

CPSE Portal

Billing Providers - Office Staff

Topics

- ▶ Submitting Documentation
- ▶ Assigning Therapists/Caseload
- ▶ Classroom Management
- ▶ Unmatched Children
- ▶ Matching Children

Submitting Documentation

- ▶ Documentation requests will be generated automatically by the CPSEPortal system
- ▶ You will be able to generate a coversheet from the CPSEPortal system and fax, upload, or mail the documentation

Assigning Therapists/Caseload

- ▶ You will search for the child who need a therapist assigned
- ▶ You will then select the appropriate enrollment
- ▶ You will then select the therapist to assign, and assign them
- ▶ This child will now show up on the therapist's caseload

Classroom Management

- ▶ First, classrooms are created
- ▶ Then, teachers and aides are assigned
- ▶ Lastly, children are assigned
- ▶ The teacher will then be able to enter classroom attendance

Unmatched Children

- ▶ If a child is not found in the system, this likely means the county has not received the STAC and has not entered them into their Preschool system
- ▶ In this situation, you will need to enter information about the child, and link it to a county child later
- ▶ You can not bill for the services provided to this child until after it has been matched

Matching Children

- ▶ Once the county received the STAC, they will enter the child into their system and upload the data to CPSEPortal
- ▶ Using a screen in CPSEPortal, you will be able to match the temporary child you entered to a child entered by the county
- ▶ You will then be able to bill