

User Guide for Teacher Questionnaire



Office of Disability Determinations

March 2015

Electronic Records Express (ERE): Teacher Questionnaire

Instructions for Teacher Questionnaire

This function allows school personnel to access the Teacher Questionnaire (SSA-5665-BK) on the Electronic Records Express website. School personnel will be able to download the questionnaire, complete the form and send the form via the Electronic Records Express website to the DDS using the **Send Individual Response** feature under the **Evidence Functions** heading on the Home page.

Start by logging into Electronic Records Express with your username and password. On the Electronic Records Express **Home Page**, under the **Evidence Functions** heading, select “**Teacher Questionnaire (PDF)**”. This will take you to the Teacher Questionnaire form.

The screenshot shows the Social Security Administration's Electronic Records Express (ERE) website. At the top, there is a navigation bar with "Doctor Fost | Sign Out" on the left and "Text Size | Accessibility Help" on the right. Below this is the Social Security Administration logo and the text "Social Security The Official Website of the U.S. Social Security Administration". The main heading is "Electronic Records Express (ERE)".

There are two notification boxes: "System Notices(3) - Updated: 08/19/13" with a link "Sign Up for Email/Text ERE System Notifications", and "What's New? - Updated: 03/15/2015".

The "Evidence Functions" section is highlighted with a red circle around the "Teacher Questionnaire (PDF)" link. Other links in this section include "Send Individual Response", "Send CE Report", "Send CE No Show Response", "Send Grouped Response", "Review / Submit Prepared Requests", and "Track Status of Submissions".

Other sections include "Account Functions" (Modify Your Account, Change Your Password, Manage Your Email Notifications), "Messaging Functions" (Secure Messaging), and "Payment Functions" (Submit Payment Request).

On the right side, there is a "Help & Support" section with email "EETechSupport@SSA.gov", a toll-free number "1-866-691-3061", and a "User Resources" link. A security notice at the bottom right states: "For your security, please log out and close all Internet windows when you are finished."

Selecting this link directs you to get the Teacher Questionnaire as a PDF document. The first pages of the form provide brief explanations of why SSA is requesting the completion of the form and other general information.

Since this form is an important element in the decision of whether a child qualifies for disability benefits, please be sure to read all instructions and questions carefully and complete the form in its entirety and to the best of your ability, answering all questions appropriate to the child you are evaluating.

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Step 1: Complete the Teacher Questionnaire

- Choose the **Teacher Questionnaire (PDF)** hyperlink under **Evidence Functions** from the Electronic Records Express Home website page. The **Teacher Questionnaire PDF** link will take you to the Teacher Questionnaire form as a PDF document.
- Print and complete the Teacher Questionnaire form.

Step 2: Return Teacher Questionnaire to DDS

- You should have the SSA/DDS request letter readily available to complete the processing steps.
- Follow the user instructions for **Send Individual Response** to send the completed Teacher Questionnaire to the DDS.

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How to Get Important Information about Electronic Records Express Website Availability

You may subscribe to receive ERE website availability notifications through the GovDelivery services on the Social Security Administration's Electronic Records Express internet website: [Social Security Online: Electronic Records Express](https://www.ssa.gov/ere). Please see the following website for *GovDelivery* FAQs: <https://subscriberhelp.govdelivery.com/hc/en-us>

To subscribe to the ERE website availability notification, follow these instructions:

- Click “**Sign Up for Email/Text ERE System Notifications**” on the Electronic Records Express Home Page,
- Type your email address and select **Submit**
- Confirm your email address
- Select “Send updates immediately by email.”
- Choose an optional password
- Select **Submit**
You will receive a “Success” confirmation.
- Select **Close** to exit.

****Once you have subscribed, you will receive a Subscription Acknowledgement e-mail with instructions on how to update your user profile****