIT A TRANSFER?

A user would submit a transfer when a student is moving into a new school district from another in-state district using IILP.

To submit a transfer, both must be Indiana schools using the IILP system. The new school will need to submit a current RT in the STN Application Center.

The student's records must also be transferred in IILP by following the Records Transfer Guide directions.

2.6 HOW DO I UPDATE A STUDENT'S GRADE LEVEL IN IILP?

A user would submit a transfer when a student is moving into a new school district from another in-state district using IILP. To submit a transfer, both schools must be Indiana schools using the IILP system.

To complete a transfer, the school will need to update the enrollment record in Data Exchange. More information can be found about the transfer process here.

2.7 WHAT TYPES OF REPORTS CAN BE RUN IN THE IILP SYSTEM?

ILP features a district level ILP accommodations report that can be filtered by school, grade, etc. Users can also create a caseload report. Instructions for the report can be found on the IILP User Manual.

2.8 WHAT PERMISSIONS DOES A TEACHER NEED IN IILP TO CONTRIBUTE TO A STUDENT'S MONITORING PROCESS?

Permissions are determined by user types and ILP Team assignments. Users who have a user type of EL Admin or EL Teacher are able edit and update a student's ILP and will have further permissions, such as building caseloads and updating assessment scores.

However, any user, regardless of user type, is able to edit and update a limited portion of a student's monitoring process if that user is part of the student's EL Team. The team is set by the student's Teacher of Record, so if you believe you need access and are not on a student's team, please speak to the Teacher of Record to be added. Further information on user types and permissions can be found on the EL User Types document.

IILP AND PARENTS

3.1 HOW DO I TRANSLATE PARENT NOTIFICATION LETTERS AND ILPS?

First, you would need to ensure that the student's primary language is reported in the STN Application Center correctly, as this is the language that will populate in IILP. Please note that documents will be translated to the student's primary language, as reported in the STN Application Center. If the student's primary language differs from the parent's primary language, please contact IndianaILP@pcgus.com, and PCG will work with you to give you access to the appropriate language for the parent.

IDOE sends a file nightly, so the change in language would need to be updated in the STN App Center prior to 3:30pm ET to make it in time for the next day. By doing this, you will get the option for notification letters to be translated into the language you submitted in the STN Application Center for that student.

At this time, ILPs cannot be translated on the IILP platform.

3.2 WHAT LANGUAGES ARE AVAILABLE FOR TRANSLATION OF DOCUMENTS?

Arabic
Burmese
French
German
Japanese
Mandari
Punjabi
Russian
Spanish
Vietnamese

Create Final document   **Test**

The following information is required before you can create this Final Document

Parent Notification Letter Annual html

☐ Include a Spanish version of the document

Create Final Document

3.3 HOW DO I MARK THAT A STUDENT'S PARENT HAS OPTED OUT OF EL SERVICES?

Users can make a note in the narrative section on the services page in IILP. An ILP must still be provided.

On the services page, select **regular education** and note in the narrative box that the parent has declined services.

3.4 WHAT IS EDPLAN CONNECT, AND WHERE CAN I GET MORE INFORMATION ABOUT EDPLAN CONNECT?

EDPlan Connect is an all-in-one caregiver portal that promotes increased family involvement in a child's education. Whether it's signing an IEP or ILP, consenting to bill Medicaid, or prescribing services via Order/Referral, with EDPlan Connect, caregivers now have a central place to:

• Access student records online and in their native language

• Sign documents electronically and save time

• Receive automatic and personalized notifications from other key stakeholders

• Stay up to date with student progress

Please see the EdPlan FAQ for more information.

IILP CODES

4.1 WHAT CODES ARE IN THE IILP SYSTEM AND WHAT DO THEY INDICATE?

STUDENT CODE	DESCRIPTION	NOTES
BLANK	No code exists	Student has English set as their language
NO	No assessment scores	Student has a language other than English, but has no assessment data to generate a code
PI	Initially Proficiency	Student scored above a 5.0 on the placement test
EL	English Learner	Student is an identified EL (most up to date overall score is below a 5.0)
M1	Monitoring Year 1	Student has exited EL services and is in their first year of formal monitoring
M2	Monitoring Year 1	Student has exited EL services and is in their second year of formal monitoring
M3	Monitoring Year 1	Student has exited EL services and has been through the two year monitoring process

4.2 HOW ARE STUDENT CODES GENERATED?

The most recent WIDA assessment scores entered on the General Information page of the ILP Process will dictate what student code is applied. Therefore, it is important to ensure up-to-date assessment scores are entered accurately, as referenced in row 19.

### 5.1 WHAT ACCOMMODATIONS AND DESIGNATED FEATURES IN IILP FLOW INTO TIDE?

Only the accommodations selected under State and District Assessment Accommodations on the Accommodations page in the ILP Process are sent to TIDE.

5.2 HOW DO I MANUALLY ENTER TEST SCORES IN IILP?

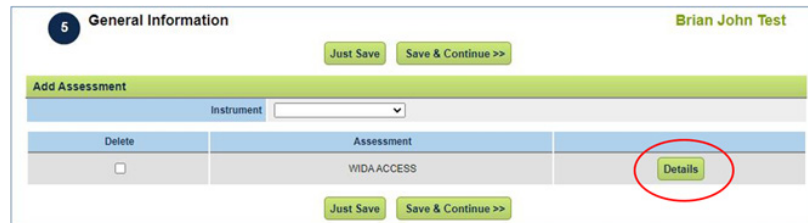Assessment scores (e.g., WIDA Access) can be updated manually. To do so:

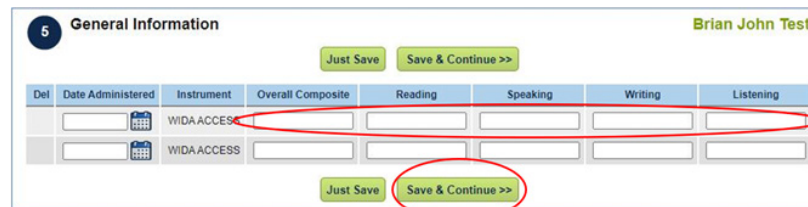Go to the General Information page, press "Enter Additional Assessment Scores"
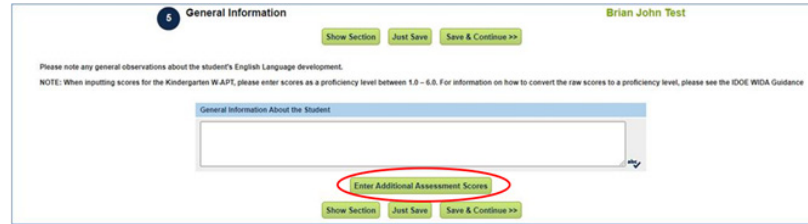
Choose an "Instrument" and hit "Just Save"

Depending on what instrument you choose, you will see something like below. Click "Details"

There are 2 rows to enter scores, although you'll probably only need one. Enter the student's scores and hit "Save and Continue"

5.3 WHEN ARE WIDA SCORES IMPORTED INTO IILP?

WIDA scores from assessments taken in Indiana are usually imported into IILP 1 time per year (otherwise, duplicate scores would appear for students). This score import happens in mid-late June.

WIDA access scores from other states and placement tests need to be entered manually. Please refer to row 19 for score entry.