

TN Pulse- ILP-D Quick Reference Guide

Logging In

1. Open your web browser (Internet Explorer, Firefox, Chrome, etc.). Type the following web address for Single-Sign-On
https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1
2. When clicking the link, the user will be redirected to the TN Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.
3. Enter your password.
 - Please change your password on your first login.
 - Remember that passwords are case sensitive!
4. Click **Sign In**

Main Menu & Message Center

- The Message Center can be used by your district and Public Consulting Group (PCG) to post messages and add information regarding updates or scheduled site maintenance.
- The Resource Library at the bottom of the page has school district and PCG reference materials that you can download.
- The Message Center is the most secure way to access recent messages, alerts, and action items. If you need to ask a question or report an issue through Zendesk, simply click on the **envelope** in the top right corner of the screen for a form to generate on the bottom right of the screen.
- Due to FERPA requirements, please use the Message Board when needing to exchange confidential information. *DO NOT use email to send student level information.*

Searching for a Student

1. From the Main Menu, click the **Students** tab.
2. Either search for a specific student by entering their Last Name, Student ID or other information OR click **View My Caseload**.
 - The student's name will not appear on your caseload unless you have been added as a Team Member for that student. To add yourself to a student's Team, follow the instructions under the **Team/Parents Tab** section.
3. Choose the specific student by clicking on their blue hyperlink name.
 - *From here the menu tab will change!*

Team/Parents Tab

1. After selecting a student, click the **Student Info** tab dropdown in the light blue student menu. Click **Team/Parents**.
2. In the **Team** section, select the domain (special education, section 504, ILP or ILP-D) and use the dropdown menu to select the **person responsible for creating ILP-D**
3. Select **ILP-D Team** to add more individuals to the student's ILP-D team.

ILP-D Process

Screener and Parent Notification

1. If the student is in grades 4-12, add **Screener Information** using the **Add Screener Data** button. For students in grades K-3, screener data will be imported and should automatically appear. Indicate if the student qualifies for an ILP-D by answering **Yes** or **No** to the questions displayed.
2. Add the **Decision Date** and select **Save** and then **Confirm Status**.
3. Create a draft or final **Parent Notification Document**.
4. Once the Parent Notification document has been finalized, create the **Parent Response to Initial Notification**. Using the buttons,, select if the parent or guardian accepts or declines the ILP-D. Indicate the date of response and then select **Confirm Status**.
5. If the parent declines the ILP-D users do not need to continue with the process.

ILP-D Overview

1. The **Student Information** section includes the student's name, State ID, district name, grade, date of birth, current school, and **Current URS Composite National Percentile Score**.
 - *If the student is in grades 4-8, please enter the composite score and for grades 9-12 please enter a risk area. To do this, navigate to the **Screener and Parent Notification Section** in the ILP-D Process and follow the steps provided to enter a Screener Data Score.*
 - Add the **Start Date** for the ILP-D. *The End Date will default to 365 days following the start date.*
 - Select **Plan Type**
 - Click **Save**
 - Indicate **Other Areas of Support** the student is presently served under. If a student has any of the listed areas of support in their **Student History** with active dates, a selection will automatically be made. *Note: An error will fire if users try to de-select an existing plan or select a plan not currently in the system*
 - Click **Save**.

- To add a **Team Member**, select a name from the dropdown menu and click **Save**. This should be the student's team member responsible for ILP-D. Once saved, click **Select ILP-D Team** in the right-hand corner to add additional team members. These team members can be restricted to 'view only' access by checking the box in the corresponding column next to their name.

Interventions

1. The **Interventions** section of the ILP-D lists the student's current dyslexia-specific intervention and progress monitoring within RTI²
2. In the **Student Deficit Areas Identified** section, users can select the student deficit area(s) by checking the boxes next to the appropriate options. Identified areas should come from the universal screening data and additional survey level assessments used to drill down to student need.
3. In the **Primary Skills Targeted** section, users can select what corresponding skills will be targeted in intervention.
4. Users can add one or more interventions with the **Add Intervention** option when creating an initial ILP-D. If an intervention needs to be changed or concluded on a plan revision, click the **pencil** icon to the right.
5. To add additional Interventions, click **Add Intervention**.
6. A new window will appear. Answer the required questions and click **Save** to return to the previous screen or **Save and Add More** to add more interventions.

Classroom Access: Support and Accommodations

1. The **Classroom Access: Support and Accommodations** tile on the ILP-D Menu allows users to note any support or accommodations needed for the student's success.
2. If the student requires assistive technology, include the person responsible for ensuring student understanding on **Assistive Technology** tools by manually typing in the name in the text field provided.
3. Check the box(es) of the appropriate **Assistive Technology** tools that will be used. If the tool is not listed, select **Add Other** to manually enter a tool.
*The consideration of assistive technology is only a requirement for the 4-12 ILP-D. If no assistive technology is needed for a student, select **Other** and enter "not required" or "not applicable"*
4. Check the box(es) for the appropriate universal access considerations and required classroom-level scaffolds in the list provided.
5. Select **Add Other** to manually enter options.

6. Click **Save**.

Create Document

1. The name of the student will auto-populate in the **Plan Contributor** section.
2. Click **Add More** if additional contributors need to be included.
3. Click **Save**.
4. The **Plan Type**, **Plan Start** and **End Dates** will populate from selections made on the ILP-D Overview page but can be edited if needed.
5. Click **Create Draft** or **Create Final**.
6. If creating a final, indicate how the parents will sign: if signing electronically in person, complete the form and click **Save**. *Note: Parent signature on finalized ILP-D is not required and that the plan can be finalized without parent signature.*
7. Click **Create Final**.

Quarterly Monitoring

The **Quarterly Monitoring Information** section is for recording general observations on a student's progress. **Recording notes for quarterly monitoring is optional.**

Exit ILP-D

1. If a student has been determined eligible for ILP-D in the **Screener and Parent Notification** section, the Exit ILP-D will appear.
2. To exit a student from his/her current ILP-D, enter the **Date of Decision** and **Justification for Exit**.
3. Select the checkbox if the child will not generate a weighted allocation for ULN2 and **no longer meets** the Characteristics of Dyslexia criteria.
4. Once all fields are completed, select **Confirm Exit**.

Logging Out

****Always Log Out and Exit the Browser ****

1. Click the **Log Out** tab on the menu bar.
2. After you log out, close your browser.
 - Click on **File** in the upper left-hand corner of your screen and then choose *Exit*.
 - Mac users - Click the in upper left-hand corner of screen.
 - PC users - Click 'X' in upper right-hand corner of screen.

Note: If you do not log out and close your browser, anyone can access information in TN Pulse or record information under your log-in name.