

TN Pulse- ILP 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.pceducation.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 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 side of the screen.
- Due to HIPAA requirements, please use the Message Board when needing to exchange confidential information. *DO NOT use email to send us 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 **Team/Parents Tab** instructions below.
3. Choose the specific student by clicking on their blue hyperlink name.

1. 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 **Case Manager**
3. Select **ILP Team** to add more individuals to the student's ILP team

ILP Process

Home Language Survey

1. The **Home Language Survey** (HLS) allows users to add information regarding the student's languages spoken at home and outside of school
2. The Enrollment **Date** will pre-populate.
3. Use the dropdown menus to select the language(s) based on the questions provided. If the Other box is selected, a text field will display for users to manually enter a language
*Note: This section is only required if the answer to at least one of the language fields is a language other than English. Once this page is finalized with all required fields complete, this section of the ILP is marked complete and the data becomes **Read Only**. The student's compliance symbol will display as yellow and the team will have 30 days to determine eligibility.*
4. During the first 90 days of TN PULSE implementation, school teams can elect a Temporary Bypass of the HLS until they are able to enter the HLS and ILP data into the system. Check the **box provided**.
5. Select the **Plan Type** and **TISA Tier**

TISA Tiers	Description of TISA Tiers
English Learner TISA Tier I Unique Learning Need 2 (ULN 2)	Transitional Year 1 or Year 2 (T1 or T2), Indirect service (waived), or Long-Term EL (students who have completed 6 years of ESL and have entered year 7 or plus of ESL service.
English Learner TISA Tier II Unique Learning Need 4 (ULN 4)	EL receiving Direct Services who is not EL Tier 1 or EL TISA Tier III Tisa Tier II ELs are students with an overall composite proficiency above 3.0 on the WIDA ACCESS, or an EL with more than 3 years of ESL service.
English Learner TISA Tier III Unique Learning Need 5 (ULN 5)	EL receiving Direct ESL Services, with an overall composite proficiency level of 3.0 or lower on the WIDA ACCESS and 3 years or less of ESL services.

6. Click **Confirm** and the ILP compliance for the student is set to green/complete.

Screener and Initial Parent Notification

1. This section displays imported screener information based on: Listening, Speaking, Reading, and Writing. The guidelines are as follows:
 - The **first semester of Kindergarten** must only be assessed using the speaking and listening domains. If the student receives an oral composite score below 4.5 or a score below 4 in either the speaking or listening domain, the student shall be identified as an EL.
 - **Kindergarten students in their second semester** are screened using all four domains. If a student receives an oral composite score below 5 or a score below 4 in any domain, the student will be identified as an EL.
 - **The first semester of First Grade** must be screened using all four domains. If a student receives an oral composite score below 5 or a literacy composite score below 4.5, the student will be identified as an EL.
 - **During the second semester of First Grade, or at any point during grades two (2) through twelve (12)**, the student will be screened using the WIDA screener. Students who score below a 4.5 composite on the WIDA screener shall be identified as an EL.
2. Indicate if, based on the screener data, the student qualifies as an English Learner, the decision date, and click **Confirm EL Status**.
3. If users indicated that the student does not qualify, there is no need to proceed with the process. Otherwise, continue.
4. In the **Program Information** section, select which program models will be used as methods of instruction.
5. Add an ESL Service by clicking **Add Service**
6. Complete all required fields. Note: the service schedule must indicate provision totaling five days and five hours per week.
7. Click **Save**.
8. Use the checkboxes to select the scaffolds for **Listening and Speaking, Reading and Writing, or All Domains**.
9. Select **Accommodations** using the checkboxes provided. Click **Add/Edit** to add or edit an accommodation.
10. To generate the parent notification letter, click **Create Parent Notification Document** within the Documents panel.
11. Complete the fields in the modal and select **Create Draft** or **Create Final**. When creating a final document, be sure to indicate how the parent will sign.

Note: Finalizing the document will que the system to recognize the student as eligible. The compliance symbol will remain yellow for 30 days or until an ILP is created. The symbol will turn red after 30 days if an ILP has not been finalized.

ILP Overview

1. Record whether the parent/guardian accepts or declines direct ESL services. If the parent/guardian declines, the student is still eligible for indirect services.
2. Indicate the date of response and click **Confirm Response** to save
3. Add the **Start Date and Plan Type** for the ILP. *The End Date will default to 365 days following the start date.*
4. Add **Student Information** about the student experience with ESL services
 - Enter the start **Date of the 1st US School** attended by the student, **Birth Country, Parent Preferred Language**, and how many years the student has received ESL services in the state of Tennessee and the **Total Years in ESL Services** provided in Tennessee as well as other states
5. Select any **Other Area(s) of Support** the student is receiving by selecting the appropriate boxes.
6. Click **Save**.
7. Add the **Current ESL Specialist/Teacher (team lead), Parents/Guardians**, and other important people inside and outside the school district who may need to be involved in the student's ILP service plan.
8. 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. Once saved, click **Select ILP 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.

Student Assessment Information

1. **Enter Additional Assessment Scores** to manually enter appropriate student data. *Please note WIDA data will automatically populate.*
2. Use the dropdown menu to select the **instrument**.
3. Enter the date and scores for the subject areas listed.
4. Enter the **Percentile** if it is indicated as required for that assessment.
5. Click **Save and Continue**
6. Imported WIDA data will automatically populate in the WIDA section. Only these scores will populate the Growth Standard section and associated graph.

English Proficiency Levels and Goals

1. Add observation notes and create goals for the **English Proficiency Domains: Listening, Speaking, Reading, and Writing for K-3 and 4-12 ILPs, or Transition goals for T1 and T2 plans.**
2. If the student has a recent WIDA Access score, that data will pull in under **Student Score**. The corresponding current level descriptor will also populate unto ILP.
3. Click **Add Goal** to create a new student goal. The student's score, current, and next level descriptors will appear for reference and populate unto ILP.
4. Describe the **Current Performance** and add details for the **Goal**.
5. Indicate progress monitoring method and frequency.
6. The **Initial Date** and **Target Date** will automatically populate to the initial ILP
7. Click **Save**

Instructional Scaffolds

1. Check the box for each scaffold provided during classroom instruction and assignments. Selections will pre-populate from the Screener and Initial Parent Notification page.
2. If changes are needed, use the **checkboxes** to select the scaffold(s) that will be used for all domains.
3. To add more, select **Add More** and a new **Other** field will appear.

Accommodations

1. Selections will pre-populate from the Screener and Initial Parent Notification page.
2. If changes are needed, click **Add/Edit Accommodations** in the upper right-hand corner of the **Accommodation** section
3. Select **Add More** to enter the desired accommodation in the text box provided.
4. Click **Add Area(s)** to add the assessments assigned to the student

ESL Services

1. Selections will pre-populate from the Screener and Initial Parent Notification page.
2. If changes are needed, click the pencil icon in the Edit column.
3. To add a service, click Add Service.

Note: An ESL Service Time is required for each day. An error message will display if there is no service listed for one or more days.

Career Readiness

This section is for students in **grades 4-12 only**. Provide responses to the questions and click **Save** when complete.

Create ILP Annual Parent Notification Letter

1. The **Document Information** section will automatically pull-in the **Plan Type, Start Date, and End Date** from previously provided data in the **ILP Process**
2. Enter the **Date Copy was Sent to Parents**
3. Add Additional Team Members if needed
4. Once complete, select **Display Errors**
5. Once all errors are corrected, click **Save** followed by **Create Draft** or **Create Final**

Note: Finalizing the ILP will que the system to recognize the student as compliant and display the green compliance symbol.

6. During the annual review process, the annual parent notification letter is created from this page. To do this, click on **Create Annual Parent Notification Letter** in the documents panel.

Transition T1/T2

This section allows users to move the student from a K-12 ILP to a T1/T2 ILP by confirming the transition date. It also provides generation of the **Parent Notification Letter**. Once the **Date of Transition** is entered select Confirm Transition and Send Parent Notification.

Quarterly Monitoring

The **Quarterly Monitoring Information** section is for recording general observations on a student's progress.

Recording notes for quarterly monitoring is optional

1. To add observation notes for each quarter, select a **Date** and choose **Yes** or **No** to determine if the student is progressing adequately
2. select **Create Monitoring Document**
3. Users can create a **Cumulative Monitoring Document** to include observation notes from multiple quarters or select **Create Quarter 1 Monitoring Document** to only include notes from a specific quarter.
4. This document will appear on the student document page

Re-Enter ESL

The **Re-Enter ESL** tile on the **ILP Process** page allows users to re-enter a T1 or T2 student into direct ESL services by following the district's reclassification procedures below:

- a. "Each LEA shall have a written reclassification procedure to be used for exited EL Students who require re-entry into the ESL program. The


LEA shall apply its reclassification procedure if academic or non-academic interventions are unsuccessful."

b. "If a transitional student demonstrates difficulty in the general education classroom or fails to meet ILP benchmarks, academic interventions should be provided by a general classroom teacher or teacher with an ESL endorsement."

1. If a student has transitioned to T1/T2, users will need to **re-enter the student into direct ESL services**.
2. Once the student is re-entered, he/she will need a **new ILP** as the T1/T2 ILP differs from the K-12 ILP.
3. The student's **EL classification will also need to change** as they will go from T1/T2 to either L or W (based on the choice to either receive or waive services).

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.