

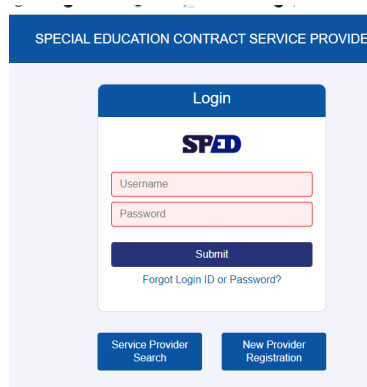
Service Provider Instruction Manual

The Service Provider Application process is for licensed or certificated contracted individuals or agencies to receive an approved rate for their services to students on IEP's, so that Nebraska school districts may use their IDEA funds to pay for such service. If you are not licensed or certificated, a school district may not use their IDEA Funds may not be used to pay for your services.

In the case of a child being placed in your facility by the Nebraska Court System, this application must be completed to create a per hourly rate for the educational costs to be reimbursed by the Nebraska Department of Health and Human Services.

In all cases, the Nebraska Department of Education, Office of Special Education only approves the rates. All contracts are between the provider and the Nebraska School District or Department of Health and Human Services.

For 2022-2023 All providers must click on New Provider Registration button located in the lower right-hand corner of the screen.



The screenshot shows a web interface for 'SPECIAL EDUCATION CONTRACT SERVICE PROVIDER'. At the top is a blue header with the text 'SPECIAL EDUCATION CONTRACT SERVICE PROVIDER'. Below the header is a white login box with a blue 'Login' button at the top. Inside the box is the 'SPED' logo, followed by 'Username' and 'Password' input fields, a blue 'Submit' button, and a link that says 'Forgot Login ID or Password?'. Below the login box are two blue buttons: 'Service Provider Search' on the left and 'New Provider Registration' on the right.

There are a series of questions that must be answered to determine what type of application a provider needs to complete.

Question 1: Are you providing services to Nebraska Students?

The answer here should be "Yes" All providers must be providing services to Nebraska students on Individual Education Plans (IEP's) or Nebraska families on (Individual Family Service Plans (IFSP's)

Question 2: Are you an ESU?

The answer for you should be "No". ESU's are assigned their own login through another process. Technically, that should read: "Are you registering a Nebraska Educational Service Unit (ESU) as identified by the Nebraska Board of Education.

Question 3: Are you an Agency Provider or an Individual Service Provider?

Agency Providers have two or more employees providing services to students on IEP's

Individual Providers one employee providing services to students on IEP's. *If you are billing as a LLC, you are still considered an individual service provider in this application.*

Individual:

Question : Do you have licensure/certificate issued by the State of Nebraska or a National Board Certification?

The Application process is for licensed or certificated staff to be approved to provide services to students on IEP's, so that school districts may use their IDEA funds to pay for such services. If you are not licensed or certificated, a school district may not use their IDEA Funds may not be used to pay for your services.

If you answered yes, you will now create your user profile. You will then use this profile to log into the application again to complete the application.

Agency: For the purposes of this application, there are four different types of applications. They are defined here.

Ward/Non Ward Agencies – Ward/Non Ward agencies who need a rate to be approved for reimbursement through the Nebraska Department of Health and Human Services for students who are placed at the facility by the State of Nebraska court system.

Paraprofessional Services – Agency that provides IDEA allowable paraprofessional services to a school district.

One to One Services: An agency that has staff (such as occupational therapists, speech language pathologists, physical therapists) that provide 1:1 related services either in a classroom or on a one to one basis outside of the classroom.

Classroom Agency: An Agency that has a classroom in their facility that provides special education instructional services to the classroom as a whole.

Agency Question 1: Are you providing services to students who have been directed to use your services through the State of Nebraska court system as a ward of the Court or Nebraska Department of Health and Human Services Ward of the State?

If you answered "Yes "

The next question is: Is the facility located in Nebraska?

Regardless of the answer, you will now create your user profile. You will then use this profile to log into the application again to complete the application.

If you answered No to the ward/non ward question continue on to the next question.

Agency Question #2: Are you **only** providing para professional services?

*(Answer “Yes” to this question if this is the **ONLY** services your agency provides to school districts. If you provide other services as well, please answer this question “No”)*

If you answered Yes

You will now create your user profile. You will then use this profile to log into the application again to complete the application.

If you answered “No” to the paraprofessional services continue on to the next question

Agency Question #3 “What kind of setting will you be providing your services in?”

Remember:

Classroom Services – The classroom is a part of your agency in which you provide staffing, educational materials, etc.

One to One Services – You (or members of your staff) provide related services such as occupational therapy, physical therapy, speech language therapies to students as a part of their Individual Education Plan

IF you select Classroom

Question: Is the entity approved or accredited by the State Board of Education as a Rule 10, Rule 10 Non-public, Rule 14, or Rule 18?

If you selected “Yes”, please select your “school” name in the drop down box. This list of Rule 10, 14, and 18 school districts is current as of 5/1/2022.

You will now create your user profile. You will then use this profile to log into the application again to complete the application.

If you answered “No” to the Rule school question continue on to the next question.

Question: Do you have a contract to provide services with a school district (or will be entering into a contract upon approval) within the district boundaries?

If you selected “Yes”,

Question: Is the Facility located in the State of Nebraska

Regardless of the answer, you will now create your user profile. You will then use this profile to log into the application again to complete the application.

If you selected “No”

There is no need to complete an application at this time. This application is for contracted services to Nebraska school districts.

One to One Agency:

If you select One to One

You will now create your user profile. You will then use this profile to log into the application again to complete the application.

Both Classroom and One to One Services Agency

Question: Is the Facility located in the State of Nebraska

Regardless of the answer, you will now create your user profile. You will then use this profile to log into the application again to complete the application.