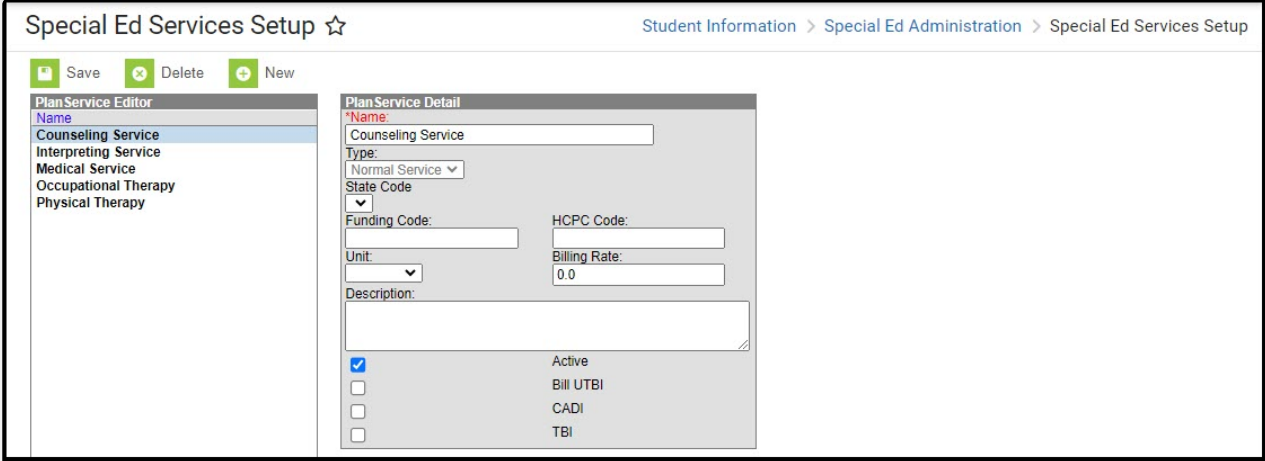


Special Ed Services Setup

Last Modified on 10/21/2024 8:19 am CDT

Tool Search: Special Ed Services Setup

The Special Ed Services tool lists the services that can be provided to students based on the needs identified in the special education [documents](#).



Special Ed Services Setup

Existing services can be modified by clicking the Name of the service in the Plan Service Editor, making modifications, and clicking the **Save** button in the action bar. Services are selected and recorded on the student's Learner Plan on the Services editor.

Create a New Service

1. Select the **New** button in the action bar.
2. Enter a unique **Name** for the service.
3. Select the **Type** of service. Based on the requirements of some states' special education documentation, this field will determine where this service will appear in the Services dropdown list in a student's special education document.
4. Select a **State Code** for the service.
5. Enter a **Funding Code** to designate how this service is paid for.
6. Enter an **HCPC Code** (Healthcare Common Procedure Code). This field is typically used for Medicare/Medicaid billing.
7. Select the **Unit** indicating service frequency. Examples include 15 minutes, daily, and per visit.
8. Enter the **Billing Rate** paid for this service.
9. Enter a **Description** of the details of this service.
10. Mark the **Active** checkbox to indicate if this service should appear to be selected in special education documents.
11. Mark other checkboxes as appropriate:
 - **UTBI**: Unrelated Taxable Business Income, used when payment for the services provided are taxes as income by the federal government.
 - **CADI**: Community Alternatives for Disabled Individuals, a government-funded program

for qualified individuals.

- **TBI:** Traumatic Brain Injury, used to identify individuals with this type of injury.

12. Click the **Save** button to save the service.
