

**Lumea™**  
**Adori™**  
**Acuity™ 504**

**District Information**

**User Guide**

MSB™ Customer Care

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[msb-services.com](http://msb-services.com)

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# District Management

## District Information

The District Information section of the District Management menu allows Administrators to input relevant District ID information, administrator information that populates on some Special Education and 504 forms, as well as contact information for key district personnel.

### *District Information Tab*

In the District Information tab of the District Information window, there are three sections:

- District Identification – District ID numbers relevant to Medicaid billing
- Adori Form Settings – information for the district contact who should display on some Special Education forms in Adori™ (if applicable)
- 504 Form Settings – information for the district contact who should display on some 504 forms in Acuity™ 504 (if applicable)

Administration	QUICKtask
<b>User Management</b>	District Information   Contact Information
<b>Caseload Management</b>	<b>District Information</b> <span>Save</span>
<b>Caseload Reports</b>	District Identification
<b>Student Management</b>	Adori Form Settings
<b>Student ID Verification</b>	504 Form Settings
<b>Student Transfers</b>	
<b>Calendar Management</b>	
<b>District Management</b>	
Add Service Provider Type	
Advance Student Grades	
Default Role Permissions	
District Information	
Personnel Management	
RMTS Participation	
Schools	
LEIE (Non-Lumea users)	
Secure Documents	
<b>Notification Management</b>	

District Identification	
State ID Number	123456
NPI	123456789
Tax ID Number	12345-12


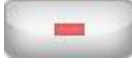
Adori Form Settings	
Administrator Name	Special Education Admin
Administrator Title	Director of Student Services
Administrator Phone	123-555-1212
Administrator Address	123 American Way Blvd., An




  

504 Form Settings	
Administrator Name	504 Admin
Administrator Title	504 Admin
Administrator Phone	123-555-1212

## Contact Information Tab

The Contact Information tab is the place to keep MSB informed of new or updated information for key district personnel.

- New contacts may be added by using the  icon
- Existing contacts may be updated directly in the Contact Information tab
- Existing contacts may be deleted using the  icon
- MSB will be automatically notified of additions or updates so there is no need to contact us about changes

Administration <i>QUICKTask</i>		 	
<b>User Management</b> <span style="color: red; font-weight: bold;">4</span>	District Information	Contact Information	
<b>Caseload Management</b>	<b>District Contact Information 10253</b> 		
<b>Caseload Reports</b>	SPED Director: : Director ...	<b>SPED Director: : Director Name</b>	
<b>Student Management</b>	Business Manager Business M...	<b>Contact Information</b>	
<b>Student ID Verification</b> <span style="color: red; font-weight: bold;">18</span>		Name	<input type="text" value="Director Name"/>
<b>Student Transfers</b>		Position	<input type="text" value="SPED Director"/> ▼
<b>Calendar Management</b>		Other Description:	<input type="text"/>
<b>District Management</b>		Email	<input type="text" value="director@district.com"/>
Add Service Provider Type		Phone	<input type="text" value="123.555.1212"/>
Advance Student Grades		Fax	<input type="text"/>
Default Role Permissions		<b>Contact Address</b>	
District Information		Address	<input type="text" value="123 Any St."/>
Personnel Management		City	<input type="text" value="Anywhere"/>
RMTS Participation		State	<input type="text" value="ST"/>
Schools		Zip	<input type="text" value="01234"/>
LEIE (Non-Lumea users)		<b>Business Manager Business Manager Name</b>	
Secure Documents		<b>Contact Information</b>	
<b>Notification Management</b>		Name	<input type="text" value="Business Manager Name"/>
		Position	<input type="text" value="Business Manager"/> ▼
		Other Description:	<input type="text"/>
		Email	<input type="text" value="business.mgr@district.com"/>
		Phone	<input type="text" value="123.555.1212"/>
		Fax	<input type="text"/>
		<b>Contact Address</b>	
		Address	<input type="text" value="123 Any St."/>
		City	<input type="text" value="Anywhere"/>
		State	<input type="text" value="Anywhere"/>
		Zip	<input type="text" value="01234"/>