

LEA Staff: Setting up a Medicaid Supervisor Relationship in PSSP

Set up Staff Needing Supervision

PSSP Homepage: Click **Search** tab and select your **Staff** whom you know have a limited license.

On the main staff profile page, scroll down to **“Role Field for Service Capture Only”** and select the staff’s profession.

Note: Select the Limited License option ... w/LL
 ***For a Speech Path with a Limited License, you must select Speech Language Assistant.

Check the box titled **Requires Supervision?**

Main	
ID	SAMPLESAMPLE
First Name	Sample
Middle Name	
Last Name	Sample
Credentials	
Position	Special Education Teacher
Works At	Creekside Intermediate School
Alternate Works At	L1 Dexter High School
	L2
	L3
	L4
	L5
	L6
Work Telephone Number	
Work Email	
Operating/Employing District	
Service Capture Staff Information	
Role field for Service Capture Only	
Requires Supervision?	<input checked="" type="checkbox"/>
Teacher Assigned to Paraprofessional	

To add the Supervisor’s name, scroll down to:

Service Capture Staff Information

In the field titled **Supervisor**, click on [lookup](#) to search for and select the person doing the supervision.
 Then click **Accept Changes**

Important:
 The **Requires Supervision?** box must be checked or the Supervisor’s name will not save.

Main	
ID*	SAMPLESAMPLE
First Name*	Sample
Middle Name	
Last Name*	Sample
Credentials	
Position	Special Education Teacher
Works At*	04609 (Creekside Intermedia) (ID) lookup
Alternate Works At	L1 00913 (Dexter High School) (ID) lookup
	L2 (ID) lookup
	L3 (ID) lookup
	L4 (ID) lookup
	L5 (ID) lookup
	L6 (ID) lookup
Work Telephone Number	
Work Email	
Operating/Employing District	(ID) lookup
Service Capture Staff Information	
Role field for Service Capture Only	Physical Therapist
Requires Supervision?	<input checked="" type="checkbox"/>
Supervisor	ELAINESCHAUDER (Elaine) (ID) lookup
Supervisor	(ID) lookup
Teacher Assigned to Paraprofessional	

Set up Supervisor

PSSP Homepage: Click **Search** tab and select your **Staff** whom you know will be doing supervision.

Click the Edit tab.

On the Supervisor's profile page, make sure the Supervisor has a **Works At** or **Alternate Works At** location that matches the student's **Attending School**

See screenshot →

Supervisor Profile

Works At	Creekside Intermediate School
L1	Wylie Elementary School
L2	
L3	
Alternate Works At	
L4	
L5	
L6	

Student Enrollment Information

Grade	Third grade
District Enrollment Start Date	12/07/2009
District Status	Expected to continue in the same school district
Residency	All other resident students
District Enrollment Exit Date	
Resident County	
Resident School District	Dexter
Attending School District	Dexter
Attending School	Wylie Elementary School

IMPORTANT!

This next step allows the Supervisor to see all required records needing approval.


Click **Security** tab just below Supervisor's name.

Click **Edit Security**.


Scroll down and check the box for the **Medicaid Coordinators Security Group**.

Click **Accept** tab.

Search > Elaine Schauder (ELAINESCHAUDER)

Profile Documents Events **Security** 

Edit Security  **Sign In as This User** **Print**

Medicaid Coordinators 
• System-wide administrators can manage membership.