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CPSE Portal Session Notes

Topics Covered

- * Classroom Attendance
 - * Sign Classroom Attendance
- * Attendance Entry / Record
 - Recording Attendance/Treatment Logs
 - * Weekly Attendance Calendar
 - * Attendance Entry Screen
 - * Editing an Existing Attendance
 - * Group Attendance
- * Creating Defaults for Session Notes
- * Signing Attendance / Review & Sign
 - * Choosing Your PIN
- Co-Signing Session Notes

- * Un-signing Attendance / Making Corrections After Signed
 - * View Unsigned Attendances
- * Printing Logs
 - * Child Treatment Log
 - * Parent Signature Log
- * Reports
 - * View Caseload (for Service Providers)
 - Enrollment Lookup (for Agencies & Independent Providers)
- Closing



Classroom Attendance

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Classroom Attendance

- * For children in a Center Based classroom program, their presence is recorded as present or absence.
 - * There is no distinction between why they were not present.
 - * No additional information is entered (times, activities, progress, etc.).
 - * Your agency can create a school schedule that will grey out the days when school is closed.
- * However, their services Center Based Related Services (OT, PT, etc.) are recorded with detailed entries.

Entering Classroom Attendance

* Go To Attendance -> Classroom Attendance

* Click on "Attendance" to the right of the classroom.

Filter Classroo Session: 2019 - 2020 V Apyly Filter	Vinter V	Active During (Select Month & Year):						
Attendance	Class	Description	School Year	Program	# Students	# Teachers	# Aides			
Attendance	AQ - 1 AM (29:0:0)	AQ - 1 AM	2019 - 2020 Winter	9100	8	1	0	Edit Classroom	Assign Children	
Attendance	AQ - 2 (97:0:0)	AQ - 2	2019 - 2020 Winter	9160	7	1	0	Edit Classroom	Assign Children	
Attendance	AQ - 3 AM (82:0:0)	AQ - 3 AM	2019 - 2020 Winter	9165	8	2	0	Edit Classroom	Assign Children	

AttendanceCaseload IClassroom AttendanceImage: Classroom AttendanceWeekly AttendanceImage: Classroom AttendancesView Unsigned AttendancesImage: Classroom AttendancesDigital SignatureImage: Classroom Attendances

Entering Classroom Attendance

- * If a child is present single click on the day and it will be highlighted in green. Green indicates child was present for that day.
- * If the child was absent double click on the day and it will change to the color Red. Red indicates the child was absent for that day.
- * If school was closed, the date of the closure will be greyed out.

~	Current Week	>			
Enrollment	Mon 🗹	Tue 🗹	Wed 🗹	Thu 🗹	Fri 🗹
	03/07/22	03/08/22	03/09/22	03/10/22	03/11/22
1/03/22-6/24/22 (CB2122W0009637)	signed	signed	signed	signed	signed
9/02/21-6/24/22 (CB2122W0009481)	signed	signed	signed	signed	signed
9/20/21-6/24/22 (CB2122W0009461)	signed	signed	signed	signed	signed
9/02/21-6/24/22 (CB2122W0009629)	signed	signed	signed	signed	signed
					Total Sessions: 20

Signing Classroom Attendance

* Go to Attendance > Digital Signature > Sign Classroom Attendance

Attendance	Caseload N	Maintenance Lookup						
Classroom Attend	lance							
Weekly Attendand	ce							
View Unsigned A	ttendances							
Digital Signature		Sign Attendance	е					
		Review and Sig	n Attendance					
		Sign Classroom	Attendance					
		Unsign Attenda	nce					
		Unsign Classro	om Attendance					

Signing Classroom Attendance

* This screen shows the attendance you need to review/edit/sign for.

- * You can filter by a classroom, month, the county and provider.
- * Once you have selected your filter, hit "Retrieve".

Classroom:	Month:		~	Cor	unty: OCKI	: LAN[D		~	P 0	Provid J.	der:), IN	С			Re	etriev	e	5	Sign	Atte	ndan	nce							
	Child Name	1 2	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Signing Classroom Attendance

- Teachers can delete attendances but you cannot add them on this screen before your sign your attendances.
- * First, select the attendances you wish to sign for by clicking the box next to each name.
- * Once you have reviewed/edited your attendance, click on "Sign Attendance".
- * Read the agreement, enter your pin and click "I agree."

Class	room: Month: Apr 2021		~		unty: DCKL	AND			۹ ۲	rovi a J.	der:), IN	С	~		Re	triev	e		Sign	Atte	ndar	nce							
	Child Name	1 2	3	4	5	6 7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T																													



Attendance Entry / Record

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Attendance Entry/Record

For SEIT, fee for Related Services or Related Services as part of a Center Based classroom tuition program, the Attendance Entry or Attendance Record contains:

- * Child
- * Service Type
- * Individual vs. Group
- * Date of Service
- * Time In/Time Out
- * Co-Visit with Supervisor
- * Setting

* Location

- * Entry Type: Provided, Missed or Make-Up
- * ICD 10 Codes
- * CPT Codes
- * Does Not Meet Medicaid Requirements
- * Progress
- * Notes also referred to as session notes, treatment notes or treatment logs.



- * The services provided to a child in a Center Based program is called Center Based Related Services, which is commonly called CBRS.
- Even though CBRS is included within the cost of the tuition, it is imperative that
 ALL CBRS have attendance/session notes entered into the Portal.
- * These session notes are needed for the County to be able to bill Medicaid for any services provided for possible reimbursement.

Recording Attendance / Treatment Logs

- * Used for all services including:
 - * SEIT / SEIS
 - * Fee for service Related Services (OT, PT, etc)
 - Related Services that are included on the IEP for a child in a Center Based classroom program (OT, PT, etc.)
- * Go to Attendance -> Weekly Attendance



Weekly Attendance Calendar

Weekly	Attendance						
· ·		✓ Jump To: 06/04/23 Sa	ive				
<4 1	today 🔛			Jun 04, 2023 - Jun 10,	2023		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jun 04, 2023	Jun 05, 2023	Jun 06, 2023	Jun 07, 2023	Jun 08, 2023	Jun 09, 2023	Jun 10, 2023
7ам							
8 _{AM}							
9ам							
10ам				-			
44							
11AM							
12рм							
1.04							
I PM							
2рм							
Зрм							
4 РМ							

Weekly Attendance Calendar

- The drop down in the upper left (yellow highlight) shows the current therapist.
- * You can change weeks by changing the "Jump to:" date or using the navigation buttons (red arrows).
- The calendar displays the attendance entries for the current therapist.
- * To add a new entry, click the time slot corresponding to when the session was provided, and this will bring up the Attendance Entry Screen.

Weekly Atte	ndance				
HOFFMAN, K	RISTEN	Jump To: 02/28/21	Save		
<a th="" today<="" 🏦=""><th>» ()</th><th></th><th></th><th></th><th>Feb 28, 2021 - Mar 06,</th>	» ()				Feb 28, 2021 - Mar 06,
	Sunday Feb 28, 2021	Monday Mar 01, 2021		Tuesday Mar 02, 2021	Wednesday Mar 03, 2021
7ам					
8ам					
				08:45 am to 09:15 am	
9ам		09:00 am to 09:30 am DUDLEY HARDEN		JERROD BENTON	09:00 am to 09:30 am DUDLEY HARDEN
		09:30 am to 10:00 am PRUDENCE THORNTON			09:30 am to 10:00 am PRUDENCE THORNTON
10ам		10:05 am to 10:35 am FREDRICK POWERS		10:05 am to 10:35 am TAD STOVALL	10:10 am to 10:40 am FREDRICK POWERS
11 _{AM}		10:45 am to 11:15 am ERNEST FOSTER		10:45 am to 11:15 am LOWELL HOLBROOK	
		11:40 am to 12:10 pm		11:20 am to 11:50 am PAULINE PEOPLES	11:15 am to 11:45 am JERROD BENTON

Attendance Entry Screen

This screen has fields for:

- * Time In / Time Out
- * Setting / Location
- # of sessions to bill (should be 1 for most related services) SEIT may be in increments of 30 or 60 minute sessions (per IEP) (I.E. – 2x30 or 1x60)
- * Child (enrollment)
- * Entry Type
- * ICD Codes
- * CPT Codes
- * Does Not Meet Medicaid Requirements
- Progress indicator
- * Notes

New Session for Mar 13, 2023					×
Time In: 08:00 AM • Time	e Out: 08:30	AM 🗸	ſ	Not Selected	Setting:
Bill this session as: 1 x minute	session(s)				ocation:
Co-Visit with Supervisor					v station.
[Child 1]	Enrollment:				
	Not Selected			~	
	ESID	Nickname			
	Service Type	Frequency			
	Entry Type: 🗸				
	Diagnosis Coo Search by code	de(s): or description			
		CPT Codes: Il ookupl		Linits:	
	•	CF 1 Codes. [Lookup]			
	•				
	•				
	•				
	•				
	Does Not Me	eet Medicaid Requirements			
	Progress: ON0	Progress C Limited Progress	OProgress		
	Session Notes:				
	Signature: Kelly	Knowles CoSignature R	equired		
	Profession: L	icense: NPI:			

Attendance Entry – Time, Setting & Location

- * You can modify the Time In / Time Out to match exact times.
- * Choose the setting that most closely matches the setting where the service was provided.
- * Provide a description of the location I.E. : ABC Daycare or address of daycare.

New Session for Mar 5, 2021	×
Time In: 11:15 AM Time Out: 11:30 AM	Setting: Daycare
Bill this session as: 1 x30 minute session(s)	Location: Little Red Schoolhouse, Hurley, NY

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Setting & Location

- * The **"Setting"** on the session note is where the service was rendered. (School, Clinic, Other).
- * How specific do you need to be when indicating the "Setting?"
 - * The <u>setting</u> indicated on session notes should be <u>reflective of the actual location</u> in which the service was delivered. For example...
 - * Public School
 - * Private Preschool or Daycare Setting
 - * BOCES Classroom

If there is more than one location associated with the same name, then the setting must uniquely be identified in the session note.

(e.g., the <u>physical address</u> could be recorded as the specific "<u>location</u>" for the BOCES Classroom).

* Entering both the <u>Setting & Location</u> on the session note will ensure that all the required Medicaid components are entered and you won't have to un-sign the note and add it as a correction.

Attendance Entry – # of Sessions

- Enter the # of sessions / units to submit to the County.
- * In top example, this entry would be for 1-45 minute session.
- In bottom example, this would represent a 1 hour SEIT session that would be submitted as 2-30 minute sessions (this will always match the IEP).





Attendance Entry – Co-Visit

- This is for UDO/USO entries where the Supervisor is doing a co-visit with the COTA, PTA, CFY, etc.
- * This is **NOT** for indicating a covisit with a different discipline.
- When the check box is marked, a drop down of supervisors will appear to allow the user to specify who the co-visit was with.

New Session for Mar 5, 2021	×
Time In: 11:15 AM Time Out: 11:30 AM	Setting: Daycare 🗸
Bill this session as: 1 x30 minute session(s)	Location: Little Red Schoolhouse, Hurley, NY 💌

Attendance Entry – Selecting the Child / Enrollment

- The "Child" list are all enrollments assigned to you.
- * Each enrollment entry list includes:
 - * Child's Name
 - * Frequency
 - * Service Type
 - * Individual vs. Group
 - * Date range
- * Select the appropriate one
- * Warning! Be careful when selecting if there are multiple lines for a child when:
 - * You provide both therapy and service coordination.
 - * They have both individual and group enrollments.

New Session for Mar 5, 2021				×
Time In: 11:15 AM • Tim	e Out: 11:30 AM 🗸		Davcare	Setting:
Bill this session as: 1 x30 minu	ute session(s)			
Co-Visit with Supervisor		Little Red	Schoolhouse, H	lurley, NY 💌
[AYERS, ISABELL]	Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 Not Selected AYERS, ISABELL 2x30 - ST - I 09/09/20 BENTON, JERROD 3x30 - ST - I 09/09/20 DAVILA, FOSTER 2x30 - ST - I 12/08/20 FOSTER, ERNEST 2x30 - ST - I 09/08/20 HARDEN, DUDLEY 2x30 - ST - I 09/08/20 HOLBROOK, LOWELL 2x30 - ST - I 02/20 MONTALVO, ROLLAND 2x30 - ST - I 02/20 OTT, DION 2x30 - ST - I 02/20 PARSONS, JUNIOR 2x30 - ST - I 01/19	0 - 06/25/21 0 - 06/25/21 1/20 - 06/25/21 0 - 06/25/21 20 - 06/25/21 1/20 - 06/25/21 1/09/21 - 03/26/2 2/09/21 - 06/25/ 3/22/21 1/21 - 06/25/21	21 /21	
New Session for Mar 13, 2023				×
Time In: 08:00 AM V	e Out: 08:30 AM 🗸	٦	aycare	Setting:
Bill this session as: 1.00 x30 min	ute session(s)			Location:
Co-Visit with Supervisor		Little Red Scl	hoolhouse, Hurle	ey, NY 💌
[ADAM, ENRIQUE]	Enrollment:			
	ADAM, ENRIQUE 2x30 - ST - I 09/07/22	2 - 06/23/23 Da	ycare	
	Service Type ST	Frequency 2 >	< 30	

Attendance Entry – Entry Type

- This field contains 3 entry types:
 - Provided TreatmentSession
 - Missed Treatment Session
 - * Make Up Session

[AYERS, ISABELL]	Child:	
	AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21	۷
	Entry Type: Provided Treatment Session 🗸	

[AYERS, ISABELL]	Child:	
	Entry Type: Missed Treatment Session V	•

[AYERS, ISABELL]	Child:	
	AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21	
	Entry Type: Make Up Session Make Up for:	

Attendance Entry – Provided Treatment Session

- Session Notes must include "Progress" made. In addition to checking the radio buttons for No Progress, Limited Progress or Progress, the session note description should include progress for the session.
- * For example, a speech provider might enter the following note:

Session Notes: Activity Related to IEP Goals (including objectives and measures of success) and response(s) of child

was engaged and attentive throughout the session. and the clinician targeted basic concepts and responding to "wh" questions. Given picture cards, he was able to identify appropriate responses when choices were provided with 70% accuracy given moderate cues. He accurately differentiated between items that were the "same" and "different" with 70% accuracy. Therapy will continue to target expanding utterances and responding to "wh" questions.

Example of Medicaid Session Note

- * Medicaid does not allow you to use canned session notes.
- * Below is an example of a Medicaid session note from the Medicaid handbook:

Student Name: John Smith	Service Type: Speech Therapy
Date: December 10, 2015	Location: Springdale Elementary
Time in/Time out: 10:00am /10:30am	Indiv (I) Group (G) (incl # in group): I
Practitioner Name: Montho Clork	
Session Note: During this session John produce	ed initial, medial, and final /1/ with 80% accuracy in words
John is demonstrating good progress. He c	ontinues to improve his production of the /1/ in all
positions in single words.	A
Red TELTSHH	2Keng Emer. SLP 1/8/16
Practitioner's signature, title, and credentials	Dated supervising signature and credentials if UDO required

Attendance Entry – Missed Treatment Session

- * The Missed Treatment Session is used when the child or the service provider is absent.
- * Your session note should contain who was absent:
 - * The child or
 - * The therapist
- * If you know why the child was absent then write a reason why.
- * Once you choose Missed Treatment Session, the below items now populate:
 - * NOICD
 - * NOCPT
 - * The box for Does Not Meet Medicaid Requirements will be checked.

Attendance Entry – Missed Treatment Session

[ADAM, ENRIQUE]	Enrollment:	
	ADAM, ENRIQUE 2x30 - ST - I 09/07/22 - 06/23/23 Daycare	~
	ESID CBRS2223W0101481 Nickname	
	Service Type ST Frequency 2 x 30	
	Entry Type: Missed Treatment Session	
	Diagnosis Code(s):	
	NOICD	
	CPT Codes: [Lookup]	Units:
	NOCPT No CPT Code for this service	1
	Does Not Meet Medicaid Requirements	

Attendance Entry – Missed Treatment Session

- * The Missed Treatment Session will appear in red on the Weekly Attendance screen.
 - * You can have 2 children in the same time slot, as 1 is provided & 1 is missed.

Weel	/ Neekly Attendance						
Knov	wles, Kelly	✓ Jump To: 03/12/23 Sav	re				
~	✓ A today → Mar 12, 2023 - Mar 18, 2023						
	Sunday Mar 12, 2023	Monday Mar 13, 2023	Tuesday Mar 14, 2023	Wednesday Mar 15, 2023	Thursday Mar 16, 2023	Friday Mar 17, 2023	Saturday Mar 18, 2023
7 AN	n		/				
8 AN	A						
9 AN	A	09:00 am to 09:30 09:00 am to 09:30 am					
10 A	M						
11 A	M						
120							
1ZP							

Attendance Entry – Make Up Session

- * If session is a makeup:
 - Choose the Entry Type Make Up Session.
 - In the corresponding date box that appears, indicate the date of the missed session that is being made-up.
 - * If a session is made up in the same week, it is **NOT** a make-up.
 - If a session is not made up in the same week, then it should be entered as a "Make-Up" with a "Make-up for Date".

New Session for Mar 13, 2023		×
Time In: 10:00 AM • Tim	ne Out: 10:15 AM 🗸	Setting: Not Selected
Bill this session as: 0.25 x60 min	nute session(s)	Location:
Co-Visit with Supervisor		₹
[, HILLARY]	Enrollment:	
	HILLARY 1x60 MC	ONTHLY - PNT - I 01/03/23 - 06/23/23 ▼
	ESID CBRS2223W010672	21 Nickname
	Service Type PNT	Frequency 1 x 60
	Entry Type: Make Up Session	Make Up for: 03/09/2023

Attendance Entry – Diagnosis Code

- Type the start of the diagnosis code (or entire code)... pause for a second for list to fill... choose code.
- * Once chosen, the code will show in the text box highlighted in light blue.
- * To add a second code, repeat the process.





Attendance Entry – Additional Diagnosis Codes

* To add additional ICD codes:

- * Click the blank space to the right of the last diagnosis code displayed.
- * Type the new code... when the list appears... select the correct one.
- The additional codes will be displayed in the text box.

Diagnosis Code(s):					
84.0					
	-				

Diagnosis Code(s):	
F84.0 F84.5	
F84.5	
Asperger's syndrome	1

Diagnosis Code(s):	_
F84.0 F84.5	
·	

Attendance Entry – Diagnosis Favorites

- * Click the blue heart next to the Diagnosis Code(s) label.
- * A list of the diagnosis that you pre-configured as "favorites" (My Profile screen) will appear.

* Choose the appropriate diagnosis.





No ICD Code

- * If you are a provider that does not require an ICD Code, then you can enter **NOICD**.
 - * SEIT,
 - * TOD,
 - * TVI etc.....

Or a missed session will be NOICD.



ICD Codes

Billable versus Non-Billable Codes

- * Medicaid does not accept all ICD Codes for Medicaid reimbursement purposes.
- * The Portal has an ICD Code Lookup feature (Lookup -> ICD Code Lookup) where you can enter a specific ICD Code to see if the code will meet Medicaid requirements for billing.
- * The list will tell you whether the code is **OK** or if the code **Requires additional digits**.

Search Version: ICD Cod	o ICD9 🔹	ICD 10	Short description contains	Search
Version	ICD Cod	e Specific Enough	Short Description	Long Description
10	R62	Requires additional digits	Lack of expected normal physiol dev in childhood a	Lack of expected normal physiological development in childhood and adults
10	R62.0	OK	Delayed milestone in childhood	Delayed milestone in childhood
10	R62.5	Requires additional digits	Oth and unsp lack of expected normal physiol dev i	Other and unspecified lack of expected normal physiological development in childhood
10	R62.50	OK	Unsp lack of expected normal physiol dev in childh	Unspecified lack of expected normal physiological development in childhood
10	R62.51	OK	Failure to thrive (child)	Failure to thrive (child)
10	R62.52	OK	Short stature (child)	Short stature (child)
10	R62.59	OK	Oth lack of expected normal physiol development in	Other lack of expected normal physiological development in childhood
10	R62.7	OK	Adult failure to thrive	Adult failure to thrive

ICD Codes Billable versus Non-Billable

F80 – <u>Specific development disorders of</u> <u>speech and language</u> requires more specificity for reimbursement purposes.

> • **F80.0 through F80.4** shows additional digits and additional specificity so these codes are Medicaid reimbursable.

F80.8 – <u>Other developmental disorders of</u> <u>speech and language</u> **also requires more specificity** for reimbursement purposes.

• **F80.81 through F80.89** shows additional digits and additional specificity so these codes are Medicaid reimbursable.

Version	ICD Code	Specific Enough	Short Description
10	F80	Requires additional digits	Specific developmental disorders of speech and lan
10	F80.0	OK	Phonological disorder
10	F80.1	OK	Expressive language disorder
10	F80.2	OK	Mixed receptive-expressive language disorder
10	F80.4	ок	Speech and language development delay due to hear
10	F80.8	Requires additional digits	Other developmental disorders of speech and langua
10	F80.81	OK	Childhood onset fluency disorder
10	F80.82	OK	Social pragmatic communication disorder
10	F80.89	OK	Other developmental disorders of speech and langua
10	F80.9	ОК	Developmental disorder of speech and language, uns

Specific developmental disorders of speech and language F80-

Codes F80 Specific developmental disorders of speech and language F80.0 Phonological disorder F80.1 Expressive language disorder F80.2 Mixed receptive-expressive language disorder F80.4 Speech and language development delay due to hearing loss F80.8 Other developmental disorders of speech and language F80.81 Childhood onset fluency disorder F80.82 Social pragmatic communication disorder F80.89 Other developmental disorders of speech and language F80.9 Developmental disorder of speech and language

ICD Codes Non-Billable ICD Codes on Prescriptions

- * Typically, the diagnosis on a written order is determined by the ordering practitioner.
- * If the diagnosis on the written order is not specific enough (a non-billable code), there are several options for the provider to determine which billable code to enter on the session note.
 - The Service provider's education and training
 - Evaluation Reports may provide diagnostic information
 - The ordering practitioner can provide guidance
 - The provider can consult the governing agency for their discipline, or
 - The provider can reach out to SED

Attendance Entry –

CPT (Current Procedural Terminology) Codes

- * CPT Codes (Current Procedural Terminology) is a uniform language for coding medical services and procedures. Using CPT Codes increases the accuracy and efficiency of reporting medical treatments.
- * CPT codes are used to identify reimbursement rates. Claims that are submitted to Medicaid must include an appropriate CPT code.
- * CPT Codes are either **timed** or **untimed**. Timed codes require the **entry of units**, which must be indicated on the session note. (e.g., PT service (97532) is being billed for 30 minutes <u>two units</u> would need to be billed because 97532 is a 15-minute CPT code.)



* Untimed codes are used on a **one-per-session/per day** basis.
Attendance Entry – CPT Code

- * Type the CPT Code into the box.
- * The description will appear and the units will default to "1".
- * If the CPT Code is an untimed code, leave the units as "1" (top example).
- * If the CPT Code is a timed code (typically based in 15 minute units), then change the number of units (bottom example).
- * Click the blue heart next to the CPT Code(s) to create favorites.

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 CPT Codes: [Lookup]
 Units:

 • 92507
 TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL
 •

 1

CPT Codes: [Lookup]	Units:
97112 THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, EACH 15 MINUTES; NEUROMUSCULAR REEDUCATION OF MOVEMENT, BALANCE, COORDINATION, KINESTHETIC SENSE, POSTURE, AND/OR PROPRIOCEPTION FOR SITTING AND/OR STANDING ACTIVITIES	2
97110 THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, EACH 15 MINUTES; THERAPEUTIC EXERCISES TO DEVELOP STRENGTH AND ENDURANCE, RANGE OF MOTION AND FLEXIBILITY	1
•	

CPT Codes – Timed vs. Untimed

* From CPT Code list on Resources page of SED Medicaid in Education site (http://www.oms.nysed.gov/medicaid/resources/)

CPT codes are either timed or untimed. Timed codes require the entry of units. When the practitioner chooses a code, the number of units must also be indicated. For example, if the physical therapist provided a service (CPT code 97140), and the session lasted 30 minutes, two units would be billed. Untimed codes are used on a one-per-session/per day basis. With one exception, providers should not report more than one physical medicine and rehabilitation therapy service for the same 15 minute time period. The only exception involves a "supervised modality" defined by CPT codes 97010-97028 which may be reported for the same 15 minute time period as other therapy services. For more information on the use of CPT codes and the claiming parameters, please contact your individual professional organizations.

No CPT Code

- If you are a provider that does not require an ICD Code, then you can enter NOICD.
- * Or a missed session will be NOCPT.

AT CPT Codes: [Lookup]	Units:
NOCPT No CPT Code for this service	1

When To Use "Does Not Meet Medicaid Requirements"

* If a service provider provides a session that does not meet Medicaid requirements, the, "Does Not Meet Medicaid Requirements" box on the session note should be checked.

Does Not Meet Medicaid Requirements

Progress: O Regression O No Progress O Limited Progress O Progress

- * The checkbox should be checked for situations where the provided session does not meet Medicaid requirements. Such as...
 - The child is sleeping during the session.
 - The child was picked up by the parent in the middle of the session.
 - The child's behavior did not allow the session to be completed in its entirety; goals could not be met.
 - The service provider and child were outside for a fire drill and as a result the session was not provided.
 - The IEP was for group, but there are more than 5 students in the group. If the group exceeds 5 students, then the whole group will be marked as "Does Not Meet Medicaid Requirements".

The checkbox does not need to be checked for the following circumstances:

- Is not necessary for a "Group of 1." Billing edits will not allow Medicaid to be billed for a group of one.
- Is not necessary for Make-up sessions if the session is marked specifically as a Make-up.

Attendance Entry – Session Note

- * You can indicate progress using the progress indicators.
- * In the notes, you can record your notes per policies and regulations.
- According to SED site, a session note is a "Brief description of the student's progress made by receiving the service during the session".

Progress: No Progress Limited Progress Progress

Session Notes:

Goal #1. Much more verbal. First day spontaneous speech was observed. Initial sd. rep. 1x. Additional speech fluent. Modeled slow easy speech.

Goal #2. Th sd. error. Modeled correct production.

A Completed & Signed Session Note

- 1) Student's Name
- 2) Service
- 3) Individual/ Group & Group Size
- 4) Setting (*Location Recommended)
- 5) Time In / Time Out
- 6) Brief Description
- 7) Name/Title/Signature of provider

UDO/USO Supervisor

QA Review

- 8) Dated Signature & Credentials
- 9) CPT Code(s)
- 10) ICD Code(s)

nild Na	me					DOB	Billing Pro	ovider			NPI
URRIE	, QUEN	TIN 1)				12/12/17	ACHIEVE	MENTS			1316190903
ervice				Individual/Group	IEP From	IEP To	District				County
Speech '	Therapy	2)	-	 Individual 	09/07/22	06/23/23	ROTTER	DAM-MOHONAS	EN CSD		SCHENECTADY
requent	су		E	SID			Rendering	g Provider		License	NPI
2x30			F	RS2223W0017241			ADELAID	E CARVER		030860	1811511298
Date Of 9	Service		Т	Time In 5) Time Out	Duration	# in Group	Supervisir	ng Provider (UDC)/USO)	License	NPI
	09/	12/22	C	02:30 PM 03:00 PM	30						
Setting	4)		L	ocation \star	-		Referring	Provider			NPI
Preschoo	1		·	123 Main Street, Schenec	tady, NY						
СРТ	Units	Minutes	Description	n			ICD	Description			
92507	1	9)	TREATMEN	T OF SPEECH, LANGU	AGE, VOICE	, 10)	F80.1	Expressive langua	age disorder		
	1 1										
	++										
ession I	Notes: A	ctivity Re	ated to IEP (Goals (including obje	ctives and r	measures of suc	ccess) and r	response(s) of ch	ild		
ession I	Notes: A	ctivity Rel	ated to IEP (Goals (including obje	ctives and r	neasures of suc	ccess) and r	response(s) of ch	ild	ranziata race	annan whan
ession I Que	Notes: A	ctivity Rel	ated to IEP (Goals (including obje	ctives and r e session.	neasures of suc	ccess) and r	response(s) of ch	ild identify app	ropriate resp	oonses when
Gession I Que 6) choi	Notes: A ntin wa ces we	ctivity Rel s engage re provic	ated to IEP (ated and atte led with 70	Goals (including obje entive throughout the % accuracy given	ctives and r e session. moderate	neasures of suc . Given pictur cues. He acc	ccess) and r e cards, h curately di	r <mark>esponse(s) of ch</mark> ne was able to i fferentiated be	ild identify app tween items	ropriate resp s that were th	oonses when ne "same" and
ession f Que 6) choi "diff	Notes: A entin wa: ces we erent'' v	ctivity Rel s engage re provic vith 70%	ated to IEP (ated and atte led with 70 accuracy.	Goals (including obje entive throughout the % accuracy given	ctives and r e session. moderate	neasures of suc Given pictur cues. He acc	ccess) and r e cards, h curately di	response(s) of ch ne was able to i fferentiated be	ild identify app tween items	ropriate resp s that were th	oonses when ne "same" and
Gession I Que 6) choi "diffo	Notes: A entin wa ces we erent" v	ctivity Re s engage re provic vith 70%	ated to IEP (ed and atte led with 70 accuracy.	Goals (including obje entive throughout the % accuracy given i Name, Title	ctives and r e session. moderate and Crede	neasures of suc Given pictur cues. He acc ntials	ccess) and r re cards, h curately di	response(s) of ch ne was able to i fferentiated be NPI	ild identify app tween items License	ropriate resp s that were th Date Signed	oonses when ne "same" and Signature Methoo

Group Attendance

Group attendance is entered using same screen.

- If the chosen enrollment is for "group" the screen adds:
 - * A field to enter # of children in the Group.
 - Links to select the other children in the group.
 The selected child is in bold.
 - * The child name appears as the generic "Child X" until you select an enrollment for Child X.
- * The screen provides for the ability to enter separate ICD, CPT and notes for each child.
- * On the calendar, they display as "GRP" and then the last names.
- * For a group of 1, you **cannot** use a group CPT code. You must use an individual CPT code.

	New Session for Jun 20, 2016		×
١	Time In: 09:15 AM ▼	Time Out: 09:45 AM ▼	Setting:
	Co-Visit with Supervisor Number of Children in Group: 3 •	YMCA PreK	Location:
	[BERTRAND, GORDON] [BIRCH, BRENT] [Child 3] [Child 4] [Child 5]	Child 2: BIRCH, BRENT 2x30 - ST - G 12/21/15 - 06/24/16 Diagnosis Code(s): Search by code or description	
		CPT Codes: [Lookup]	Units:
[BERTF [BIRCH [Child 4 [Child 4	AND, GORDON] Child BRENT] Not 3] 4] 5] Sea	1 3: Selected agnosis Code(s): rch by code or description	•



Co-Treatments

- * Can more than one therapist providing co-treatment bill for the same session? No.
 - * Co-Treatment consists of more than one professional providing treatment at the same time. Therapists, or therapy assistants, working together as a "Team" to treat one or more individuals cannot bill separately for the same (or different) service provided at the same time to the same individual. For co-treatments only one CPT code may be billed per session.
- * Both therapists should complete a session note for the co-treatment, but one therapist should mark their session as, "Does Not Meet Medicaid Requirements."
 - * If speech is one treatment, then generally speech is billable & the other service will mark as not billable.

Editing an Existing Attendance

- * Click any session on the calendar to edit or view the details of the session.
- If the fields are greyed out and there is no save button, that means the session is signed and cannot be modified without un-signing first.
- If you cannot unsign your attendance, then the child is likely on a billing voucher, and needs to be removed.

			,	
Monday May 02, 2016	Tuesday May 03, 2016	Wednesday May 04, 2016	Thursday May 05, 2016	Fri May 0
			09-00 am to 09-30 am	
			MAGDALENA DELONG	
		09:20 am to 09:50 am		
	09:45 am to 10:15 am	SUSLIA ELVINE		
	TRACY CRAIN		10:00 am to 10:30 am	
		10:10 am to 10:40 am	TRACY CRAIN	
		MAGDALENA DELONG	40-25 or to 41-05 or	
			TRACEY FELICIANO	
	11:00 am to 11:30 am	11:00 am to 11:30 am		
	BRAIN LEVY	BRAIN LEVY		
			11:30 am to 12:00 pm	
			BRAIN LEVY	
	12:00 pm to 12:30 pm	12:00 pm to 12:30 pm		
	TRENT MCCORMACK	TRENT MCCORMACK		
			12:45 pm to 01:15 pm	
	01:00 pm to 01:30 pm	01:00 pm to 01:30 pm	JOSEFA LEVINE	
	MAGDALENA DELONG	IRACEY FELICIANO		
		01:35 pm to 02:05 pm		
		TRACY CRAIN		
	02:30 pm to 03:00 pm	02:30 pm to 03:00 pm		
	NEWL OKTEGA	KENE OKTEGA		

Contemporaneous

- Session Notes must be completed by all qualified providers furnishing the services authorized in a student's IEP for each Medicaid service.
- * Service providers must maintain <u>contemporaneous</u> records.
- * What is the suggested time frame for completing contemporaneous Sessions Notes for Medicaid purposes? Sessions should be documented as close to the conclusion of the session as practicable. For <u>supervising clinicians</u> the session note must be signed within <u>45 days</u>.

Back-To-Back Sessions

- * Back-to-back sessions are Medicaid reimbursable. How should time in/time out be documented in the session note? (e.g., Student A – 12:00 to 12:30 / Student B – 12:30 to 1:00)
 - Back-to-back sessions <u>are</u> Medicaid reimbursable. If sessions were delivered consistent with the written order, IEP and Medicaid policy then Medicaid may be billed for the sessions. The session note must reflect the "exact" time that the session was provided.



Creating Defaults for Session Notes

- * You can create defaults for your session notes / attendances that can include:
 - * Service Setting,
 - * Location,
 - * Default CPT Code,
 - * Default ICD 10 Code.

* Go to Caseload Maintenance -> My Caseload.

Caseload Maintenance	Lookup	Docur
CBRS Enrollments		
My Caseload	ĥ	
Prescriptions for Caseload		

* Click on the "Defaults" button at the end of the enrollment.

My Caseloa	d											
Filter By Provider: ①	v s	ession: 2021 - 2022	? Winter 🔻	Search								
Status	ESID	Last Name	First Name	County	Provider	District	Туре	From	То	Service	Assigned	
	RS2122W0016895	BOYKIN	MATTIE	SCHENECTADY		Schenectady	RS	01/20/22	06/24/22	ST 2x30 Individual	Attendances	Defaults
	RS2122W0016896	BOYKIN	MATTIE	SCHENECTADY		Schenectady	RS	01/20/22	06/24/22	ST1 1x30 Group	Attendances	Defaults
	RS2122W0016596	BROUSSARD	DENVER	SCHENECTADY		Schenectady	RS	09/07/21	01/04/22	ST 2x30 Individual	Attendances	Defaults
	RS2122W0016597	BROUSSARD	DENVER	SCHENECTADY		Schenectady	RS	09/07/21	01/04/22	ST1 1x30 Group	Attendances	Defaults

- * Now you will enter:
 - * Service Setting
 - * Location
 - * Default CPT Code
 - * Default ICD 10 Code
- * You can also enter an enrollment note. Here you can enter the goals off of the IEP, and the goals will then populate to each session note. You can then adjust as needed.

Enrollment Defaults Enrollment Info Child Name: BOYKIN, MATTIE Electronic Service ID: RS2122W0016895 Enrollment Type: RS RS Type: ST County: SCHENECTADY Provider: District: Schenectady Service Nickname: Enrollment Notes:	
For each new attendance use these default values	
Bill each entry as 1 30 minute session(s) for a total duration of 30 minutes	
bill cach citaly as 1 of himoto session(s) for a total databoli of of himotos.	
Service Setting: Preschool Location: Little Red Schoolhouse, Hurley, NY	
Default CPT Code for new attendance	
CPT Code Description	Units
Edit 92507 TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDU	IVIDUAL 1 Delete
	Add
Default ICD10 Code for new attendance ICD 10 Code Description Edit F80.2 Mixed receptive-expressive language disorder Delete Add Add	
	Save

Here is an example of the session note that will populate with the defaults that were created for this child's enrollment.

New Session for Jun 10, 2022		
Time In: 09:00 AM 🗸	Time Out: 09:30 AM 🗸	Settin Preschool
Bill this session as: 1.00 x30	0 minute session(s)	Location
Co-Visit with Supervisor		Little Red Schoolhouse, Hurley, NY
[BOYKIN, MATTIE]	Child: BOYKIN, MATTIE 2x30 - ST - I 01/20/2 Entry Type: Provided Treatment Sessio Diagnosis Code(s): F80.2	22 - 06/24/22 ~
	CPT Codes:	[Lookup] Units:
	 92507 TREATMENT OF SPEECH COMMUNICATION, AND/ OR AUDITORY PR INDIVIDUAL 	H, LANGUAGE, VOICE, OCESSING DISORDER; 1
	•	
	▼	
	•	
	<	
	Does Not Meet Medicaid Requirement	ents
	Progress: ONo Progress O Limited Pro	ogressOProgress
	Session Notes:	
		save cancel



Signing Attendance / Review and Sign

Support@CPSEPortal.com

Signing Attendance

- * After attendance is entered, it needs to be signed.
- * Once it is signed, it **cannot** be modified without going through the "un-signing" process.
- * A digital signature is equivalent to signing your name on paper with ink.
- * A digital signature requires that you intentionally take action to indicate your signature.
- * The action in CPSE Portal is to enter a PIN that you have chosen.
- * Your PIN works in conjunction with your username/password.
- * You should never share your password or your PIN with anyone.

Support@CPSEPortal.com

Choosing / Changing Your Pin

- * Go to My Account -> My Pin
- * Your PIN can be numbers, letters or both.
- * Choose a PIN and click "Save PIN".
- * The screen will prompt you to enter your log on password.
- * This is NOT your PIN, this is the password you use to login to CPSE Portal.
- * Click "Proceed".

PIN Selection

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

Save PIN

PIN Number: Jon1975

Password Verification	×
For additional security, please re-enter your l	ogin password.
Password	Proceed

PIN Problems

- * The # 1 issue with PINs is letting the browser save your PIN.
- Ensure when setting / changing your PIN, that your browser doesn't try to overwrite your PIN.

PIN Selection	
You have not yet PIN Number Jo	n1975 Save PIN
PIN Selection You have not yet cho PIN Number 1234	Save PIN Password Verification For additional security, please re-enter your login password. Password

Signing Your Attendance

- * Items needed for Signing:
 - * You must have set your PIN.
 - * You must have your Title, Signature and Credentials entered.
 - * You must have a valid (not expired) license / profession entered.

Therapist Signature In Portal

- * The Portal Signature shown on the <u>My Profile</u> (My Account>My Profile) screen is used on session notes and digital speech recommendations.
- * The screenshot below shows the proper credentials for an SLP. If the Provider's credentials are not listed in the signature, a prescription or session note is signed with just a name.
 - * Sarah Brown is not the same as Sarah Brown, Speech Pathologist, CCC-SLP.
- Medicaid states that the provider's Name, Title, Signature and Credentials must be listed on a Medicaid Session Note.

ersonal and Prof	essional	User Information	Favorites •	
Information in CPS	SE Database	€		
Last Name	Brow	'n		
First Name	Sara	h		
NPI	1720	278607		

- * Go to Attendance -> Digital Signature -> Review and Sign Attendance
- This will bring you to a screen which will verify your profile information as well as show unsigned attendances. Make sure all profile information are green checkmarks. If not then go to your profile and correct.

- Prof	file											
	First Nam	e: KRIS	TEN L	.ast Name	HOF	FFMAN	NPI: 1508012717					
Edi	t 🕑 s	igning As:	E	Betty Geba	auer Spee	ech Patholo	gist, CCC-SLP					
				Status	Profess	ion Code	Description	Credential Type #		State	From	То
Edi	Edit 🕑 Credentials:			\bigcirc	s	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024
							NYS Office of Profess	ions Search				
	N	lissing Attes	stations:	No Missin	g Attestat	ions!						
Edi	t 💢 P	IN Created	-									
Uns	igned Atte	endances										
Sch	ool Year S	Session: [(School Y	ear Sessio	(n) 🗸					Apply	Filter	
_					,					ppiy		
Г	Audit	By Week	By E	nrollmen	L							
	Status	Child	Date of	Time	Time							
	\mathbf{X}	DEWITT	1/11/202	2 09:40	10:10	Edit						
		PERSON, LIBERTY	6/18/202	01:00	01:30	Edit						

 Within the unsigned attendances, there will also be icons listed under the Audit tab in the "Status" column:

A green check means there are no errors

A yellow exclamation point is a warning and will not prevent signing.

A red "X" means there is an error that will prevent signing.

Brot	file											
	First Nam	ne: KRIS	TEN L	Last Name	: HOF	FMAN	NPI: 1508012717					
Edit	t ⊘ s	Signing As:	E	Betty Geba	auer Spee	ch Patholo	gist, CCC-SLP					
				Status	Profess	ion Code	Description	Credential Type	#	State	From	То
Edit	t 🕑 C	credentials:		\bigcirc	S	ЪР	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024
Edit	NYS Office of Professions Search											
Uns	igned Atte	endances										
Sch	iool year :	Session:	(School Y	'ear Sessio	n) 🗸					Apply	Filter	
	Audit	By Week	By E	nroliment								
	Status	Child	Date of Service	f Time e In	Time Out							
	×	HESTER, DEWITT	1/11/202	2 09:40	10:10	Edit						
	1	PERSON, LIBERTY	6/18/202	01:00	01:30	Edit						
	1	RHODES, BOBBIE	1/18/202	2 11:35	12:05	Edit						
	1	RHODES, BOBBIE	1/20/202	2 11:30	12:00	Edit						
	1	RHODES, BOBBIE	1/21/202	2 09:40	10:10	Edit						

* By clicking on the icon, you can see what the reason is.

Sch	iool Year S	Session: ((School Yea	r Sessior	ı) ~					Apply Filter	
Γ	Audit	By Week	By Enr	oliment							
	Status	Child	Date of Service	Time In	Time Out						×
	×	HESTER, DEWITT	1/11/2022	09:40	10:10	Edit		Issue Type	With Attendance: Description	Data Causing Issue	
		LIBERTY	6/18/2020	01:00	01:30	Edit	1	WARNING	Exceeds Weekly Frequency for Enrollin	hent Enrollment Frequency: 2x30	
	1	RHODES, BOBBIE	1/18/2022	11:35	12:05	Edit					Ok
		RHODES, BOBBIE	1/20/2022	11:30	12:00	Edit]				
	1	RHODES, BOBBIE	1/21/2022	09:40	10:10	Edit					
							_				

* Click "Edit", and make appropriate changes to session note.

مئUr	isigned Atte	ndances								
S	chool Year S	Session: [(School Yea	r Session) 🗸					×
	-		T					Issues Four	d With Attendance:	
	Audit	By Week	By Enr	oliment				lssue Type	Description	Data Causing Issue
	Status	Child	Date of Service	Time In	Time Out			ERROR	Attendance group size differs from the expected size of the CPT code listed (Marked as Meets Medicaid)	CPT Code: 92507 Expected Group Size: 1 Actual Group Size: 2
	ו	DEWITT	1/11/2022	09:40	10:10	Edit	_			2
		PERSON, LIBERTY	6/18/2020	01:00	01:30	Edit				Ok
		RHODES, BOBBIE	1/18/2022	11:35	12:05	Edit				

Review and Sign by Week

- * By Week:
 - Under the "By Week" tab, the attendances are listed by date.
 - You may view more information, as well as sign the attendances, by clicking the "Review & Sign" link under the navigation column.

First Name:	KRISTEI	N Last Name	: HOFFMAN	NPI: 1508012717										
dit ⊘ Sig	ning As:	Betty Geba	auer Speech Patholog	gist, CCC-SLP										
		Status	Profession Code	Description	Credential Type	#	State	From	То					
dit 🕑 Cre	dentials:	\bigcirc	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024					
				NYS Office of Profess	ions Search									
Missing Attestations: No Missing Attestations!														
dit 👗 PIN	Created													
Unsigned Attendances														
iong no a r morn				School Year Session: (School Year Session) V										
hool Year Se	ssion: (Sc	hool Year Sessio	n) 🗸				Apply	Filter						
chool Year Se	ssion: (Sc	hool Year Sessio	n) 🗸			(Apply	Filter						
chool Year Se	ssion: (Sc By Week	hool Year Sessio By Enrollment	n) 🗸			(Apply	Filter						
Audit E Start Date	ssion: (Sc By Week End Date	bool Year Sessio By Enrollment Number Of Unsigned Attendances	n) V				Apply	Filter						
Audit E Start Date 10/27/2019	ssion: (Sc By Week End Date 11/02/2019	bool Year Sessio By Enrollment Number Of Unsigned Attendances	n) V Navigation Review And Sign			(Apply	Filter						
Audit E Start Date 10/27/2019 06/14/2020	ssion: (Sc By Week End Date 11/02/2019 06/20/2020	hool Year Sessio By Enrollment Number Of Unsigned Attendances 1	n) V Navigation Review And Sign Review And Sign				Apply	Filter						
Audit E Start Date 10/27/2019 06/14/2020 01/02/2022 01/02/2022	ssion: (Sc By Week End Date 11/02/2019 06/20/2020 01/08/2022	hool Year Sessio By Enrollment Number Of Unsigned Attendances 1 1 28	n) V Navigation Review And Sign Review And Sign Review And Sign				Apply	Filter						
Audit E Start Date 10/27/2019 06/14/2020 01/02/2022 01/09/2022	ssion: (Sc By Week End Date 11/02/2019 06/20/2020 01/08/2022 01/15/2022	hool Year Sessio By Enrollment Number Of Unsigned Attendances 1 1 28 34	n) V Navigation Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign				Apply	Filter						

Review and Sign by Week

- You will then be able to toggle between days of the week.
- * To sign:
 - Check the desired boxes& click "Sign"
 - If there is a problem
 with the attendance
 that you'd like to
 correct, use the "Edit"
 button.

nsign	ed Attendances														
howir	a Attendances for t	ne week of: 10/27	7/2019 - 11/2/2019	Sign											
	,								_						
Sun	day (0) Monday	(1) Tuesday	(0) Wednesday	y (0) Thu	ursday (0)	Friday (0	i) Satu	urday (0)							
						_		_							
C	Status	Child Name	ESID	Service Type	Service Date	Time In	Time Out	Duration	Sessions To Bill	Minutes Per Session	Minutes To Bill	CPT Codes	ICD Codes	Notes	
	DIGITALIY SIGNED	BENTON, JERROD	RS1920W0022957	ST	10/28/19	08:00 AM	08:30 AM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIAY SIGNED	CHERRY, YONG	RS1920W0014784	ST	10/28/19	09:00 AM	09:30 AM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIA SIGNED	WINTERS, LEANORA	RS1920W0014352	ST	10/28/19	09:45 AM	10:15 AM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIA SIGNED	DAVILA, FOSTER	RS1920W0014799	ST	10/28/19	10:35 AM	11:05 AM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIAY SIGNED	OAKES, CHERYL	RS1920W0022741	ST	10/28/19	11:30 AM	12:00 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIAY SIGNED	NORWOOD, ROSSANA	RS1920W0022744	ST	10/28/19	12:15 PM	12:45 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIA SIGNED	KRAUSE, EVON	RS1920W0014555	ST1	10/28/19	12:50 PM	01:20 PM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIA SIGNED	SALDANA, DONN	RS1920W0014569	ST	10/28/19	01:20 PM	01:50 PM	30	1.00	30	30	92507 (x1)	F80.2	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
	DIGITALIA SIGNED	HONG, IRA	RS1920W0022745	ST	10/28/19	01:55 PM	02:25 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
C	\bigcirc	DAVILA, FOSTER	RS1920W0014800	COR	10/28/19	04:00 PM	04:30 PM	30	1.00	30	30	99366 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	Edit

Review and Sign by Enrollment

- * By Enrollment:
 - Under the "By Enrollment" tab, the attendances are listed by enrollment.
 - You may view more information, as well as sign the attendances, by clicking the "Review & Sign" link under the navigation column.

г ^{Pro}	file										
	First Name:	KRISTEN Las	t Name:	HOFFMAN	NPI: 1508	012717					
Ed	it 📀 Signing	g As: Bet	ty Gebau	er Speech Path	ologist, CCC-SLI	P					
		s	tatus I	Profession Cod	le De	escription	Credential Type	#	State	From	То
Ed	it 🕜 Creden	ntials:		SLP	Licensed S Pa	peech & Language athologist	License	008342	NY	12/20/1994	4/30/2024
			· · ·		N	YS Office of Profess	sions Search				
	🥢 Missing	g Attestations: No	Missing /	Attestations!							
Ed	it 👅 PIN Cre	eated									
Uns	signed Attendand	ces									
Sch	nool Year Sessio	n: (School Yea	Session)	~					Apply	Filter	
			,	_				l			
	Audit By V	Veek By Enr	oliment	1							
	•			-							
	Child	ESID	Serv	Service	Unsigned	Navigation					
			Mon	th	Attendances						
	BROUSSARD, DENVER	RS2122W00168	34 Janua 202	ary 2 ST	2	Review And Sign					
	BROUSSARD, DENVER	RS2122W00168	35 Janua 202	ary 2 ST1	4	Review And Sign					
	DAVILA, FOSTER	RS1920W00148	00 Octob 201	9 COR	1	Review And Sign					
	DELATORRE, CARINA	RS2122W00168	1 Janua 202	ary ST	2	Review And Sign					
	DUFF, TOD	RS2122W00165	64 Janua 202	ary 2 ST	6	Review And Sign					
	ERWIN, DEANDRA	RS2122W00169)2 Janua 202	ary 2 ST	2	Review And Sign					
	ERWIN, DEANDRA	RS2122W00169)3 Janua 202	ary 2 ST1	2	Review And Sign					
	FOSTER, ERNEST	RS2122W00161	2 Janua 202	ary 2 ST	2	Review And Sign					
	FOSTER, ERNEST	RS2122W00168	38 Janua 202	ary ST	1	Review And Sign					
	FOSTER, ERNEST	RS2122W00168	9 Janua 202	ary 2 ST1	2	Review And Sign					

	Enrollment	Info				<	Já	anuary 2()22		>			
	Child Nan	1e:BROUSSAF	RD, DENVER	ESID:RS21	22W0016884	Sun M	lon Tue	Wed	Thu	Fri	Sat			
	Service T	/pe:Speech Th	erapy IND	Frequency	:1x30	26	27 28	29	30	31	1			
the desired	Dates:01/	05/22 - 06/24/2	2	Status:OK		2	3 4	5	6	7	8			
& click						9	10 11	12	13	14	15			
CIICK						16	1/ <u>18</u>	19	20	21	22			
						23	24 20 01 1	26 2	21	28 1	29			
dance".						00	01 1	2	0	4	0			
e is a	Sign Atte	ndance	_											
em with the	Stat	us Service Date	e Time In	Time Out	Duration	Sessions To Bill	Minutes Sessi	s Per on	Minutes Bill	То	CPT Codes	ICD Codes	Notes	
dance that like to		01/10/2	2 11:15 AN	1 11:45 AM	30	1.00	30		30	92	2507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Doned congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	dit
t, use the button.		01/18/2	2 09:30 AN	10:00 AM	30	1.00	30		30	92	2507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	dit

* To sign:

- * Check boxes "Sign Attend
- * If ther proble attend you'd correc "Edit"

Sign By Entering PIN

Enter PIN

* In the box that appears:

- Confirm your information
- * Enter your PIN
- Click "I Agree" to certify that you have reviewed the information and you are signing attesting that everything is correct

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 below. If they are not correct, update them on your profile page.

Name: KRISTEN HOFFMAN	
Signing As: Betty Gebauer Speech Pathologist, CCC-SLP	
NPI: 1508012717	
Date: 6/10/2022	
Pin:	
l agree.	

Sign Frequently

- * As a best practice, you should sign frequently.
 - * After you record your notes for the day, *sign your attendances*.
- * Waiting until the end of the month **causes** problems.
 - * There are too many entries to do a proper review.
 - * It is too long past the activity to remember anything.



Co-Signing Session Notes

Support@CPSEPortal.com

Co-Signing Session Notes

* Go to Attendance -> Digital Signature -> Co-Sign Attendance

Attendance Caseload	Maintenance Lookup
Classroom Attendance	
Weekly Attendance	
View Unsigned Attendances	
Digital Signature	Sign Attendance
	Review and Sign Attendance
	Co-Sign Attendance
	Sign Classroom Attendance
	Unsign Attendance
	Unsign Classroom Attendance

Co-Signing Session Notes

- Use your filter to select date range, therapist or a specific enrollment.
- * Once you have selected your filters, click "Retrieve"
- After reviewing attendances, select the attendances you wish to sign by clicking the box next to each name.
- * Click on "Sign Attendance"
- * Read the agreement, enter your PIN and click "*I agree*".
- * Once the attendances are signed successfully, you will receive a confirmation pop up.

Support@CPSEPortal.com
Co-Signing Session Notes

Filter:	DELISA DAVISON - CORRIE CREWS - PT - January 2 🗸	Retrieve
---------	--------------------------------------------------	----------

Service Provider: DELISA DAVISON

Child: CORRIE CREWS

Service Type: PT

Month: January 2022

C	Service Date	Service Setting	CoVisit Therapist	Make Up For	Start Time	End Time	CPT Codes	ICD Code	Notes	
C	1/12/2022	Teletherapy	PLUMMER, SHERILL		12:00 PM	12:30 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
C	1/14/2022	Therapy Room			12:15 PM	12:45 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
	1/18/2022	Therapy Room			12:30 PM	1:00 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
Si	n Attendance									



Un-signing Attendance / Making Corrections After Signed

Un-signing Attendance – Making Corrections After Attendance is Signed

- If after you reviewed and signed attesting that everything was accurate, a mistake is noticed, the process to correct is as follows:
 - * If the entry is on a voucher to be billed (but hasn't been paid), it needs to be removed from the voucher.
 - You will un-sign your attendance, make correction, and resign your attendance.
- * Teachers will also need to un-sign their attendance to make a correction, but they will choose "Unsign Classroom Attendance".
- Go to Attendance -> Digital Signature -> Unsign Attendance



Un-signing Attendance

Fro	m Date: 01/2021	To Date: 6/8/2022	Enrollmer Not Sele	nt: cted	• Co	ounty:	Provider:	
	Last Name	e First Name	Service Date	Start Time	End Time	CPT Codes	Notes	
			2/01/2022	10:00 AM	10:30 AM	97530	Devin engaged in fine motor activities. He was positioned to work on the floor to engage core working in tall kneel and q coordination. He was building his own structures not replicating designs or patterns. He was more accepting of therapist	luadi t wor
	E		2/01/2022	10:30 AM	11:00 AM	97530	Teo transitioned easily to the motor room. He engaged in a sensorimotor obstacle course incorporating climbing and slic table for a sensory experience while using magnet blocks working on hand strength and bilateral hand coordination. Teo	ding. Dienjo

- * Use Filter to search for attendances.
- * Click check box on rows to unsign.
- * Click "Unsign Attendance".
- * Enter the reason (ex. entered wrong time).
- * Enter your PIN.
- * Click "I Agree" attesting that you previously verified signed but are inaccurate.



View Unsigned Attendance

- * Go to Attendance -> View Unsigned Attendances
- This will give you a list of attendances that have been started but not completed. Incomplete attendances can be deleted from here.



Unsigned Enrollmen	d Attendaı t Type (All)	Provider	HOFFMA	Ŋ, KRISTEN ✔	From Date 03	/01/2020 To) Date 03/31	/2020 Sea	rch	
Last Name	First Name	Service Date	Start Time	End Time	Attendance Type	Enrollment Type	RS Type	Service Provider	ESID	
AYERS	ISABELL	3/18/2020	11:00 AM	11:15 AM						Delete



Printing Logs

Child Treatment Log

- * Go to Reports -> Child Treatment Log
- * The filters will allow you to specify criteria for the report:
 - * Select Service Provider
 - * Select Service Dates
 - * Select County
 - * Select Child(ren)

Provider Service Provider	Service Dates - 2020 - 2021 Choose Date	Winter ▼ Range	County	Children (All)	Print Report
\searrow	From Date: 9/1/2020	To Date: 6/30/2021			



Child Treatment Log

CP P	ORT	AL	Child Treatment Log	Printed: 5/28/2021 8:25:51 AM Page 1 of 2
			09/01/2020 - 06/30/2021	
		ESID:	CBRS2021W Occupational Therapy- Individual	
Child: C	and the second		Date of Birth: 8	Therapist: Do
Date / Time	Setting	ICD/CPT Codes	Notes	
04/16/21 In: 10:05AM Out: 10:35AM	Universal Pre-K Classroom	F82 97530x2	Student engaged in fine motor tabletop task tracing three various shapes, triangle, circle and square with modified tripod grasp and 1 vc to stay on boundary line while tracing to increase coordination followed by coloring each shape according to color chart with minimal whole space when coloring and 1 vc to color within boundary lines.	Notes Entered: 5/4/2021 9:12:26 AM Notes Last Modified: 5/4/2021 9:12:26 AM Signed: 5/4/2021 D)TA Cosigned: 5/5/2021 K(MSOTR/L Meets Medicaid Requirements: Yes
05/04/21 In: 12:00PM Out: 12:30PM	Universal Pre-K Classroom	F82 97530x2	Student engaged in fine motor task tracing various shapes with right modified tripod grasp with 1 vc to stay on boundary lines when tracing followed by coloring each shape with 1 vc to slow down to increase motor coordination in right dominant hand. Composed first three letters in first name independently with visual model of rest of letters in first name due to difficulty with formation of letter y with directionality.	Notes Entered: 5/7/2021 11:00:51 AM Notes Last Modified: 5/7/2021 11:00:51 AM Signed: 5/7/2021 Dc Cosigned: NOT COSIGNED Meets Medicaid Requirements: Yes

Print Parent Signature Log

* Go to Caseload Maintenance -> My Caseload

Provide

Exce

- Choose the Enrollment needed, and click Generate Blank Signature Logs for Selected * Enrollment.
- * On Generate Parent/Guardian Signature Logs, choose month, and click Generate.



Cho	ose	one of the	following options for log generation:
OD)on'	t specify m	onth
00	One	for each m	onth
ОТ	hes	e Months:	
		Month	
		Sep 20	
		Oct 20	
[Nov 20	
		Dec 20	
		Jan 21	
		Feb 21	
	\Box	Mar 21	
	\Box	Apr 21	
		May 21	
		Jun 21	

Print Parent Signature Log

PORTAL SCHENECTADY County

Preschool Confirmation of Delivery of Services

		·		Service Month						
^{Child's Name} MATTIE BOYKIN		DOB 12/06/2016	Type of Service Speech Thera	ру	Frequency & Duration 2x30					
Agency Name		NPI #	School District		-					
GEBAI		1508012717	Schenectady							
Name of Individual Service P KRISTEN HOFFMAN	rovider	Profession Licensed Spe	ech & Language	Patholc 0	license 08342	^{NPI} 1508012717				
Date of service	Start time	End time	Session Code: P, CA, TA, MU	Parent/Gu	ardian Si Witness S	gnature/Verifying ignature				



Reports

View Caseload – For Service Providers

- * Are you a Service Provider working for an agency, and can't find one of your students?
- * Go to Caseload Maintenance -> My Caseload
- * If the child is not listed, contact the administrator of your agency and ask them to assign the child to you.



View Caseload

* You can also see all of the attendances that you entered for the child by clicking on Attendances.

My	y Caseload														
Filte	Iter By Provider: GTY V Session: 2021 - 2022 Winter V Search Status ESID Leat Name County District														
	Status	ESID	Last Name	First Name	County	Provider	District	Туре	From	То	Service	Assigned			
		RS2122W0016895	BOYKIN	MATTIE	SCHENECTADY	(Schenectady	RS	01/20/22	06/24/22	ST 2x30 Individual		Attendances	Defaults	
		RS2122W0016896	BOYKIN	MATTIE	SCHENECTADY	(Schenectady	RS	01/20/22	06/24/22	ST1 1x30 Group		Attendances	Defaults	
		RS2122W0016596	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	09/07/21	01/04/22	ST 2x30 Individual		Attendances	Defaults	
		RS2122W0016597	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	09/07/21	01/04/22	ST1 1x30 Group		Attendances	Defaults	
		RS2122W0016884	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	01/05/22	06/24/22	ST 1x30 Individual		Attendances	Defaults	
		RS2122W0016885	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	01/05/22	06/24/22	ST1 2x30 Group		Attendances	Defaults	

View Caseload

* In the screen shot below you can see that the attendance has not been signed by the service provider.

ç															
Attendance L	Indance List														
Child Name	Child Name: FOSTER, ERNEST County: SCHENECTADY Provider: District: SCHALMONT CSD														
ESID:	RS2122W0016888 From/	To: 1/10/20)22-6/24/2022	2 Servic	e: RS-ST (IND) Free	quency:	1x30							
Service Date	Туре	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #	
01/10/22	Provided Treatment Session			1:00 PM	1:30 PM	30	1.00	30	KRISTEN HOFFMAN	Preschool					Treatment Log Details

Enrollment Lookup – For Agency Staff or Independent Providers

- You can search for enrollments to find all students that have been assigned to your agency. You can also see all attendances that you have entered on the enrollment.
- * If a child is not listed, then contact the County.
- * Go to Lookup -> Enrollment Lookup



Enrollment Lookup

* Filter the School Year Session, County, and what enrollment type you are looking for.

* Click on Attendances to see all attendances entered on the enrollment.

Enrol	Iments																				
School Y	ear Session 2021	I - 2022 Winte	er 🖌 Cour	nty	~	CBRS	Search														
Provider	(~				RS															
						SEIT															
Status	ESID	Last Name	First Name	DOB	County	Provider	District	Enroll Type	RS Type	Start	End	Frequency	Indiv / Grp	Program	1:1	Rate	Sessions Billed	SED Weeks Enrolled	Calendar Weeks Enrolled	Maximum Sessions	
	RS2122W0016895	BOYKIN	MATTIE	12/6/2016	SCHENECTADY	(Y Schenectady	RS	ST	1/20/2022	6/24/2022	2x30	I	9200-2	5	51.50	0.00	21	23	42	Attendances
	RS2122W0016896	Boykin	MATTIE	12/6/2016	SCHENECTADY	(Y Schenectady	RS	ST1	1/20/2022	6/24/2022	1x30	G	9200-2	5	51.50	0.00	21	23	21	Attendances
	RS2122W0016596	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST	9/7/2021	1/4/2022	2x30	I.	9200-2	5	51.50	30.00	16	18	32	Attendances
	RS2122W0016597	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST1	9/7/2021	1/4/2022	1x30	G	9200-2	5	51.50	14.00	16	18	16	Attendances
	RS2122W0016884	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST	1/5/2022	6/24/2022	1x30	I.	9200-2	5	51.50	0.00	24	25	24	Attendances
	RS2122W0016885	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST1	1/5/2022	6/24/2022	2x30	G	9200-2	5	51.50	0.00	24	25	48	Attendances
	RS2122W0016811	DELATORRE	CARINA	8/14/2017	SCHENECTADY	(Y SCHALMONT CSD	RS	ST	11/29/2021	6/24/2022	2x30	I.	9200-2	5	51.50	8.00	28	30	56	Attendances
	RS2122W0016554	DUFF	TOD	1/18/2018	SCHENECTADY	(Y ROTTERDAM- MOHONASEN CSD	RS	ST	9/7/2021	6/24/2022	2x30	I	9200-2	5	51.50	20.00	40	42	80	Attendances

Enrollment Lookup – Attendance List

* This will also show if the attendances have been billed, and what Voucher # they have been billed on.

* Click on Treatment Log to see the actual session note.

Attendance List Child Name: CHERRY, YONG County: SCHENECTADY Provider: GEE District: Mohonasen ESID: RS1920W0014784 From/To: 9/3/2019-11/19/2019 Service: RS-ST (IND) Frequency: 2x30														
Service Date	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #	
09/11/19			9:10 AM	9:40 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
09/16/19			9:35 AM	10:05 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
09/18/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
09/23/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
09/25/19			8:55 AM	9:25 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
09/30/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	10/05/19	10/05/19	RS191005101620	Treatment Log
10/02/19			9:15 AM	9:45 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
10/07/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
10/09/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
10/21/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
10/23/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
10/28/19			9:00 AM	9:30 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	11/11/19	11/11/19	RS191111104620	Treatment Log
11/01/19			11:15 AM	11:45 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	12/02/19	12/02/19	RS191202143036	Treatment Log
11/13/19			9:10 AM	9:40 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	12/02/19	12/02/19	RS191202143036	Treatment Log
11/15/19			10:50 AM	11:20 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	1	12/02/19	12/02/19	RS191202143036	Treatment Log
11/18/19			9:15 AM	9:45 AM	30	1.00	30	KRISTEN HOFFMAN	Preschool	I	12/02/19	12/02/19	RS191202143036	Treatment Log



Closing

CPSE Portal Session Notes (ALL Agency, Agency Service Providers & Independent Providers):

- * Wednesday, June 7, 2023 @ 4:00PM https://attendee.gotowebinar.com/register/2558356179935036505
- * Friday, June 9, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/1511566134710937431

- Recap Entering/Signing Classroom Attendance
- Attendance Entry Record
- Creating Defaults for Session Notes
- Signing Attendance/Review & Sign
- Co-Signing Session Notes/Attendance
- Un-signing Attendance/Making Corrections After Signing
- Printing Logs
- Reports Support@CPSEPortal.com

CPSE Digital Speech Recommendations (Agencies and SLP's only):

- * Tuesday, June 6, 2023 @ 3:00PM https://attendee.gotowebinar.com/register/1959650108113136987
- * Thursday, June 8, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/8298551246032462681

- How to Create the Digital Recommendation / Order
- When to Create the Digital Recommendation / Order
- One-time Set-up for the SLP and Billing Agency
- Creating Unmatched Records

CPSE Portal Agency Billing Using the CPSE Portal (Agency Billing Admins only):

- * Tuesday, July 25, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/9055301119231125080
- * Thursday, July 27, 2023 @ 2:00PM https://attendee.gotowebinar.com/register/5770436463971289695
- * Wednesday, September 27, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/4933499208024528219

CPSE Portal Agency Billing Using the CPSE Portal (con't):

- Review Portal Invitations
- Review Portal Admin User Access
- Review Credential Verification
- Creating & Submitting Vouchers
- How to Correct Attendance & Rebill
- Items Not Ready To Bill Report
- Voucher Listing Report

CPSE Portal Billing for Independent Providers:

- * Tuesday, August 1, 2023 @ 4:00PM https://attendee.gotowebinar.com/register/2592921526977985629
- * Thursday, August 3, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/4132709496352725084
- * Thursday, September 28, 2023 @ 4:00PM https://attendee.gotowebinar.com/register/8295469315205738336

- Creating & Submitting Vouchers
- How to Correct Attendance & Rebill
- Items Not Ready To Bill Report
- Voucher Listing Report

CPSE Portal Billing Using an Outside System (Agency Billing Admin's only not using the Portal):

- * Wednesday, July 26, 2023 @ 10:00AM https://attendee.gotowebinar.com/register/2511961187289860190
- * Friday, July 28, 2023 @ 2:00PM https://attendee.gotowebinar.com/register/6770055261340792925
- * Tuesday, September 26, 2023 @ 10:00AM <u>https://attendee.gotowebinar.com/register/2044012337043337049</u>

- Review of Import Person with License Template
- Review Credential Verification
- Schema Attendance File
- Validate Attendance File
- Upload Attendance File
- Creating Vouchers
- Submitting Vouchers
- Attendance Denied How to Rebill
- Voucher Listing Report

Portal Training – Knowledge Base

- The Knowledge Base provides numerous articles, trainings, webinars and other pertinent information that will help answer your questions before having to contact Portal support.
- * You can simply click the Knowledge Base tab in the Portal or you can go to:
- * http://support.cpseportal.com/kb



Knowledge Base Articles

- * Entering Weekly Attendance
 - * http://support.cpseportal.com/kb/a38/entering-weekly-attendance.aspx
- * Review and Sign Attendance
 - * http://support.cpseportal.com/kb/a148/review-and-sign-attendance.aspx?KBSearchID=16970
- * Child Treatment Log
 - http://support.cpseportal.com/kb/a28/child-treatment-log.aspx?KBSearchID=16959
- Parent/Caregiver Signature Logs (blank logs for counties)
 - * http://support.cpseportal.com/kb/a69/parent-caregiver-signature-logs.aspx?KBSearchID=16964
- * Therapist Activity Report
 - http://support.cpseportal.com/kb/a27/therapist-activity.aspx?KBSearchID=16966

Closing Remarks

- * CPSE Portal Address (you may want to bookmark): <u>https://www.cpseportal.com</u>
- In addition to the Portal Knowledge Base, our Helpdesk is available through email at support@CPSEPortal.com
 - * When sending an email:
 - * Do not use child's name
 - * Use ESID #, Child # or STAC ID #
 - * Include your county, and info needed