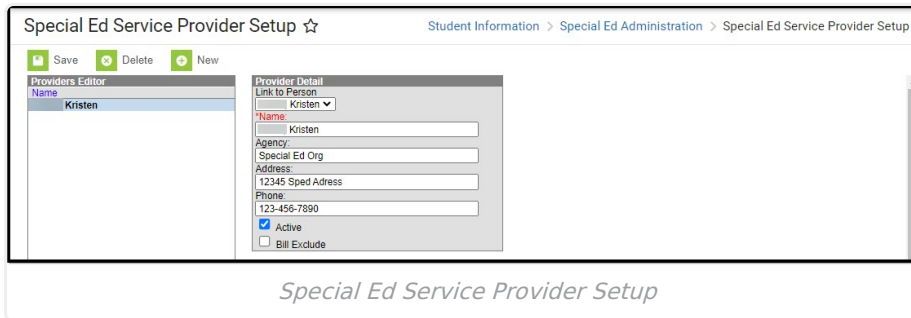


Special Ed Service Provider Setup

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Tool Search: Special Ed Service Provider Setup

The Service Providers tool lists the service providers who can provide services to students based on the needs identified in the special education [documents](#). Providers are usually the individuals providing the services, compared to [Service Positions](#), which are roles such as speech therapist or braille instructor.



The screenshot displays the 'Special Ed Service Provider Setup' tool. At the top, there are navigation links: 'Student Information > Special Ed Administration > Special Ed Service Provider Setup'. Below this is an action bar with 'Save', 'Delete', and 'New' buttons. The main area is divided into two sections: 'Providers Editor' and 'Provider Detail'. The 'Providers Editor' shows a table with one row containing the name 'Kristen'. The 'Provider Detail' section contains the following fields: 'Link to Person' (a dropdown menu with 'Kristen' selected), 'Name' (a text field with 'Kristen' entered), 'Agency' (a text field), 'Special Ed Org' (a text field), 'Address' (a text field with '12345 Sped Address' entered), and 'Phone' (a text field with '123-456-7890' entered). At the bottom of the detail section, there are two checkboxes: 'Active' (checked) and 'Bill Exclude' (unchecked).

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Existing service providers can be modified by clicking the Name of the provider in the Providers Editor, making modifications and clicking the **Save** button in the action bar. Service Providers that are active will appear in bold.

Create a New Service Provider

1. Select the **New** button in the action bar.
2. Select a name in the **Link to Person** field. Service provider records are linked to the record of the individual within Census. The individuals available in this dropdown list are those who have *Special Ed* indicated on their [District Assignments](#).
3. The individual's name will appear in the **Name** field based on their Census record. Changes can be made to the name based on how the person should be identified on IEPs.
4. Enter the name of the **Agency** with whom the provider is affiliated.
5. Enter the **Address** of the provider.
6. Enter the **Phone** number of the provider.
7. Mark the **Active** checkbox to indicate if this service provider should appear to be selected in special education documents.
8. Indicate if the provider should be **Excluded from Billing**. This field is not currently in use.
9. Click the **Save** button to save the service.

Service Providers are selected on Service Editors on Plans (Related Services, Supplemental Services, etc.) on the [Special Ed Documents](#) tool.