

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?
A	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
A	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?
A	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?
A	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?
A	NO, as when you choose a Missed Treatment Session, the ICD and CPT codes will populate with NOICD and NOCPT.

[illegible]

