

## Individual Learning Plan (ILP) - ChildPlus Instructions

### General Information

- Part Year and Home Based Programs complete three Individual Learning Plans per year (each assessment period).
  1. Individual Learning Plan Fall
  2. Individual Learning Plan Winter
  3. Individual Learning Plan Spring
- Full Year Center Based Programs complete four Individual Learning Plans per year (each assessment period, including Summer).
  1. Individual Learning Plan Fall
  2. Individual Learning Plan Winter
  3. Individual Learning Plan Spring
  4. Individual Learning Plan Summer
- Base ILP goals on assessment data.
- Individualize lesson plans based on ILP goal.

### Data Entry for Individual Learning Plan Event

Go to Education Tab, Events Tab. Click Add Event.

The screenshot shows the 'Education' tab selected in the top navigation bar. Below it, the 'Events' sub-tab is active. The 'Add Event' button is highlighted in green. A dropdown menu is open, showing a list of event types. The 'Individual Learning Plan' events are highlighted in yellow. A callout box points to the 'Add Event' button and the dropdown menu.

Click Add Event and select the Individual Learning Plan event you want to data enter.

Exp.	Event Type	Date	Status

Options Add Event

Add Education Event

- CB Education Home Visit
- CB Education Parent Conference
- Developmental Screening
- Education Notes
- EHS Transition Plan
- Incident and Illness Report
- Individual Learning Plan Fall
- Individual Learning Plan Spring
- Individual Learning Plan Summer
- Individual Learning Plan Winter
- Kindergarten Transition Plan
- Social Emotional Screening

Cancel

Create event by entering:

- Event Date: Date ILP completed.
- Status: Select In Process for the active ILP. When you close the ILP event, change status to Completed.
- Agency Worker: Enter your name if not auto-filled.
- Closed Date: When you create the ILP event for the next assessment period, make sure to enter a closed date for previous ILP event (or date ILP goal met if prior to end of assessment period) and change status to Completed.

**Note:** If a goal is achieved quickly (within 2 weeks), Add Action to document, close the ILP and open a new one for the same assessment period. Under Family Check In, document why there is an “extra” ILP for that assessment period.

Scroll down to data enter the ILP form:

- Family Check In – Update: Document in Notes what the family shares about the prior goal and any follow up.
- IFSP or IEP?: Select Yes or No. Do not leave blank.
- Summary of IFSP/IEP goal, parent feedback on progress: If child has an IFSP or IEP, summarize goal and progress.
- Child Development Domains: Check one or more ELOF domains that relate to the ILP goal.
- Individual Learning Plan Goal and Activities: Document in the text boxes. Do not leave blank.
  - Goal.
  - Skills child will need to accomplish the goal.
  - Experiences and activities to support the goal in the classroom or Play & Learn Group.
  - Experiences and activities to support the goal in the home.
- When you share literacy resources with the family, check the box.

Add Actions to document follow up and progress:

- A minimum of three (3) actions are required to document follow up and progress for each ILP. Document as Communication. See samples below.

### Add Individual Learning Plan Fall



The screenshot shows a form titled "Add Individual Learning Plan Fall". It includes the following fields and callouts:

- Event Date** (with a red "PIR" label): A date picker showing "9/9/21". A callout box points to it with the text "Date ILP Completed".
- Status**: A dropdown menu currently showing "In Process". A callout box points to it with the text "Select In Process for the current/active ILP. Change to Completed when event is closed."
- Agency Worker**: A dropdown menu showing "Sandeno, Karen". A callout box points to it with the text "Enter your name if does not auto-fill."
- Closed Date**: An empty date picker. A callout box points to it with the text "Enter Closed Date at end of each assessment period or date ILP goal met if prior to end of assessment period. Change Status to Completed."

## Family Check In - Update

Document what family shares about success and progress with prior goal. Is any follow up needed to meet that goal?

Notes



Enter Family Check In-Update in this Notes area.

IFSP or IEP?

Select Yes or No.  
Do not leave blank.

Summary of IFSP/IEP goal, parent feedback on progress



Enter summary of IFSP/IEP goal and parent feedback on progress.

## Child Development Domains

- ☐ Approaches to Learning   ☐ Social Emotional   ☐ Language and Literacy   ☐ Cognition  
☐ Perceptual, Motor and Physical Development

Click box for one or more ELOF domains relevant to the goal.

## Individual Learning Plan Goal and Activities

Goal



Enter goal. Be specific. Can be the same as last ILP.

Reminder: ILP goals are based on assessment data. Individualizing on lesson plans is based on ILP goals.

Skills the child will need to accomplish the goal



Enter specific skill or sequence of skills child will need to achieve the goal.

Experiences and activities to support the goal in the Classroom or Play and Learn Groups



Enter classroom or play and learn experiences and activities that support the goal.

Experiences and activities to support the goal at home



Enter experiences and activities parents/guardians can do at home to support the goal.

Program Goal: Read to your child at least 20 minutes a day. Remember to fill out the reading log.

When shared, click the box.

- ☐ Literacy resources and activities shared with family such as library information, reading log, Motherread/Fatheread, etc.

## Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Minimum of 3 follow up actions required. See samples below.

Save and Add Another

Save

Cancel Add

## Sample of Early Head Start ILP

Event Date <sup>PIR</sup>

6/25/21

Status

Completed

Agency Worker

Healy, Maggie

Closed Date

9/30/21



### Family Check In - Update

Document what family shares about success and progress with prior goal. Is any follow up needed?

Sam is taking more steps without assistance. He is cruising around the house and is standing up by himself and walking about 10 steps.

IFSP or IEP?

Yes

Summary of IFSP/IEP goal, parent feedback on progress

Child is working with HRC and receiving services for OT one time per month in person, PT weekly in person and Speech via zoom. Speech is going really well and family is seeing child say more words.

### Child Development Domains

☒ Approaches to Learning ☐ Social Emotional ☒ Language/Literacy ☐ Cognition

☒ Perceptual/Motor/Physical Development

## Individual Learning Plan Goal and Activities

### Goal



For Sam to be able to continue to explore in his environment and become more confident in his ability to find his toys and feeding self with fork, spoons, and cups.

Reminder: ILP goals are based on assessment data. Individualizing on lesson plans is based on ILP goals.

### Skills the child will need to accomplish the goal:



Holding utensils, scooping food from plate to mouth, ability to kneel and move body to grasp toys without dropping.

### Experiences and activities to support the goal in the Classroom or Play and Learn Groups



Offer variety of toys and materials, low shelves, encourage exploration, utensils and time at table, water play, scooping and transfer

### Experiences and activities to support the goal at Home



Parent meals together using utensils, Encourage parent to sit on the floor and play with the child, play time in the bathtub

Program Goal: Read to your child at least 20 minutes a day. Remember to fill out the reading log.

☒ Literacy resources and activities shared with family such as library information, reading log, Motherread/Fatheread, etc.

### Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	8/18/21	check in text	Action Completed	Healy, Maggie
Communi...	8/05/21	practice at HV	Action Completed	Healy, Maggie
Communi...	7/12/21	progress update	Action Completed	Healy, Maggie

### Action Notes



7/12/2021 4:33 PM Maggie Healy At home visit this morning, we talked about progress on child's ability to grasp and hold. He really enjoyed the water table at last week's socialization so I encouraged mom to try bathtub play.

### Action Notes



8/5/2021 10:16 AM Maggie Healy At today's home visit, I encouraged mom to sit on the floor with us and we all played games to help grasping skills with smaller items so mom can start practicing with utensils at meal times.

### Action Notes



8/18/2021 10:19 AM Maggie Healy Texted mom today to check on how things are going. She replied that home activities are going well. She does not need any new activity ideas at this time.

## Sample of Preschool ILP

Event Date <sup>PIR</sup>

6/30/21

Status

Completed

Agency Worker

Segerman, Jennifer

Closed Date

### Family Check In - Update

Document what family shares about success and progress with prior goal. Is any follow up needed?

Spring goal was strengthening pincer grasp. Over the summer, child used sidewalk chalk to write, dry erase markers and white board. Family shared child has met this goal. No follow up needed.

IFSP or IEP?

Yes

Summary of IFSP/IEP goal, parent feedback on progress

IEP for speech. Working on beginning letter sounds and articulation. Child meets with SLP 1x per week in preschool classroom for 30 minutes. We are supporting this goal in the classroom through modeled speech, repeating sounds, singing songs, and playing rhyming games. Teacher meets with SLP to share ideas and games to work on with child in the classroom.

### Child Development Domains

☐ Approaches to Learning ☐ Social Emotional ☒ Language/Literacy ☐ Cognition

☒ Perceptual/Motor/Physical Development

## Individual Learning Plan Goal and Activities

### Goal



Family would like child to write their name, teacher suggests child focus on the first letter in their name to start. 19a, 7b.

Reminder: ILP goals are based on assessment data. Individualizing on lesson plans is based on ILP goals.

### Skills the child will need to accomplish the goal:



Practice writing straight and curved lines. Practice identifying and naming (saying sound) letter J (first letter in name).

### Experiences and activities to support the goal in the Classroom or Play and Learn Groups



Use a variety of writing tools and materials in the classroom, provide outdoor and indoor writing experiences, use sand and other sensory materials to enhance. Blank books sent home to be completed with families.

### Experiences and activities to support the goal at Home



Support writing at home by setting up writing station (Items checked out from classroom: paper, pencils, markers, white board). Point out letters in child's environment, Letter Hunt and practice writing Ready Rosie modeled moment videos.

Program Goal: Read to your child at least 20 minutes a day. Remember to fill out the reading log.

☒ Literacy resources and activities shared with family such as library information, reading log, Motherread/Fatheread, etc.

### Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	8/05/21	Check in call	Action Completed	Segerman, Jennifer
Communi...	7/16/21	Share RR video	Action Completed	Segerman, Jennifer
Communi...	7/13/21	After class check in	Action Completed	Segerman, Jennifer

### Action Notes



7/13/2021 10:30 AM Jennifer Segerman Met with family today after class to check in about goal progress. Family needed more writing ideas and materials sent home to support. Provided crayons and paper. Will look for Ready Rosie resources and literacy videos to share.

### Action Notes



7/16/2021 4:22 PM Jennifer Segerman Emailed mom Ready Rosie literacy video link.

### Action Notes

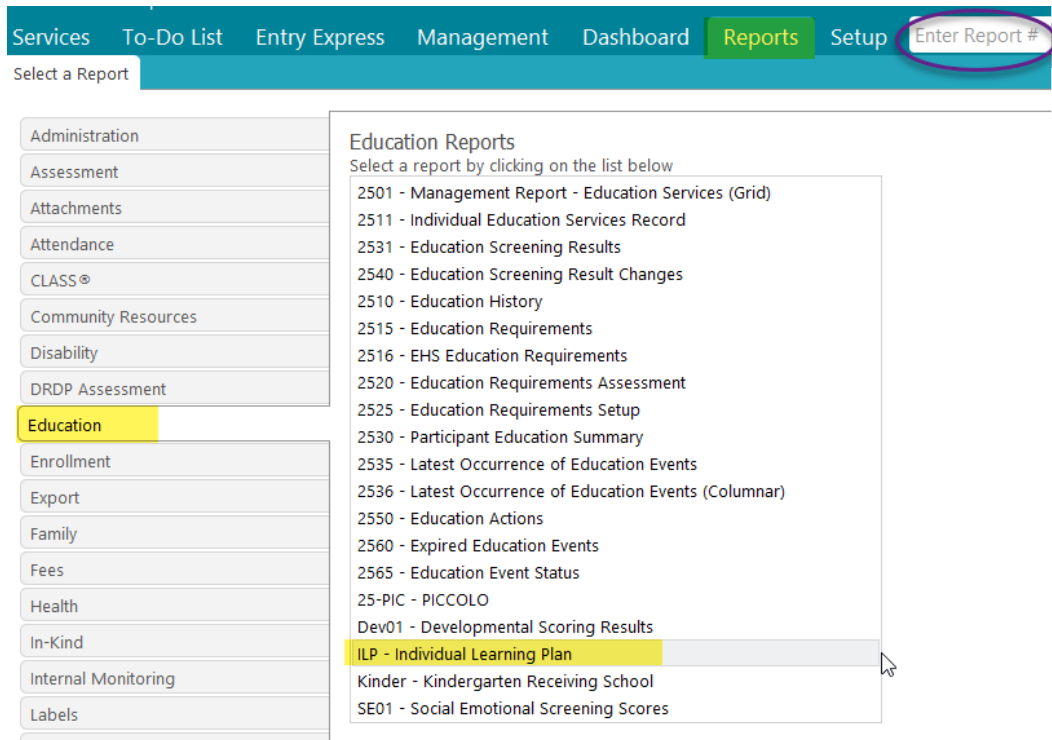


8/5/2021 4:24 PM Jennifer Segerman Phone call with mom to find out how things have been going with the writing station. Mom said child has really been enjoying have a special place for that. Mom asked for a few more supplies. I will have them available for her to pick up when she brings child to class tomorrow.

## Creating ILP Report for Parents

A report is available to print the Individual Learning Plan for parents.

Enter Report # ILP or click Reports tab – Education tab – select ILP – Individual Learning Plan.



The report set up screen will open. On the General tab:

1. Select Program Term
2. Select Classroom (classroom or caseload)
3. Check Enrolled Status
4. Set Filter Criteria
  - a. Check Event Date
  - b. Select After
  - c. Enter a filter date so the report will pull the correct ILP as you create them over the course of the year. Enter these dates to pull the most recent ILP: Fall (10/1), Winter (2/1), Spring (5/1), Summer (7/1). Adjust the date as needed.
5. If you want to select an individual child for the report, click Individuals tab and check only that child's name.
6. Preview report to make sure it is the correct one, then print.

If you have questions or need assistance, contact ChildPlus Admin. There are other options for setting filter criteria that might work better for you.



Select a Report

ILP - Individual Learning Plan

General

Custom Filters

Individuals

Print

Preview

Program Term

Head Start 2022 - 2023

Program Option

<ALL>

Group

< All Groups >

Group By Agency

Olympic ESD 114

Agency

Olympic ESD 114

Site

< All Sites >

Classroom

Esquire Hills Head Start

Responsible Staff

Don't filter by r...

Advanced Setup

Status

☐ All
☐ New
☐ Waitlisted
☐ Accepted
☒ Enrolled
☐ Dropped
☐ Drop/Wait
☐ Drop/Accept
☐ Completed
☐ Abandoned

Filter Criteria

☒ Event Date

After

10/15/22

On the General tab:

1. Select Program Term
2. Select Classroom (classroom or caseload)
3. Check Enrolled Status
4. Set Filter Criteria
  - a. Check Event Date
  - b. Select After
  - c. Enter a filter date so the report will pull the correct ILP as you create them over the course of the year. Enter these dates to pull the most recent ILP: Fall (10/1), Winter (2/1), Spring (5/1), Summer (7/1). Adjust the date as needed.
5. If you want to select an individual child for the report, click Individuals tab and check only that child's name.
6. Preview report to make sure it is the correct one, then print.

If you have questions or need assistance, contact ChildPlus Admin. There are other options for setting filter criteria that might work better for you.

Select a Report

ILP - Individual Learning Plan

General

Custom Filters

Individuals

These are the individuals that will be included on the report based on the options you have selected.

Uncheck any individuals that you do not want included on the report.

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## Individual Learning Plan

Child Name

May 25, 2022

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**Family Check In/Update**

5/25/2022 2:30 PM Kelley Roots This year Child had two school goals. In the fall we set a goal to learn to write her name. (19a) She was able to write her name by winter conference so we updated her goal to learning to count to 20. (20a) She is able to count to 11 correctly and counts to 20 but not in correct order.

**IEP or IFSP?** No**Summary of IFSP/IEP goal, parent feedback on progress**

5/25/2022 2:31 PM Kelley Roots Child has no IEP and we have completed all school screenings for the year.

**Child Development Domains**☐ Approaches to Learning☐ Social Emotional☒ Language and Literacy☒ Cognition☐ Perceptual, Motor and Physical Development**Individual Learning Plan Goal and Activities****Goal**

5/25/2022 2:31 PM Kelley Roots The first goal was set in the fall and was to write her name 19a. Her second goal this year was to learn to count to 20. (20a) She is now counting to 11 correctly and counts to 20 but not in correct order.

**Skills the child will need to accomplish the goal**

5/25/2022 2:31 PM Kelley Roots To accomplish first goal of writing her name (19a) Child needed to be able to understand that each letter has it's own shape and that each letter has it's own name. She needed to know that there are 26 letters, and that a letter name is used for a uppercase and a lowercase shape. To complete her second goal of counting to 20 (20a) Child needed to be able to make a connection between how many there are and the language we use to count, know the number words and start to recognizing small groups of items.

**Experiences and activities to support the goal in the Classroom or Play and Learn**

5/25/2022 2:31 PM Kelley Roots Shared with mom that we would continue to support Child learning goals for the last two weeks of school. We will have her write her name daily when she gets to school and have markers and paper in the room for her to write and draw with. We will be counting daily as part of your morning meeting to 20. We will play different number games and count different objects.

**Experiences and activities to support the goal at home**

5/25/2022 2:31 PM Kelley Roots We talked about helping Child count to 20 before the start of kindergarten. Mom shared that she would have her count her toes and fingers each night before bed. Gave mom to Zeno games to help support math learning. One was about counting objects up to 20. We talked about playing that game with her siblings.

**Program Goal: Read to your child at least 20 minutes a day. Remember to fill out the reading log.**

Literacy resources and activities shared with family such as library information, reading log, Motherread/Fatheread, etc.

☒ Literacy Info Provided