

Approving Service Records for Limited Licensed Staff in PSSE (Tienet)

Supervisor Log in

1. Supervisor logs in to PSSE.
On the Home Page, far right, select the Attending School from **Your Current Location** dropdown.

Note: If you work at only one location, go to Step 2.

Alternatively, you can select the location while in the report. Click the **Organizational Location Filter** dropdown

Special Education Search Curriculum

My Home Page

Your Current Location: High Point School

Organizational Location Filter: (None)

2. From the Home Page, Click:
- Reporting
 - Standard Reports
 - **Supervisory Approval**
 - [WISD] My Summary Report: Records Needing Approval

Click **Service Date Time** and Select \geq (greater/equals). Put in date you want to start approving Service Records and Click Okay

Special Education Search Curriculum Communication Reporting Administration Service Capture

My Home Page Standard Reports

Service Date Time	Service	Session Size	Service Type Code	Service
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Filter: \geq (greater/equals)

OK Cancel

3. Review the report.

There are 3 options for approving Service Records:

OPTION A: Individually

Click the Profile icon to the left of ID

Then click **Edit**

Check the box: ***This service was supervised and is approved for billing***

Click **Accept Changes**

Navigate back to **Report** (upper left) to go to the next Record

[WISD] My Summary Report (Records Needing Approval)

ID	Student	Staff	Service Date Time	Service	Session Size	Service Type Code	Service Type	Progress Report	Areas Covered	Provider Notes
 12751			11/07/2016, 02:30 PM	320	1	96101	Psychological Testing - IEP/FSP related [96101]	Not Applicable	Testing/Evaluation	Initial comprehensive evaluation. Cognitive, academic testing, IEP development. Eligibility is SLD.

Service Form   Edit  Add Service Record  Print

Service Record

Areas Covered/Assessed:

Counseling	▼	(If Other Specify):	<input type="text"/>
(none)	▼	(If Other Specify):	<input type="text"/>
(none)	▼	(If Other Specify):	<input type="text"/>


Has this service been completed?

This service was supervised and is approved for billing

Void Service

* Be sure to enter these key fields.

Accept Changes Cancel Editing

 **Report** Josephine AAASample (1) > Service Records **Service Record**

OPTION B: Mass Approve

Click the **More** dropdown arrow.

Select **Apply Bulk Operation**.

Check off all of the individual Service Records you wish to approve.

Apply Bulk Operation (Select Operation)

Click Set Admin Complete

Click the tab **Apply to Service Records Checked Below**

Organizational Location Filter:

Subscribe

Refresh

Download

Print

More...

[WISD] My Summary Report (Records Needing Approval)

<input type="checkbox"/>	ID	Last Name	First Name
<input checked="" type="checkbox"/>	1	AAASample	Josephine

Standard Reports > [WISD] My Summary Report: Records Needing Approval

Organizational Location Filter:

Subscribe

Refresh

Download

Print

More...

Apply Bulk Operation (Select Operation...)

Send Message with Report

Apply Bulk Operation

View Audit Log

Apply to Service Records Checked Below

Apply to All Service Records in Report

OPTION C: Mass Approve All

Click the **More** dropdown arrow.

Select **Apply Bulk Operation**

Apply Bulk Operation (Select Operation)

Click Set Admin Complete

Click the tab **Apply to All Service Records in Report**

Organizational Location Filter:

Subscribe

Refresh

Download

Print

More...

[WISD] My Summary Report (Records Needing Approval)

Organizational Location Filter:

Subscribe

Refresh

Download

Print

More...

Apply Bulk Operation (Select Operation...)

Send Message with Report

Apply Bulk Operation

View Audit Log

Apply to Service Records Checked Below

Apply to All Service Records in Report