

PSSE: *Setting up a Medicaid Supervisor Relationship*

Set up Staff Needing Supervision

1. Go to Search/Staff

Search for staff needing supervision

On Main staff profile:
For **“Role Field for Service Capture Only”**, click the staff’s profession.

Note: If staff has a limited license, select the Limited License option. For a Speech Path with a Limited License, you must select Speech Language Assistant.

Check the box for **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	

2. On Main staff profile, in the first Supervisor field, enter the staff ID of the person doing the supervision. Accept changes.

Important!

The ID must match exactly. For this reason, please click on the [lookup](#) link to add staff, rather than typing in a name.

(Note – the Supervisor field will only be visible if the **“Requires Supervision”** box is checked.)

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

1. Go to Search/Staff

Search for supervising staff

On the Main staff profile, make sure the supervisor has a **Works At** or **Alternate Works At** Location that matches the student's **Attending School**

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.

2. On the Security tab, select Edit Security and add the Supervisor to the **Medicaid Coordinators** Security Group

Search Elaine Schauder (ELAINESCHAUDER)

Profile Documents Events Security

Edit Security Sign In as This User Print

- Medicaid Coordinators**
 - System-wide administrators can manage membership.