

The 2016-17 service agency application will be open on July 8, 2016.

The link for the website is [http://csp.education.ne.gov/Special Education Main.aspx](http://csp.education.ne.gov/Special_Education_Main.aspx)

When you get to this page, you will need to either Search for Service Provider or Enter the application. Once you see this page, I would add it to your favorites. You will need to return to this page.

Let's go with going to Search for Service Provider

You will notice that this page is completely different than in the past. You can search by Provider Last Name or By Agency. Once you have selected your choice, you need to select the year you wish to search. As always, the list will only show the approved providers and agencies.

After the year is selected, the alphabet list will be highlighted. Select the letter that corresponds to your search. You will also notice that ALL is available.

Once a letter has been selected, the corresponding drop down box will be highlighted and you can now view the results by using the down arrow. If you select Search now and then scroll down, you will see a list of all approved with that corresponding last name. If you want to get more specific of a search, you can select a service code and then select search. This will redefine the search. I must remind you that this is only the approved providers and their approved service codes.

So if you want to search for an agency, you select that at the top of the page. The drop down list will be highlighted and you will be able to see all the approved agencies. You can then select search and you can get all the details of the agencies.

So if we now go back to the first page, now you select the enter application button. You will see 4 choices: New Applicant, NDE Staff- Portal, NDE Authorized User and Forgot Password.

New Applicant is for individuals or agencies that have never been assigned an NDE Allotted number (a 95 number) After you select that button, you will be asked 4 yes/ no questions and then asked for demographic information to start an application. Select the save button and then you will receive another email with your login, password and NDE allotted number.

NDE Staff- Portal is for NDE only.

NDE Authorized User is for returning applicants. This is where you need to remember your login, password and NDE allotted number. Then select the authorized user button and it will take you to the list of applications. You will need to select the most current year by selecting the view application. Then it will show that years application. In the center will be the start a new application. You will select this and it will show the previous demographic information. Make changes as needed and select save. You will need to add the correct county for your city. You will also be asked to complete the box County Served. Many were asking for this option. You can select one or more or even all counties. It will now take you directly to the 2016-17 application.

This is where things will change depending if you are an individual or and agency. Let's start with the individual. You will need to select the Service Code button. This screen will show you a drop down list of service codes. You will select the code for the service you provide. Please look at the amount list in the box. Sometimes there is a state limit amount provided and sometimes it shows 0.00. If your service code shows 0.00, you will need to provide an amount in the box. We cannot approve if there is a 0.00 amount shown. Then select apply for this rate. Once you have entered the service code(s) and amount(s) you then select exit to return to the main page of the application.

Back on the main page of the application, you will now select the certification button. You will now enter the information that is used for your license/ certificate for the service you selected. Certificate issued by- Agency name means something like NDE, DHHS. Certificate Title /Name is looking for SLP, PT, Resource, Teacher. License No. or identifier is looking for the number on your license or certificate. Certificate valid Till- Date is looking from when the license or certificate expires. You will not put anything in the certificate type or upload filename. Then select save and go back to the main page.

Once back on the main page, you are finished as the individual. You need to select the Notify NDE button and it will send me an email to start the approval process of the application. Without doing this, I cannot tell you have finished all of the steps.

Now we will take a look at the agencies that are returning to the application. You will need to select the Service Code button. This screen will show you a drop down list of service codes. You will select the code for the service you provide. Please look at the amount list in the box. Sometimes there is a state limit amount provided and sometimes it shows 0.00. If your service code shows 0.00, you will need to provide an amount in the box. We cannot approve if there is a 0.00 amount shown. Then select apply for this rate. Once you have entered the service code(s) and amount(s) you then select exit to return to the main page of the application. If you are and agency that will use the per student hourly rate page, you need to make sure that the rate amount listed here also matches the rate amount on the break out page. This is most common with ESU's and a few of the larger agencies.

You will then select the Agency Certificate button in input the occupancy permit or the fire marshals permit if services are provided in a private building. This is most common in larger agencies with a number of clients and employees. Certificate Issued by- Agency name is looking for Fire Marshal, City of Lincoln. Certificate title is looking for Fire Marshal, Occupancy Permit. License No or Identifier is looking for a number from the permit or license. Certificate Valid till- Date is looking to when you will have another review. You will not add anything to the Certificate Type or Upload boxes. Remember to select save and then return to the main page.

The next step is adding staff. There are two steps. If you are adding staff that were already list in the previous year, you can select the transfer staff button. If you are entering new staff, you will need to select the Agency Staff button. You may need to do both of these options to complete staff. Remember in order to transfer staff you will need to be in the previous year's application and then select the transfer staff button. Then just select the staff that are to be transfer to the 201 -application. When adding the new staff, select the agency staff button and complete the boxes. Phone numbers and fax

number must contain area codes. You can submit all "0" (000-000-0000) for the fax number if you do not have a fax. New this year, you must add a county. Then select save.

Return to the main page and we will be adding certificates to the application. Select the Staff Certificate's box. You will need to select the staff member who has the certificate. Center box on the top row, provider ID- Name. Use the down arrow to find the person. Then fill out the Certificate Issued by – Agency. This could be NDE, DHHS. Fill out state. Fill out Certificate Title/ Name. This could be PT, SLP, or Teacher. Then fill out License No (or) Identifier. This is found on the certificate or license. Then fill out Certificate Valid till- Date. This is when the certificate or license expires or needs to be renewed. You will not add anything to Certificate Type or Upload Name. You will then need to Save. Make sure you select the correct person with the certificate listed. Then return to the main page. This will complete the application for most individual providers and small agencies. You will need to hit the Notify NDE button to send me an email and I can start the approval process.

There is one more section to look at but it very specific to agency that are using the per student rates. This is found under the Annual Reports button. Hourly Program Rate and Per Student Program rates are for agencies and ESU that are creating rates rather than using the provisionally approved rates listed with the service codes. The biggest question is that you must first select the rate from the Service Code button before it will show up on this page. The rates also need to match so be careful and do your figuring before entering to make sure they match. Once you have complete the buttons on this page, return to the main page and then select Notify NDE so I can start the approval process.

As with everything, there will be exceptions and issues may arise. Please remember to call or email me or Leslie Galloway with concerns or questions.