

Educational Service Unit Application

This application is completed by NDE Authorized Educational Service Units that have an educational classroom for students in their facility and provide services to students on a one-to-one basis, whether in the classroom or otherwise. Completing this application will create a per student hourly rate for the classroom and establish a services rate for one-to-one services that are charged to a Nebraska school district.

Your login information is last year's contact person for the application:

Login Name: First Name.Last Name

Password is Password.

Please log into the application.

Click on the blue button on the left-hand side of the screen titled 20XX-20XX Application button.

Complete the screen that now shows on the screen.

Contact Information Verification Page

The page seen is the Contact Information page.

Verify the contact information

Add a phone number to the information.

Select the counties in which you will provide services.

Click on the box below "Counties Served"

Scroll to locate specific counties and click on the county to select it. You may select as many as needed.

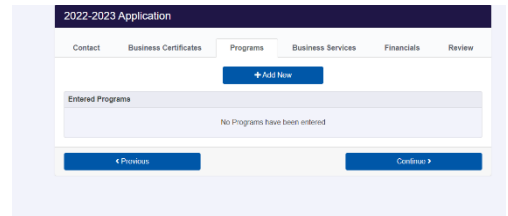
Click on Save & Continue at the bottom of the page.

A screenshot of the "2022-2023 Application" contact information verification page. The page has a white background with a dark blue header. The form is titled "Contact" and includes the following fields: "First Name" and "Last Name" (both with "Vlast" in the input box), "Email" (with "vlast@nebraska.org" in the input box), and "Phone". Below these is the "Address" section with "123 MAIN" in the input box and "Address 2 (Optional) (Optional)" below it. The "City" field contains "Grand Island", the "State" dropdown is set to "Nebraska", and the "Zip" field contains "68002". At the bottom, there is a "Counties Served" section with an empty input box and a blue "Save & Continue" button.

BUSINESS CERTIFICATES Tab

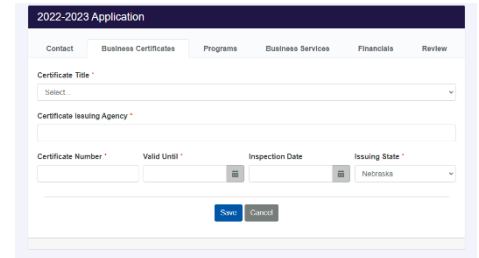
For ESUs that have programs within their buildings, enter a scanned copy of the certificate of the occupancy and Fire Marshal Inspections certificates.

Click on +Add New



Certificate Title

Click on select to select the certificate type.



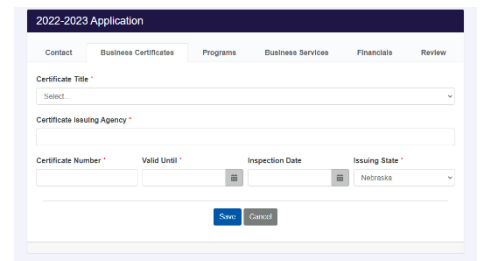
Type in the remaining information boxes on the screen. If there is not a certificate number, please enter 0

You will no see an upload section at the bottom of the page.

Click on Browse

Locate the file,

Click on Upload.

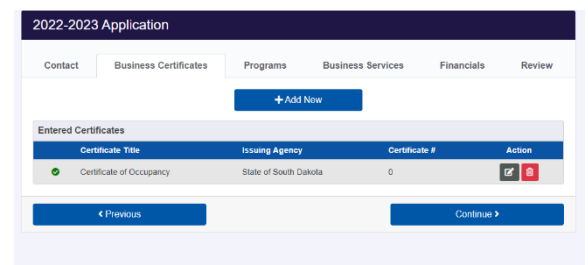


You should now see your file name on the screen along with the size of the file and a red Delete button.

Click Save and Close.

You will now see your entered certificates.

Repeat for multiple certificates.



Certificate Title	Issuing Agency	Certificate #	Action
Certificate of Occupancy	State of South Dakota	0	<input checked="" type="checkbox"/> <input type="checkbox"/>

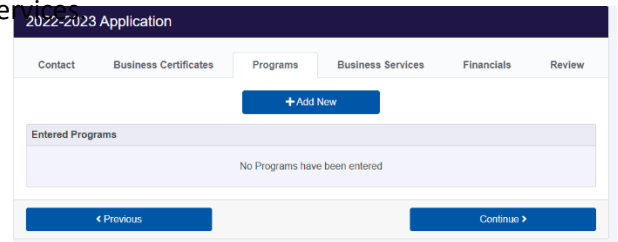
Click on Programs tab.

PROGRAMS Tab

If you are an ESU that does not provide programs, continue to Section 4.2.2

To add programs to the application.

Click on Add New button



Click on +Add New to complete the fields on the page.

Type in your Program Title name

Click on Program Type –

Select the appropriate type of classroom that best describes your classroom

Click on Service Code

Select the corresponding service code

Click on Below Age 5

Select the appropriate age for students in your classroom

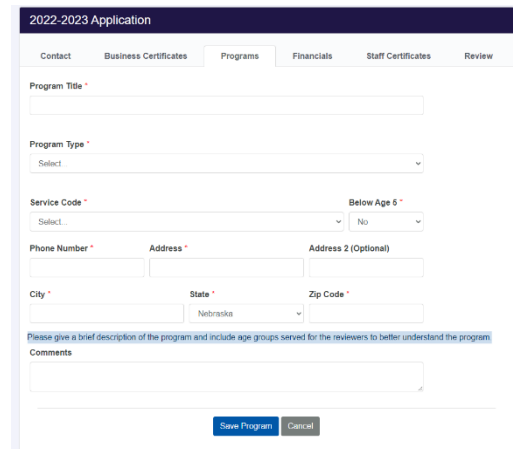
Enter the address of the program.

In the Comments section, please provide a brief explanation of the program.

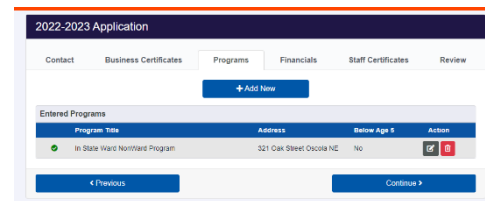
Click “Save Program”

A green dot will appear next to the Program Title on this page.

Repeat these steps for each program



When all programs have been entered, click on Continue.

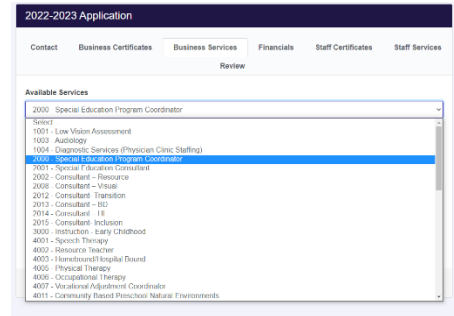


BUSINESS SERVICES Tab

To Add Business Services

Click on the box below Available Services

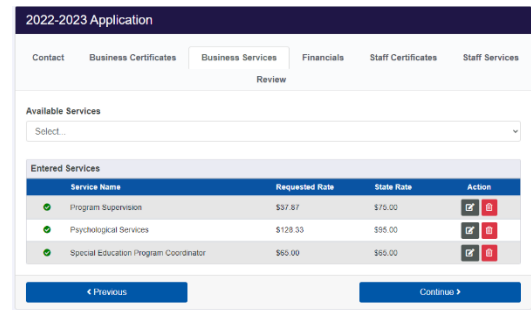
Select the service to be provided.



Enter an amount next to the Requested Rate.

Click on Save

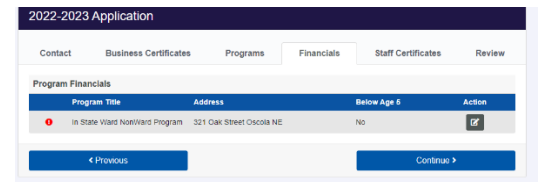
Repeat these steps until all services have been selected.



Note-You will complete financials for all rates that exceed the state rate.

Click on Continue to the next step of the application.

Please note the green dot to the left of the program is now red. A financial form will need to be completed for each program to develop a per student hourly rate.



FINANCIALS Tab

Adding Financials to the Application

The financial form has not changed from previous years as far as the information that is being requested. Please enter the information as indicated on the page.

*For service rates, the amount entered on the previous page should align to the number at the bottom of the calculated hourly rate.

After you have worked your way to the bottom of the screen, click on "Save Financial".

New this year and moving forward, programs will additional documentation other than just the financials. Please include The Class Schedule and Curriculum. After uploading the required documentation, click on Save and Close.

Repeat the steps for each Program listed on the Financials Page. Once completed, green dots will appear next to the Program Title. Click on Continue.

To add classroom and other related services staff to the classroom, continue to the next page.

REVIEW Tab

Reviewing the application.

The Review page covers everything that was entered into the application. If there is a red dot by any item, it must be addressed before the application may be submitted.

Scroll to the bottom of the page.

Under Consistency Check,

If you see the words: “Your application is ready to submit.”

Click on Submit Application.

2022-2023 Application

Contact Business Certificates Programs Financials Staff Certificates Review

Contact Info

Wood Street
123 Main
Grand Island, NE 68807
123 456 7890
wood@nshs.org

Counties Served
All Counties

Business Certificates
No Certificates Entered

Programs
No Programs Entered

Financials
No Financials Entered

Staff Certificates
No Certificates Entered

A submitted application does not mean the provider is automatically approved. NDE Service Agency staff will still need to review the application. Once reviewed, you will receive an email. The email will let you know the status of the application, along with approved services and rates.

If at any time you need to add services after the initial approval, you may log back into the system to make changes. No changes may be made when an application is in submitted status.

The login created for this application will be your login moving forward.