## **CPSE Portal Session Notes**

June 7 and June 9, 2023

## **Questions & Answers**

Topic/Category	
	SESSION NOTES
Q	Why is time needed for a missed session if it didn't take place?
Α	It's not that the time is needed, but will populate on the note. You need to choose a time slot on your Weekly Calendar to enter the note.
Q	Can a missed session be entered without a time? In the past when using the attendance calendar for a missed session, it populates as a unit on billing end, which is incorrect as it is not a billable session
Α	NO a missed session cannot be entered without a time. The missed sessions will never appear on a voucher to be billed to the County.
Q	I have been entering missed sessions under activity management. Doing that this way does not show on the weekly schedule. Is that incorrect? Should all missed session be able to be seen on the provider schedule?
A	McGuinness does not support using the Activity tab to enter missed sessions. If you work for a County that requires you to enter them on the Activities tab then you can continue to do so. All new counties that are joining the Portal will NOT be using the Activities tab for missed sessions.
Q	If there is a missed session on the attendance calendar, why does it block the time if the session did not occur? Why does it need to be moved to a different time?
Α	The new session note does need to be moved to a different time. You will need to click into a different 15 minute block to bring up your session note, and then change the time to reflect the correct time.
Q	The IEP gives the setting (ex: classroom, therapy room). Locations are generic (ex: daycare, UPK). So it is the provider who is solely responsible for entering the specific location?
Α	YES.
Q	Can you please review what we should put if there is a child absent during a group session? Do I still bill the group code?
Α	NO, as when you choose a Missed Treatment Session, the ICD and CPT codes will populate with NOICD and NOCPT.

Q	If you shadow the student during a fire drill that typically displays transition issues of adversions to auditory input, would it still not
Α	be Medicaid eligible? If there is a fire drill and your session is not completed, you will mark your note "Not Medicaid billable".
Q	To enter goals to automatically show when you write your note it needs to manually in session notes?
Α	You will need to type out the goals in your Defaults. The goals will then populate onto each of your session notes.
Q	If the code is R62.5 on the script, we can enter R62.50 into the portal without having a Dr. update the code since it's in the
Α	family? YES that is correct.
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Q	If a child is out M-Th and they have 2x week mandate, you are saying it is ok to see them twice on Friday? Whether back to back or not?
Α	YES. If they are back-to-back, make sure to enter them as 2 separate sessions.
Q	I will be doing the billing for my Agency, I do not have the tab classroom attendance under Attendance.
Α	You will need to enter an "Unknown" profession on your account (My Account -> My Profile). This will then give you access to the Sign Classroom Attendance tab.
Q	For SEIT, do we need to also sign printed session notes/treatment logs and obtain signature from school?
Α	SEIT providers will enter session notes into the Portal. You can check with your County to see if they require the Parent
	Signature Log for your service.