

Lumea™
Adori™
Acuity™ 504

District Information

User Guide

EDMS Customer Care

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

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 EDMS 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
- EDMS will be automatically notified of additions or updates so there is no need to contact us about changes

Administration	QUICKTask	 	
User Management 4	District Information	Contact Information	
Caseload Management	District Contact Information 10253 		
Caseload Reports	SPED Director: : Director ...	SPED Director: : Director Name	
Student Management	Business Manager Business M...	Contact Information	
Student ID Verification 18		Name	<input type="text" value="Director Name"/>
Student Transfers		Position	<input type="text" value="SPED Director"/> ▼
Calendar Management		Other Description:	<input type="text"/>
District Management		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		Contact Address	
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)		Business Manager Business Manager Name	
Secure Documents		Contact Information	
Notification Management		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"/>
		Contact Address	
		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"/>