

Special Ed Service Providers

Last Modified on 10/22/2022 9:39 am CDT

Classic Path: System Administration > Special Ed > Service Providers

Search Terms: Special Ed Service Providers

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.

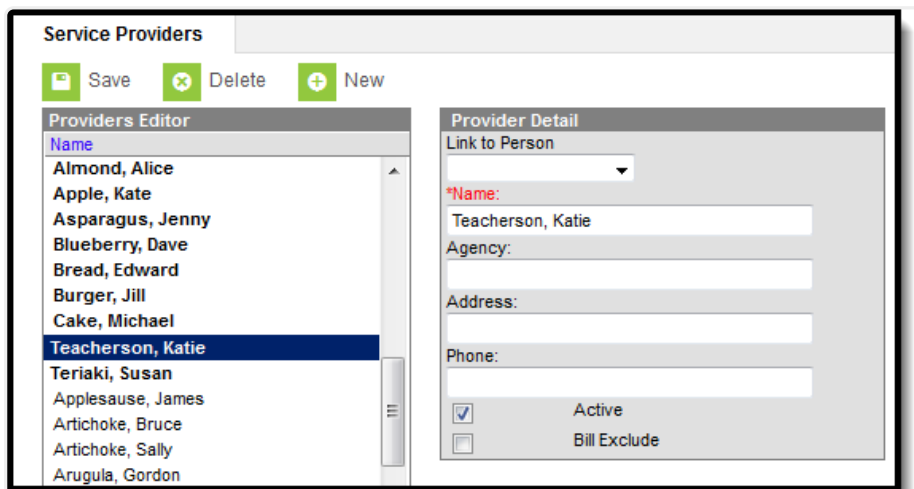


Image 1: Special Ed Service Providers

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.) This image shows an example of how service providers are used in special education documents. Documents vary by state.

The screenshot displays a software interface for managing special education documents. The 'Documents' tab is active, showing a table of services and a 'Services Editor' form. The 'Services Editor' form is highlighted with a red box, indicating the current service being edited.

Service Provided	Time	Start Date	End Date
Assistive Technology	30.0/0.0	04/16/2014	04/16/2015

Services Editor

*Service: Assistive Technology

Service Provider: **Teacherson, Katie**

Service Position: Diagnostic- Medical

Location: [Empty]

*Start Date: 04/16/2014

*End Date: 04/16/2015

ESY Service

Minutes per session: *direct 30, *indirect 0

Session frequency: *# sessions per 2, *Service Frequency week

Comments: [Empty]

Image 2: Example of Service Providers in a Special Education Document