

## **Instructions for pre-ETS documentation forms**

**NOTE: These forms are to be used on a temporary basis until the pre-ETS web portal is complete, at which time, this information will be entered directly into the pre-ETS web portal.**

### **Pre-ETS Consumer Intake Packet:**

1. The Pre-ETS Consumer Intake Packet should be completed at any time prior to beginning pre-ETS services (either individual or group) with any consumer.
2. The intake date is the date the packet is completed.
3. Please fill out the form in its entirety.
4. If a student does not wish to identify his/her Social Security number, please mark this section "NA".
5. Race and ethnicity are required fields for federal reporting.
6. Please note whether a student has an IEP or a 504 plan and forward a copy of the plan to the email address listed below.
7. If a student has neither an IEP nor a 504 plan, please indicate the source of disability documentation and forward the documentation to the email address listed below.
8. Once complete, please forward this form to [fssa.pre-ets@fssa.in.gov](mailto:fssa.pre-ets@fssa.in.gov) along with disability documentation (e.g., IEP, 504 plan, other).

### **Pre-ETS Service Report – Consumer**

1. The Pre-ETS Service Report – Consumer should be completed each time a student completes an individual pre-ETS service.
2. This form may be used to verify billing, but should not be considered an invoice. Invoicing will be done via claim voucher.
3. If a student does not wish to identify his/her Social Security number, please mark this section "NA".
4. Please note the specific service category received.
5. If more than one category was provided on a specific date, please check all that apply.
6. Actual billable time in total minutes per individual service category should be noted.
7. For purposes of monthly billing, the total number of minutes billed per consumer, per category, per month shall be added, and any fraction of the total that is 15 minutes or more may be rounded up to the nearest one-half hour total.
8. Please note the specific activities completed per each service category on this particular service date.

9. If a student has completed all pre-ETS services (i.e., if pre-ETS services have ended/will no longer be provided for this consumer due to graduation, no further services required, moving out of state, etc.) please indicate the date on which the last service was completed and the reason that services will no longer be provided.
10. Please submit these completed forms on a monthly basis to [fssa.pre-ets@fssa.in.gov](mailto:fssa.pre-ets@fssa.in.gov)

**Pre-ETS Service Report – Group Session**

1. The Pre-ETS Service Report – Group Session should be completed each time a pre-ETS group service session is completed.
2. This form may be used to verify billing, but should not be considered an invoice. Invoicing will be done via claim voucher.
3. If a student does not wish to identify his/her Social Security number, please mark this section “NA”.
4. Please note the specific service category provided in the group session.
5. If more than one category was provided on a specific date, please check all that apply.
6. Actual billable time in total minutes per category should be noted.
7. For purposes of monthly billing, the total number of minutes billed per group session, per category, per month shall be added, and any fraction of the total that is 15 minutes or more may be rounded up to the nearest one-half hour total.
8. Please note the specific activities completed per each service category on this particular service date.
9. Please submit these completed forms on a monthly basis to [fssa.pre-ets@fssa.in.gov](mailto:fssa.pre-ets@fssa.in.gov).