

CPSE Portal

Overview for providers working for an agency

Topics

- ▶ Logging in
- ▶ Changing your password
- ▶ Your profile
- ▶ Favorites
- ▶ Caseload
- ▶ Entering Attendance/Session Notes
- ▶ Signing attendance
- ▶ Reports
- ▶ Q&A

Logging In/Forgot your password

← → ↻ <https://training.cpseportal.com> 🔑 ☆ ☰

CPSEExchange (Login)  JAMES MCGUINNESS & ASSOCIATES INC. Consultants

Home FAQ

Log In

User Name:

Password:

Remember me next time. [Log In](#)

[Forgot your password?](#)

© James McGuinness & Associates

Change Password

Home Attendance Billing Lookup Reports Maintenance Medicaid My Account Knowledge Base

Change Password

Password:

New Password:

Confirm New Password:

© James McGuinness & Associates

Your Profile Information

- ▶ License information lookup
 - ▶ <http://www.op.nysed.gov/opsearches.htm>

Profile

- ▶ My Profile is under “My Account” menu



Licenses and Certifications

[←](#) [→](#) [C](#) [f](#) [https://training.cpseportal.com/My_Account/TherapistProfile.aspx](#)


Hello, TrainingUser92 . You are currently logged in for **Oluwafolakemi Adebosipo ALFARO** (Logout)


JAMES MCGUINNESS & ASSOCIATES INC.
 Consultants

[Home](#) | [File Transfer](#) | [Attendance](#) | [Billing](#) | [Lookup](#) | [Reports](#) | [Medicaid](#) | [People](#) | [My Account](#) | [Knowledge Base](#)

My Profile

[Personal and Professional](#) | [User Information](#) | [Favorites](#) | [PIN](#)

Information in CPSE Database

Last Name:
 First Name:
 NPI:
 Signature, Title, and Credentials (e.g.: Mary Brown, CCC-SLP):

[Update](#)

Licenses / Certifications / Professions

	Description	Credential Type	#	State	NY Profession Code	From	To	Active	
PT	Physical Therapist	License	006260		062			<input checked="" type="checkbox"/>	Edit

[Add](#)

Information from NPPES NPI Registry

Click here for NPPES website | NPI: | This NPI is for an

First Name: | Organization Name:
 Last Name: | Mailing Address 1:
 Credentials: | Mailing Address 2:
 City: | State: | Zip:

Primary	Taxonomy	Type	Classification	Specialization	State	License
Y	172M00000X	Other Service Providers	Mechanotherapy		NY	006260-1

© James McGuinness & Associates

Credentials/Signature

← → ↻ 🏠 https://training.cpseportal.com/My_Account/TherapistProfile.aspx

CPSE PORTAL Hello, TrainingUser92 . You are currently logged in for **Oluwafolakemi Adebosipo ALFARO** (Logout)

JAMES & ASS
Cons

Home File Transfer Attendance Billing Lookup Reports Medicaid People My Account Knowledge Base

My Profile

Personal and Professional User Information Favorites PIN

Information in CPSE Database

Last Name

First Name

NPI

Signature, Title, and Credentials (e.g.: Mary Brown, CCC-SLP)

Licenses / Certifications / Professions

	Description	Credential Type	#	State	NY Profession Code	From	To	Ac
PT	Physical Therapist	License	006260		062			

Information from NPPES NPI Registry

Click here for NPPES website

NPI This NPI is for an

First Name Organization Name

Last Name Mailing Address 1

Credentials Mailing Address 2

City State Zip

Primary	Taxonomy	Type	Classification	Specialization	State	L
Y	172M00000X	Other Service Providers	Mechanotherapy		NY	006260-1

© James McGuinness & Associates

PINs

- ▶ Service Providers all must choose their own PIN.
- ▶ This is also done through My Profile under “My Account”
- ▶ To choose your PIN, go to the PIN tab on the profile, enter the PIN you want to use, and press “Create PIN”

My Profile

Personal and Professional Favorites  PIN 

You have not yet created a PIN. You will be unable to digitally sign attendance until you do so. Please create one now.

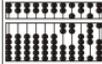
PIN Number: [Create PIN](#)

© James McGuinness & Associates

- ▶ You will then be prompted to re-enter your login password in order to confirm your identity when setting or changing the PIN.

Favorites

← → ↻ 🏠 https://training.cpseportal.com/My_Account/TherapistProfile.aspx 🔍 ☆ ☰

 Hello, TrainingUser92 . You are currently logged in for **Oluwafolakemi Adebosipo ALFARO** (Logout)  **JAMES MCGUINNESS & ASSOCIATES INC.**
Consultants

Home | File Transfer | Attendance | Billing | Lookup | Reports | Medicaid | People | My Account | Knowledge Base

My Profile

Personal and Professional | User Information | **Favorites** | PIN

Favorite ICD Codes
No favorite ICD codes found.

Favorite CPT Codes
No favorite CPT codes found.

Devel. Delay, Unspecified

Speech

My Caseload

Home File Transfer Attendance Billing Lookup Reports Medicaid

Login Successful

You have logged in successfully

My Caseload

Service Attendance

My Caseload

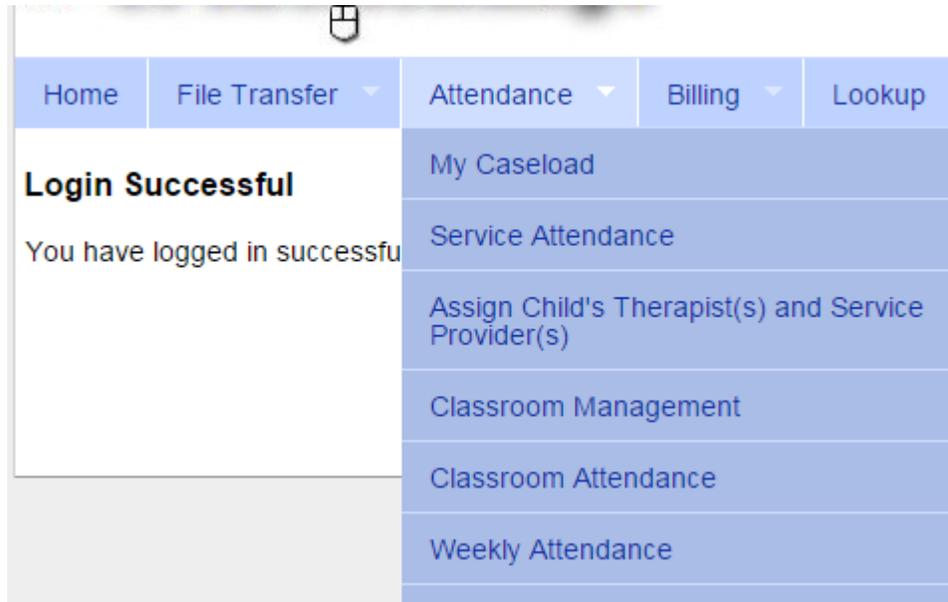
2014 - 2015 Winter

Search

ESID	Last Name	First Name	County	Provider	District	Enrollment Type	RS Type	From Date	To Date	Frequency	Individual Or Group	
RS1415W0010987	ATKINS	Sakina	SCHENECTADY	TrainingProvider100	ROTTERDAM-MOHONASEN CSD	RS	ST	2/2/2015	6/25/2015	1x30	I	Attendances
RS1415W0011238	BANK	Shays	SCHENECTADY	TrainingProvider100	SCHALMONT CSD	RS	ST	6/15/2015	6/25/2015	2x30	I	Attendances
RS1415W0010516	BIANCHINI	Nirob	SCHENECTADY	TrainingProvider100	ROTTERDAM-MOHONASEN CSD	RS	ST	9/3/2014	6/25/2015	2x30	I	Attendances
RS1415W0017483	MANNIX	Klay	Albany	TrainingProvider100	GUILDERLAND CSD	RS	ST	9/2/2014	6/19/2015	2x30	I	Attendances
RS1415W0017279	NYAHAY	Mikiala	Albany	TrainingProvider100	GUILDERLAND CSD	RS	ST	9/2/2014	6/19/2015	2x30	I	Attendances
RS1415W0017284	NYAHAY	Mikiala	Albany	TrainingProvider100	GUILDERLAND CSD	RS	COR	9/2/2014	6/19/2015	1x30 MONTHLY	I	Attendances
RS1415W0010461	SACCONI	Mahlania	SCHENECTADY	TrainingProvider100	ROTTERDAM-MOHONASEN CSD	RS	ST	9/3/2014	6/25/2015	2x30	I	Attendances

Entering Attendance/Session Notes

- ▶ Attendance/Session notes should be entered through the “Weekly Attendance” screen under the Attendance and Billing menu



Entering Attendance on Calendar

- ▶ Click on the corresponding timeslot for the session you want to enter

Weekly Attendance

Doe, Jane - SLP Jump To: 04/05/15

<< today >> **Apr 05, 2015 - Apr 11, 2015**

	Sunday Apr 05, 2015	Monday Apr 06, 2015	Tuesday Apr 07, 2015	Wednesday Apr 08, 2015	Thursday Apr 09, 2015	Friday Apr 10, 2015
8AM						
9AM						
10AM			10:15 am to 10:45 am Smith, Mark			
11AM						
12PM						
1PM						
2PM						
3PM						
4PM						

Attendance Entry

- ▶ Time In / Time Out
- ▶ Setting (Daycare, home, Preschool)
- ▶ Co-visit with Supervisor
- ▶ Diagnosis
- ▶ CPT Codes
- ▶ Make Up (and date being Made Up)
- ▶ Session Notes

New Session for Apr 7, 2015

Time In: 11:30 AM Time Out: 12:00 PM

1 x minute session(s) Setting: Not Selected

Co-Visit with Supervisor

[Child 1]

Child: Not Selected

Primary Diagnosis Code: Not Selected

[Set ICD Code as Default For This Enrollment]

CPT Codes: Lookup	Units:
<input type="text"/>	<input type="text"/>

Make Up Does Not Meet Medicaid Requirements

Session Notes:

save cancel

Digitally Sign Attendance

From Date: To Date: Enrollment: County: Provider:

<input type="checkbox"/>	Last Name	First Name	Service Date	Service Setting	CoVisit	Make Up	Start	End	CPT	ICD	Notes	<input type="button" value="Edit"/>
<input type="checkbox"/>	MANNIX	Klay	5/05/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	MANNIX	Klay	5/07/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/11/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/13/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/18/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/19/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/26/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/29/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>

By entering my pin number, I/We certify that on the dates selected, the selected children received the services noted and that documentation exists and is maintained on file verifying the delivery of said services in accordance with all relevant Federal, State and Local Laws and Regulations governing the Medicaid process.

NOTE: Credentials are REQUIRED to sign. Please verify credentials on your [profile page](#).

Name & Credentials:

NPI:

Date:

Pin:

Therapist Activity Report

Printed: 6/24/2015 4:39:15 PM
Page 2 of 69

BOTTJER, Eudasia

Date / Time	Setting	Child	ICD/CPT Codes	Notes	
09/06/13 In: 12:15PM Out: 12:45PM	Daycare	AQUILA, JOHN GARRETT CBRS1314W0011775(ST- g)	315.32 92508x1	THESE NOTES ARE FOR DEMONSTRATION PURPOSES ONLY.	Notes Entered: 10/9/2013 11:56:44 AM Notes Last Modified: 6/23/2015 6:10:10 PM Signed: 10/10/2013 DEMO CREDENTIALS Cosigned: 10/10/2013 NOT COSIGNED Meets Medicaid Requirements: N/A
09/09/13 In: 12:30PM Out: 01:00PM	Daycare	AQUILA, JOHN GARRETT CBRS1314W0011774(ST- i)	315.32 92507x1	THESE NOTES ARE FOR DEMONSTRATION PURPOSES ONLY.	Notes Entered: 10/9/2013 11:56:44 AM Notes Last Modified: 6/23/2015 6:10:10 PM Signed: 10/10/2013 DEMO CREDENTIALS Cosigned: 10/10/2013 NOT COSIGNED Meets Medicaid Requirements: N/A