

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

The screenshot shows the top navigation bar of the PSSE system. On the left, there is a 'Special Education' logo with a magnifying glass icon labeled 'Search' and a document icon labeled 'Curriculum'. Below this is the text 'My Home Page'. On the right, there is a dark blue header area with a white dropdown menu labeled 'Your Current Location:' containing the text 'High Point School'. Below the header, there is a white box with the text 'Organizational Location Filter:' followed by a dropdown arrow and the text '(None)'.

2. From the Home Page, click

- Reporting
- Standard Reports
- **Supervisory Approval**
- [\[WISD\] My Summary Report: Records Needing Approval](#)

The screenshot shows the navigation menu on the PSSE Home Page. The menu items are 'Assessment', 'Communication', 'Reporting', and 'Administration'. The 'Reporting' item is circled in red. Below the 'Reporting' item, there are two sub-items: 'Standard Reports' and 'Advanced Reports'. Below the navigation menu, there is a 'What's New?' section. Underneath, there is a section titled 'Supervisory Approval' with a dropdown arrow, and below that, a link with a document icon: '[\[WISD\] My Summary Report: Records Needing Approval](#)'.

3. Review the report.
There are 3 options for approving Service Records

OPTION A: Individually

Click the Profile icon to the left of ID and click **Edit**



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

Click **Accept Changes**

Navigate back to **Report** (upper left)

[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/IFSP 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"/>

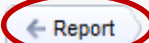
Has this service been completed?

This service was supervised and is approved for billing

Void Service

* Be sure to enter these key fields.

Accept Changes

 **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.

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

Organizational Location Filter: ▼ [\(None\)](#)

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[WISD] My Summary Report (Records Needing Approval)

Send Message with Report

Apply Bulk Operation 

View Audit Log

<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: ▼ [\(None\)](#)

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Print

More... ▼

Apply Bulk Operation (Select Operation...)

 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**

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

Organizational Location Filter: ▼ [\(None\)](#)

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[WISD] My Summary Report (Records Needing Approval)

Send Message with Report

Apply Bulk Operation 

View Audit Log

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

Organizational Location Filter: ▼ [\(None\)](#)

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Apply Bulk Operation (Select Operation...)

 Apply to Service Records Checked Below

Apply to All Service Records in Report