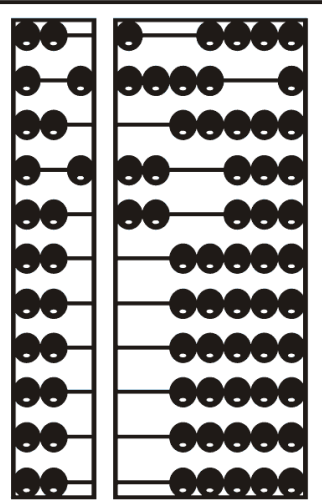


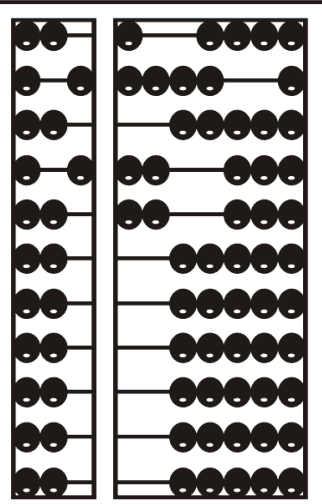
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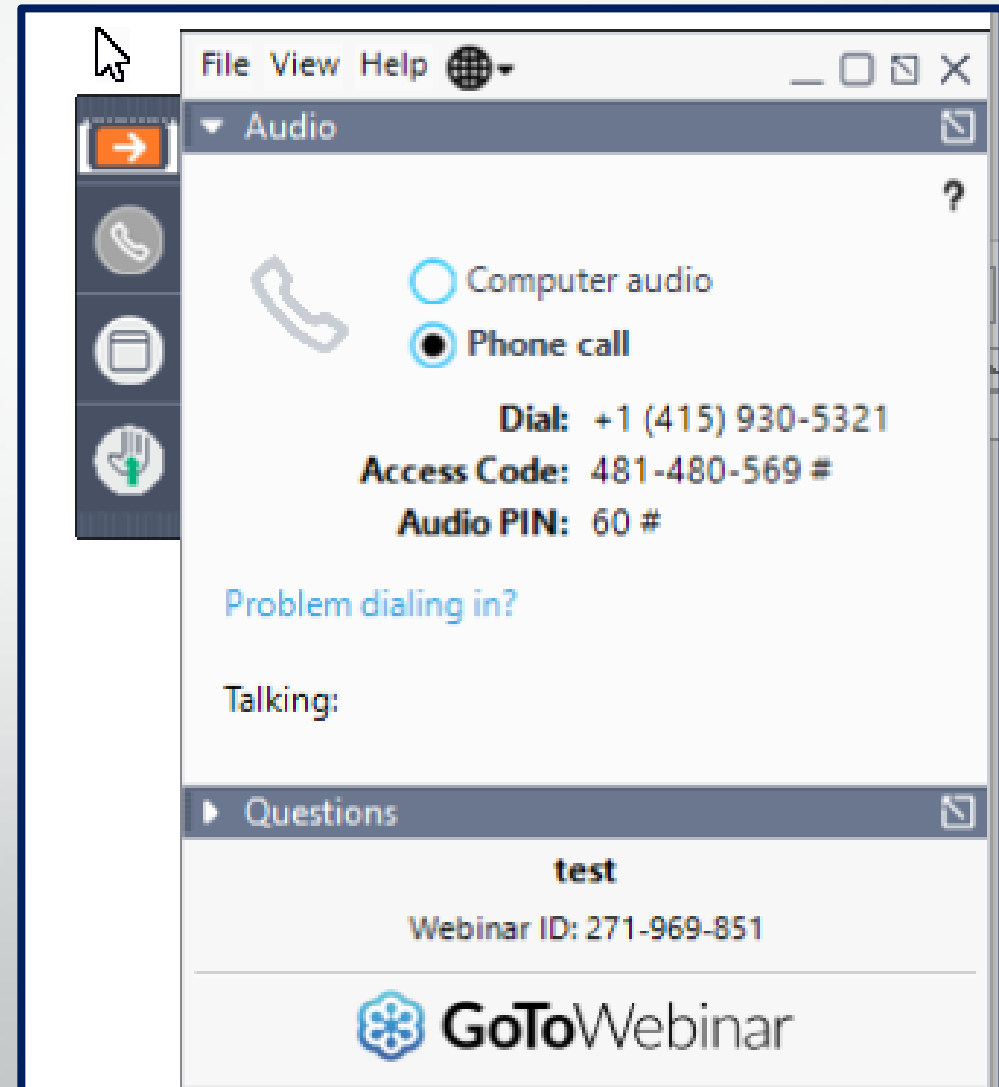


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Go To Webinar Control Panel

- Control panel is on far right of screen
- Orange button with white arrow expands and shrinks control panel

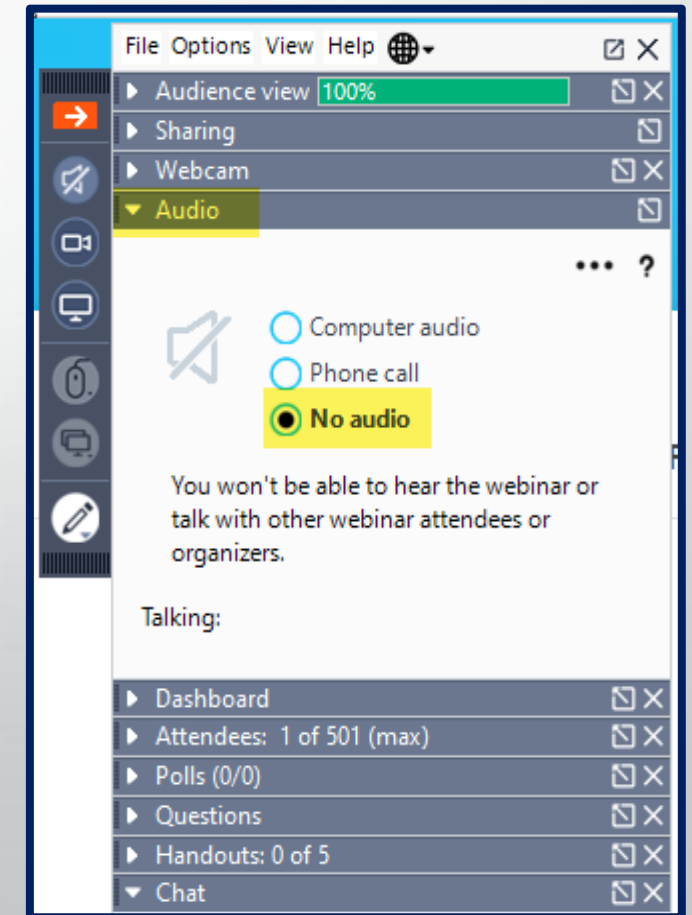
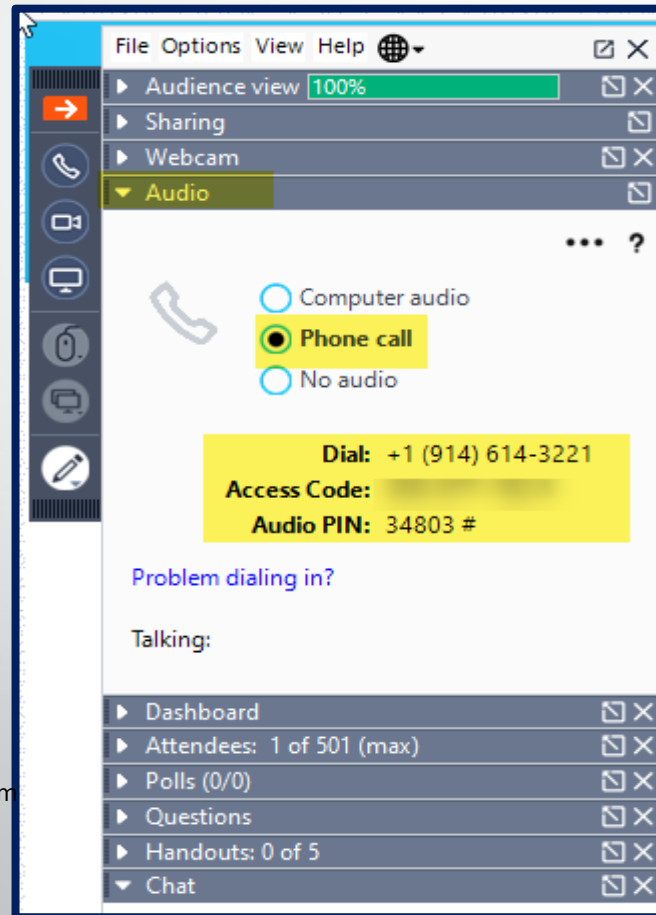
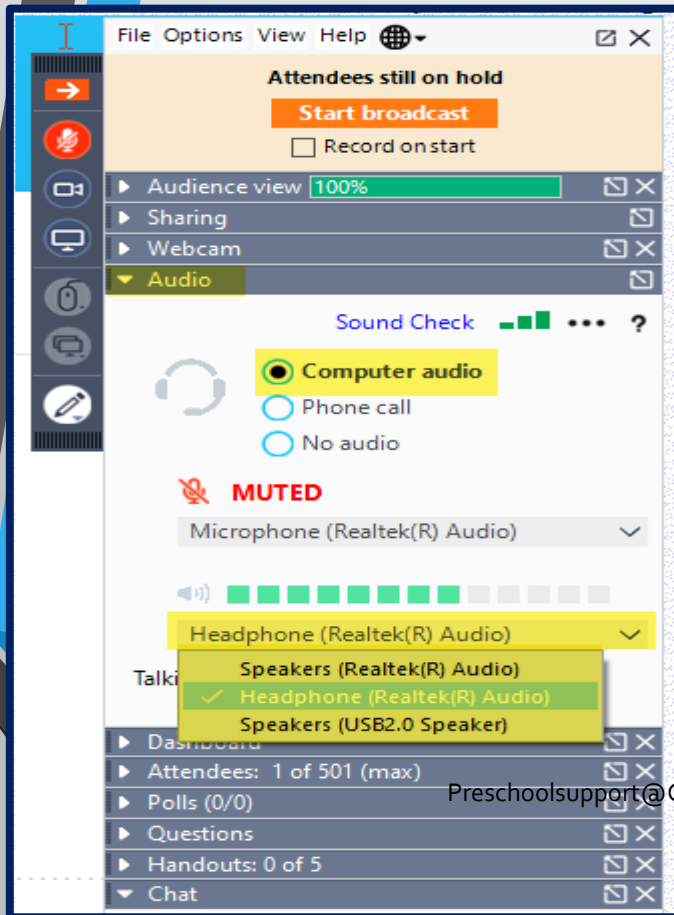


Communicating with Presenter

- All participants are on mute.
- You can raise your hand in response to a question we ask. Do not raise your hand to ask a question.
- You can type in question in the question box.

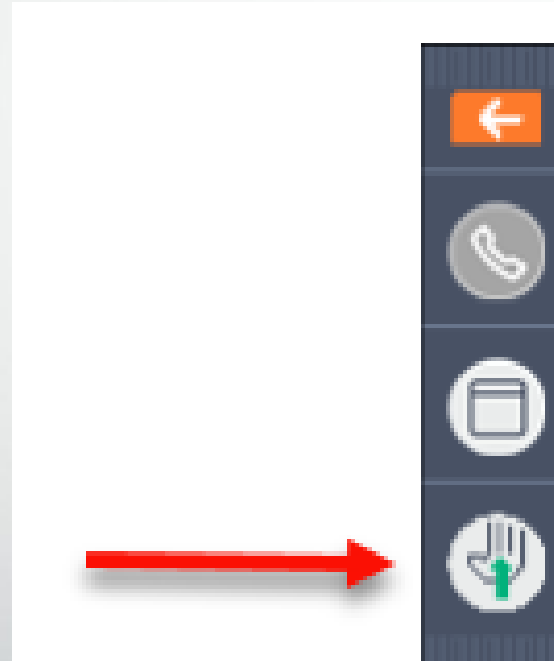
Can't Hear the Webinar?

- Under the Audio tab, you can choose Computer Audio, Phone Call or No Audio. If you choose **No Audio**, you will not be able to hear the webinar!



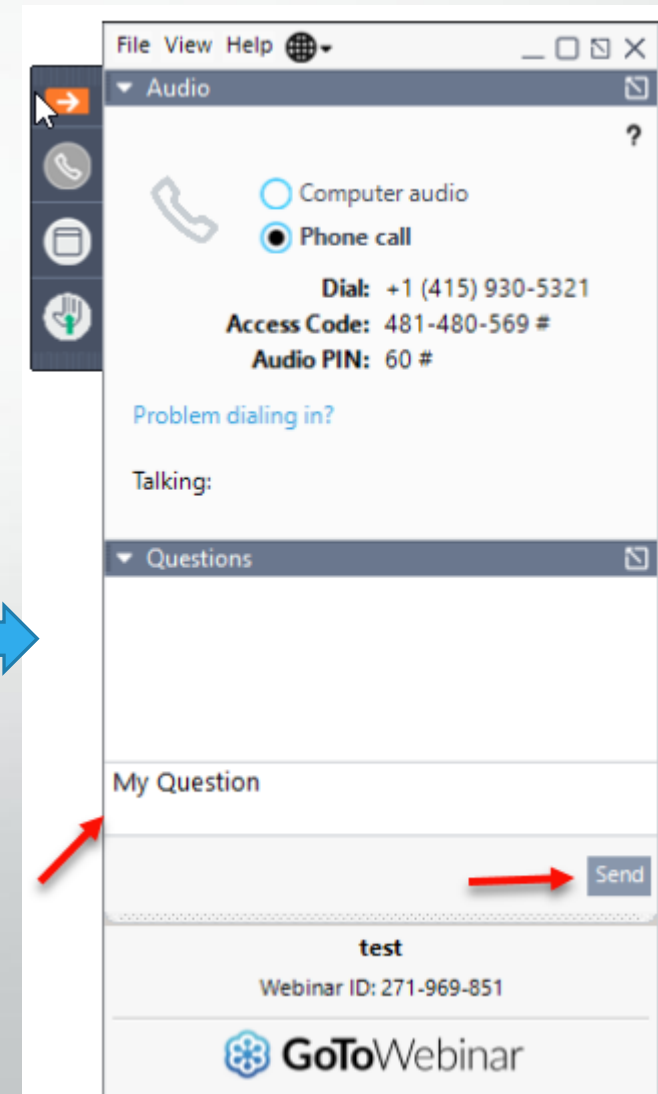
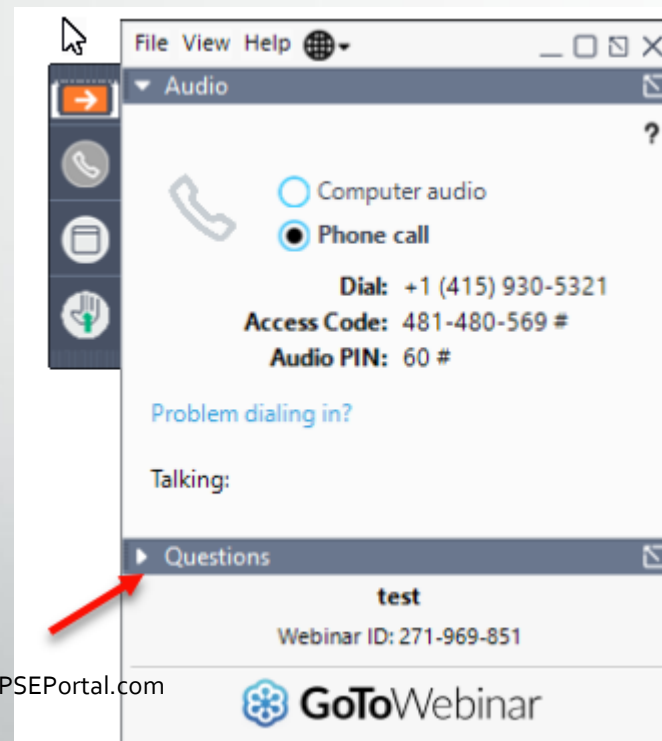
Raising your hand

- On bottom left of control panel is a button with a hand icon.
- Click that button to raise your hand.



Typing in a Question

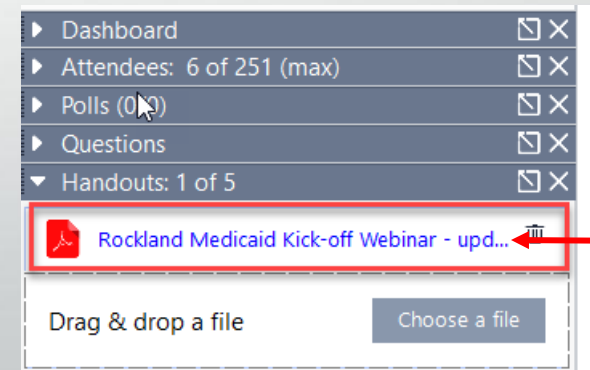
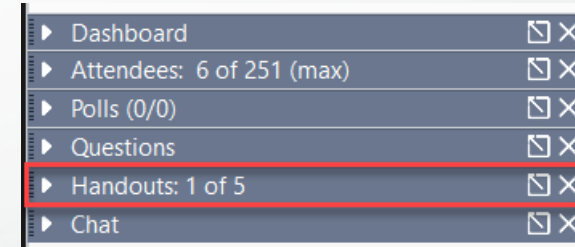
- Click the question bar to expand questions section.
- Type in your question and click send.



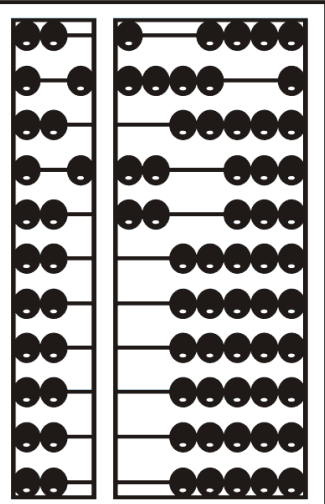
Handouts

If you would like to download the handout:

- Click the “Handouts” icon on the control panel.
- Click the link for the handout that you would like to download.



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Preschool Webinar – AVLs

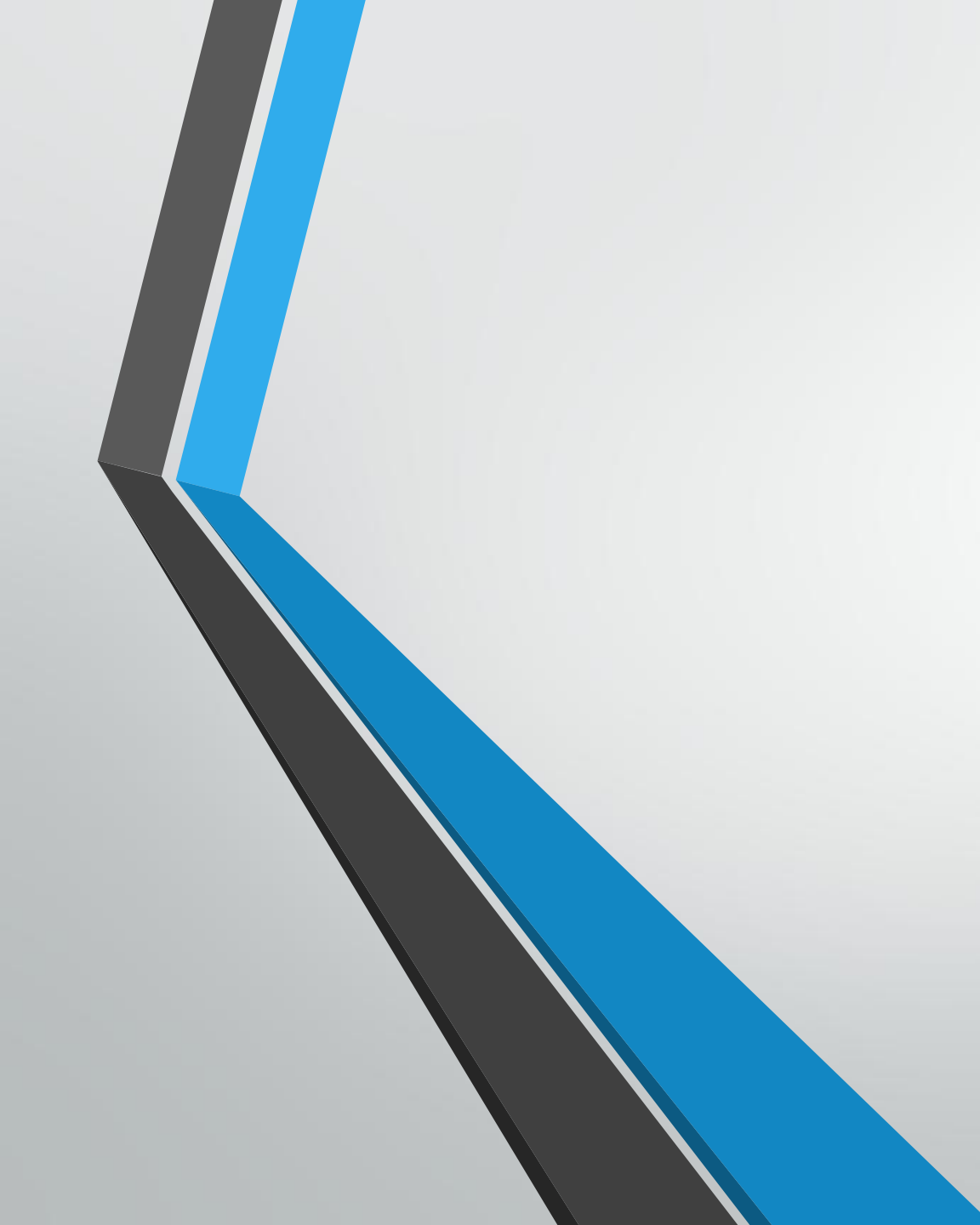
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PHI Disclaimer:

All Child information displayed in this webinar are from
scrambled Preschool Databases.

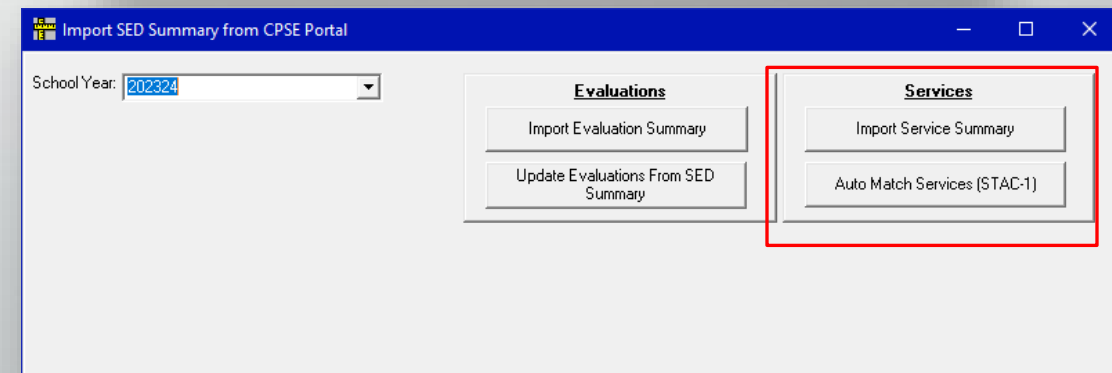
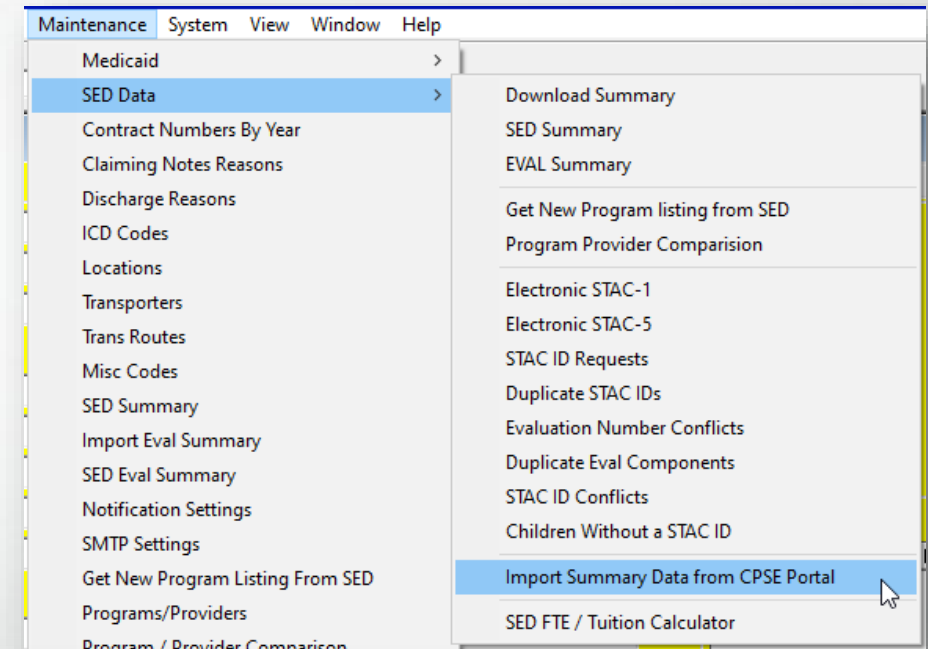
No real child information will be displayed.



Service AVLs

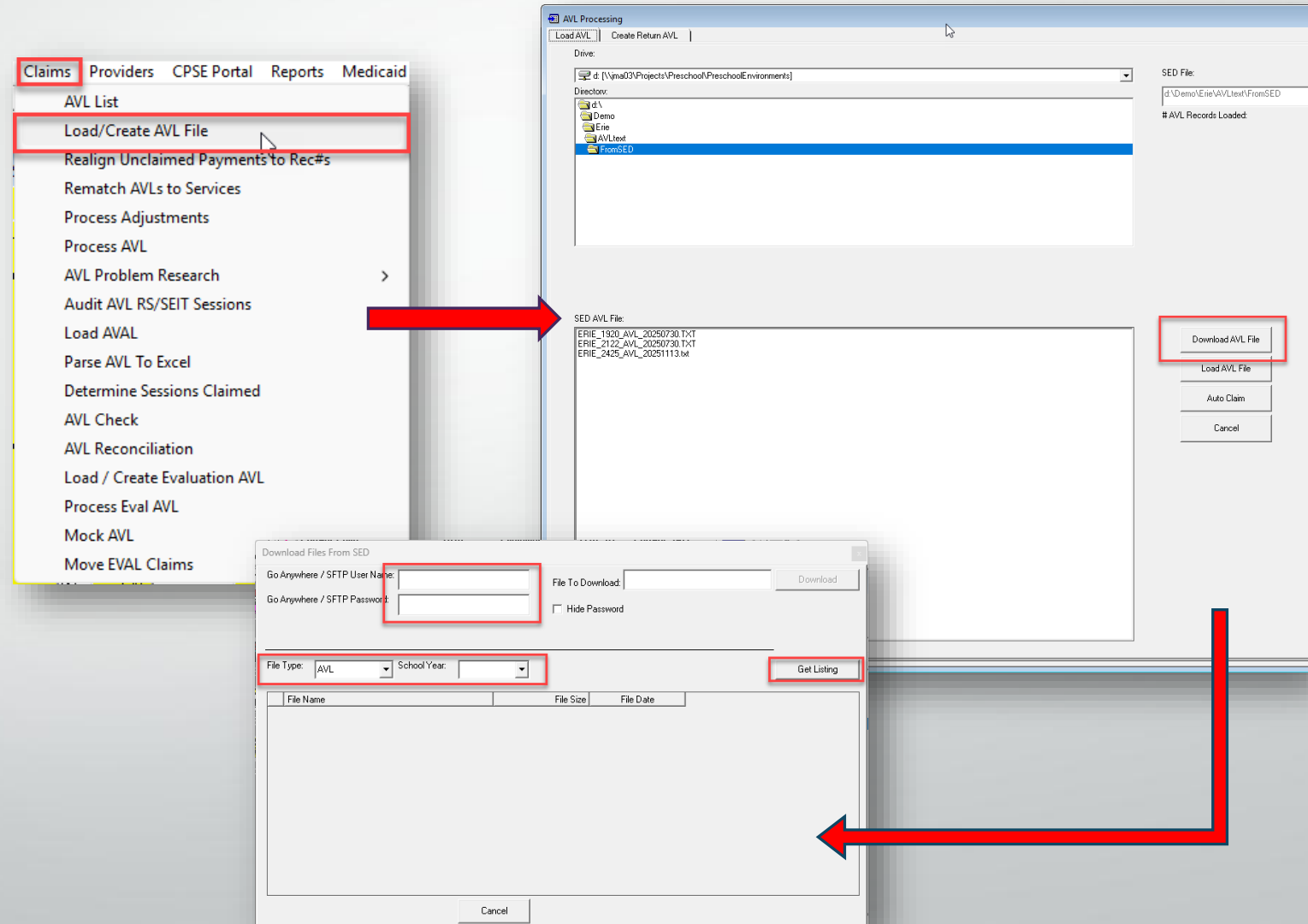
Before Starting your AVL

- Make sure you have the most up-to-date summary file imported into Preschool.
- Maintenance>SED Data> Import summary Data from CPSE Portal
- Import and Auto Match Services



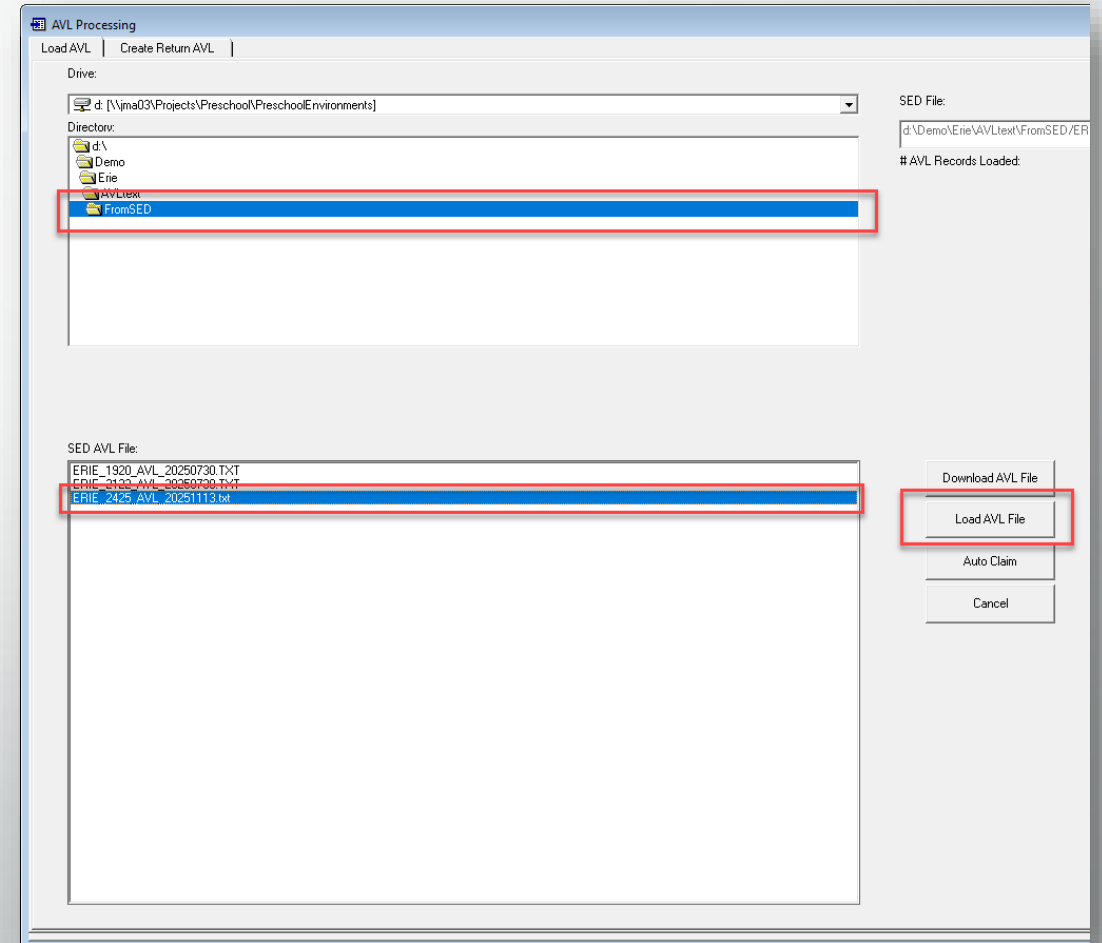
Downloading the AVL

- Claims -> Load/Create AVL File
- Download AVL File
- Select school year and enter Go Anywhere Credentials
- Select the AVL file and click "Download"



Loading the AVL

- Make sure the “FromSED” folder is selected on the “Load AVL” tab
- Select the AVL file you wish to load
- Click “Load AVL File”



Processing the AVL

- Core steps of the AVL process
 - Checking for Adjustments
 - Claiming
 - RS/SEIT Audit
- Missing steps can cause your AVL to be rejected by SED
- Any questions during the AVL process can be directed to your Preschool CRM.

Checking for Adjustments

- Reports>> AVL/ Claiming>> AVL
- This will display adjustments being made by SED, including recoups and withdrawals
- We will be reviewing adjustments in full later in the webinar

The screenshot displays the software's menu structure. The 'Reports' menu is open, showing a list of options. The 'AVL / Claiming' option is highlighted with a red box, and a red arrow points to the 'AVL' sub-option. The 'AVL' sub-menu is also open, showing options like 'Unclaimed Evaluation Payments', 'Unclaimed Payments', and 'Mock AVL'. A red arrow points from the 'AVL' sub-menu to the 'Run AVL Breakdown Report' button. Below this, the 'Run AVL Breakdown Report' dialog box is shown, with the 'AVL Adjustments' tab selected. The dialog box contains fields for 'Provider', 'Program', and 'Report', and a 'Run AVL Breakdown Report' button. The 'AVL Adjustments' tab is highlighted with a red box.

Reports

- ABA Children Costs
- Accrual Tool
- Agency Rate Changes
- AVL / Claiming >
- Budget Tool
- Child Activity Note Listing
- Child Age Out Report
- Child AKA Report

Help

- AVL
- Unclaimed Evaluation Payments
- Unclaimed Payments
- Mock AVL

Run AVL Breakdown Report

Report based on the following date:

- ☒ Service
- ☐ Check
- ☐ Invoice

AVL 2404

Run AVL Breakdown Report

Service AVL Eval AVL AVL Adjustments

Adjustments cont.

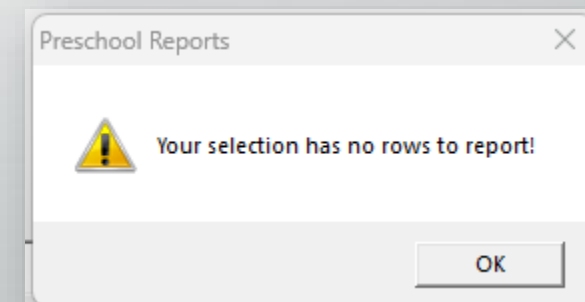
- If there are adjustments, a report will appear with a list of the adjustments needing to be processed.
- If there are no adjustments, you will receive the “No Rows to Report” popup: **This is not a problem.**

Printed On: 12/09/25

Page Number: 1

Preschool Program
AVL Adjustments
2307

<u>Child Name</u>	<u>Program Code</u>	<u>Stac Code</u>	<u>Stac ID</u>	<u>Rec #</u>	<u>School Year</u>	<u>Service Type</u>	<u>From Date</u>	<u>To Date</u>	<u>Rate</u>	<u>Previously Claimed</u>	<u>Withdraw / Recoup</u>	<u>Adjustment Amount</u>	<u>Amount Marked As Claimed in Preschool</u>
ARC INC LIVINGSTON-WYO CHAP													
	9100	B	J68876	02	23	EDUC	07/10/23	08/18/23	\$7,253.00	\$7,265.00	R	(\$12.00)	
	9100	B	J95253	01	23	EDUC	07/10/23	08/18/23	\$7,253.00	\$7,265.00	R	(\$12.00)	
	9100	J	J95253	02	23	EDUC	09/06/23	06/21/24	\$43,515.00	\$43,587.00	R	(\$72.00)	
	9100	B	J51728	01	23	EDUC	07/10/23	08/18/23	\$7,253.00	\$7,265.00	R	(\$12.00)	
	9100	B	J57662	01	23	EDUC	07/10/23	08/18/23	\$7,253.00	\$7,265.00	R	(\$12.00)	
	9100	B	J51748	02	23	EDUC	07/10/23	08/18/23	\$10,716.00	\$10,728.00	R	(\$12.00)	
Total For: ARC INC LIVINGSTON-WYO CHAP												(\$132.00)	
Grand Total:												(\$132.00)	



Claiming

Claims >> Process AVL

- Select service type
- Click Refresh to load claims
- Select All>> Claim
 - Red **[F]** – Full Claim
- Select "Try to Part Claim">> Select All>> Claim
 - Yellow **[P]** – Partial Claim
- Repeat this process for CB, SEIT, and RS

Service Type	School Year	Filter	Regular	Trans	AVL Adjust	Auto Claim Options	Clear All Current Claims	Update Unclaimed	Refresh	Claim	Select All			
CB	2024-2025	All	☒	☒	☐	☐ Allow Negative Claims ☐ Try to Part Claim ☐ Include Negative Adjustments								
Provider														
ChildName	From	To	Type	FTE%	Appr Amt Remaining	YTD Claimed	Unclaimed Pct	Current Claim Amt	Provider	Thru	Rem Days	DOB	Total Amt Approved	Rec'd
ACOSTA, DON	08/04/25	05/31/26	TRAN	0.875	\$19,896.20	\$36,147.85	\$16,251.65	\$12,576.88	ASPRE OF	05/26	\$52,254.00	11/22/2022	\$54,997.25	01
ACOSTA, DON	09/04/25	05/31/26	TRAN	0.875	\$19,896.20	\$11,877.95	\$8,248.05	\$12,576.88	TRANSPORTATION	05/26	\$26,000.00	11/22/2022	\$26,118.00	01
ACOSTA, SONIA	09/02/25	05/31/26	EDUC	0.846	\$21,511.78	\$22,860.92	\$11,516.16	\$16,137.12	SUMMIT	05/26	\$52,490.00	6/14/2021	\$44,372.70	02
ACOSTA, SONIA	09/02/25	05/31/26	TRAN	0.8	\$15,387.70	\$10,200.30	\$3,884.40	\$3,884.40	TRANSPORTATION	05/26	\$28,000.00	6/14/2021	\$25,648.00	02
ADAMS, RANCO	07/07/25	06/15/26	EDUC	0.9	\$104.00	\$8,813.00	\$104.00	\$104.00	WILL CAN	05/26	\$8,917.00	10/17/2020	\$8,917.00	01
ADAMS, JORI	01/01/26	05/31/26	EDUC	0.812	\$14,214.15	\$15,897.80	\$14,214.15	\$15,897.80	BAKER VICTORY	05/26	\$34,111.00	4/1/2021	\$17,772.00	01
ADAMS, MARTIN	02/01/26	05/31/26	EDUC	0.9	\$2,760.00	\$1,495.00	\$2,760.00	\$1,495.00	BLOOD CREATIVE	05/26	\$4,226.00	12/17/2019	\$4,226.00	02
ADAMS, PEDRO	09/03/25	05/31/26	EDUC	0.9	\$13,122.00	\$26,344.00	\$9,740.00	\$16,604.00	BAKER VICTORY	05/26	\$43,740.00	8/28/2022	\$29,366.00	01
ADAMS, PEDRO	09/03/25	05/31/26	TRAN	0.9	\$13,148.10	\$11,305.30	\$6,305.30	\$6,842.80	TRANSPORTATION	05/26	\$28,000.00	8/28/2022	\$25,200.00	01
ADAMS, RAUL	09/03/25	05/31/26	EDUC	0.9	\$13,383.18	\$24,287.52	\$14,579.34	\$14,579.34	BAKER VICTORY	05/26	\$48,523.00	10/15/2022	\$43,670.70	01
ADAMS, RAUL	09/03/25	05/31/26	TRAN	0.9	\$22,590.00	\$1,800.00	\$240.00	\$240.00	TRANSPORTATION	05/26	\$28,000.00	10/15/2022	\$25,200.00	01
ADAMS, RAYMOND	07/07/25	06/15/26	EDUC	0.9	\$25.00	\$5,956.00	\$25.00	\$25.00	LEAGUE FOR THE	05/26	\$5,950.00	7/13/2021	\$5,950.00	01
ADAMS, RAYMOND	09/03/25	05/31/26	EDUC	0.882	\$27.93	\$3,644.75	\$27.93	\$27.93	LEAGUE FOR THE	05/26	\$35,940.00	7/13/2021	\$3,644.75	01
ADAMS, RAYMOND	09/03/25	05/31/26	TRAN	0.9	\$14,624.22	\$14,624.22	\$14,624.22	\$14,624.22	LEAGUE FOR THE	05/26	\$35,940.00	7/13/2021	\$29,477.35	02
ADAMS, RAYMOND	09/03/25	05/31/26	TRAN	0.9	\$15,880.00	\$9,712.00	\$3,864.00	\$3,864.00	TRANSPORTATION	05/26	\$28,000.00	7/13/2021	\$25,592.00	02
ADAMS, VALERIE	09/03/25	05/31/26	EDUC	0.9	\$11,397.26	\$24,114.44	\$10,297.94	\$13,816.50	BAKER VICTORY	05/26	\$48,523.00	10/15/2022	\$43,670.70	01
ADAMS, VALERIE	09/03/25	05/31/26	TRAN	0.9	\$22,410.00	\$2,790.00	\$1,620.00	\$1,620.00	TRANSPORTATION	05/26	\$28,000.00	10/15/2022	\$25,200.00	01
ADAMS, JONATHAN	09/03/25	05/31/26	EDUC	0.9	\$11,361.60	\$22,723.20	\$7,574.40	\$7,574.40	ARC ERIC	05/26	\$37,872.00	7/22/2022	\$34,904.00	01
ADAMS, JONATHAN	09/03/25	05/31/26	TRAN	0.9	\$15,532.80	\$4,647.20	\$2,863.20	\$2,863.20	TRANSPORTATION	05/26	\$28,000.00	7/22/2022	\$25,200.00	01
AGUILAR, JAY	09/03/25	05/31/26	EDUC	0.9	\$11,361.60	\$22,723.20	\$7,574.40	\$7,574.40	ARC ERIC	05/26	\$37,872.00	7/22/2022	\$34,904.00	01
AGUILAR, JAY	09/03/25	05/31/26	TRAN	0.9	\$17,209.30	\$7,260.70	\$2,966.70	\$2,966.70	TRANSPORTATION	05/26	\$28,000.00	7/22/2022	\$25,200.00	02
ALEXANDER, ALEANDER	09/03/25	05/31/26	EDUC	0.9	\$12,237.60	\$24,475.20	\$12,237.60	\$12,237.60	BOHANNAN SPEC	05/26	\$48,702.00	1/6/2021	\$36,712.00	01
ALEXANDER, ALEANDER	09/03/25	05/31/26	TRAN	0.9	\$13,970.00	\$11,225.00	\$4,370.00	\$4,370.00	TRANSPORTATION	05/26	\$28,000.00	1/6/2021	\$25,200.00	01
ALEXANDER, ALEANDER	09/03/25	05/31/26	EDUC	0.9	\$19,927.26	\$24,114.44	\$13,957.44	\$13,957.44	BAKER VICTORY	05/26	\$48,523.00	7/22/2022	\$43,670.70	01
ALEXANDER, ALEANDER	09/03/25	05/31/26	TRAN	0.9	\$22,290.00	\$2,910.00	\$1,900.00	\$1,900.00	TRANSPORTATION	05/26	\$28,000.00	7/22/2022	\$25,200.00	01
ALLEN, ALEANDER	02/01/25	05/31/26	EDUC	0.975	\$23,970.25	\$0.00	\$23,970.25	\$0.00	ASPRE OF	05/26	\$52,254.00	6/6/2022	\$23,970.25	01
ALLEN, TERESA	11/03/25	05/31/26	EDUC	0.777	\$11,131.63	\$14,543.68	\$11,131.63	\$11,131.63	LEAGUE FOR THE	05/26	\$35,940.00	8/11/2022	\$29,774.71	01
ALLEN, TERESA	11/03/25	05/31/26	TRAN	0.777	\$23,970.25	\$1,260.00	\$840.00	\$840.00	TRANSPORTATION	05/26	\$28,000.00	8/11/2022	\$25,200.00	01
ALVARADO, DEREK	09/03/25	05/31/26	EDUC	0.9	\$13,122.00	\$26,344.00	\$9,740.00	\$16,604.00	BAKER VICTORY	05/26	\$43,740.00	10/15/2022	\$39,366.00	01
ALVARADO, DEREK	09/03/25	05/31/26	TRAN	0.9	\$14,799.60	\$10,440.40	\$4,006.40	\$4,006.40	TRANSPORTATION	05/26	\$28,000.00	10/15/2022	\$25,200.00	02
ALVARADO, JORGE	07/07/25	06/15/26	EDUC	0.9	\$1,000.00	\$1,467.00	\$3.00	\$3.00	COC LEARNING	05/26	\$11,488.00	5/1/2021	\$11,488.00	01
ALVARADO, JORGE	09/03/25	05/31/26	EDUC	0.933	\$28,339.48	\$36,262.00	\$28,344.16	\$28,344.16	COC LEARNING	05/26	\$68,320.00	5/1/2021	\$63,621.46	02
ALVARADO, JORGE	09/03/25	05/31/26	TRAN	0.9	\$14,188.60	\$11,844.40	\$6,497.40	\$6,497.40	TRANSPORTATION	05/26	\$28,000.00	5/1/2021	\$25,844.00	01
ALVARADO, JORGE	07/07/25	06/15/26	EDUC	0.9	\$25.00	\$5,954.00	\$25.00	\$25.00	LEAGUE FOR THE	05/26	\$5,950.00	6/1/2020	\$5,950.00	01
ALVARADO, JORGE	07/07/25	06/15/26	TRAN	0.9	\$51.00	\$4,580.00	\$51.00	\$51.00	LEAGUE FOR THE	05/26	\$4,640.00	3/18/2020	\$4,640.00	01
ALVAREZ, ALISON	11/19/25	05/31/26	EDUC	0.885	\$13,361.31	\$13,361.31	\$13,361.31	\$13,361.31	BAKER VICTORY	05/26	\$48,523.00	11/13/2022	\$43,670.70	01
ALVAREZ, ALISON	11/19/25	05/31/26	TRAN	0.885	\$23,048.00	\$1,200.00	\$300.00	\$300.00	TRANSPORTATION	05/26	\$28,000.00	11/13/2022	\$24,240.00	01
ALVAREZ, ANDRE	09/03/25	05/31/26	EDUC	0.9	\$13,122.00	\$26,344.00	\$9,740.00	\$16,604.00	BAKER VICTORY	05/26	\$43,740.00	10/15/2022	\$39,366.00	01
ALVAREZ, ANDRE	09/03/25	05/31/26	TRAN	0.9	\$17,019.60	\$8,012.40	\$3,217.20	\$3,217.20	TRANSPORTATION	05/26	\$28,000.00	3/18/2022	\$25,012.00	01
ALVAREZ, ANDRE	07/07/25	06/15/26	EDUC	0.9	\$25.00	\$5,956.00	\$25.00	\$25.00	LEAGUE FOR THE	05/26	\$5,950.00	8/13/2021	\$5,950.00	02
ALVAREZ, ANDRE	09/03/25	05/31/26	TRAN	0.9	\$13,241.11	\$13,241.11	\$13,241.11	\$13,241.11	LEAGUE FOR THE	05/26	\$35,940.00	8/13/2021	\$29,774.71	01
ALVAREZ, ANDRE	04/21/25	05/31/26	EDUC	0.153	\$5,900.04	\$0.00	\$0,000.00	\$0,000.00	LEAGUE FOR THE	05/26	\$35,940.00	8/13/2021	\$5,900.04	03
ALVAREZ, ANDRE	09/03/25	05/31/26	TRAN	0.9	\$22,498.52	\$5,501.48	\$1,900.00	\$1,900.00	TRANSPORTATION	05/26	\$28,000.00	8/13/2021	\$25,200.00	01
ALVAREZ, SHARLEY	09/03/25	05/31/26	EDUC	0.923	\$10,263.15	\$13,181.20	\$10,264.16	\$10,264.16	BLOOD CREATIVE	05/26	\$25,411.00	2/24/2021	\$22,454.95	01
ALVAREZ, SHARLEY	09/03/25	05/31/26	TRAN	0.9	\$14,128.80	\$11,715.12	\$4,370.00	\$4,370.00	TRANSPORTATION	05/26	\$28,000.00	2/24/2021	\$25,844.00	01
ANDERSON, CYNTHIA	12/09/25	05/31/26	EDUC	0.015	\$26,244.77	\$14,786.56	\$3,295.20	\$3,295.20	COC LEARNING	05/26	\$68,320.00	8/24/2022	\$63,295.20	01
ANDERSON, ELMER	09/03/25	05/31/26	EDUC	0.923	\$28,486.47	\$33,114.40	\$28,489.44	\$28,489.44	BAKER VICTORY	05/26	\$48,523.00	6/28/2021	\$39,600.00	01
ANDERSON, ELMER	09/03/25	05/31/26	TRAN	0.9	\$19,834.70	\$9,880.30	\$2,246.10	\$2,246.10	TRANSPORTATION	05/26	\$28,000.00	6/28/2021	\$25,844.00	01

Service Type: School Year: Filter:

Provider:

☒ Regular
☒ Trans
☐ \$0 Unclaimed
☐ All ☒ Regular ☐ AVL Adjust

Auto Claim Options
☐ Allow Negative Claims
☐ Try to Part Claim
☐ Include Negative Adjustments

Clear All Current Claims
 Auto Claim Entire AVL

Update Unclaimed
 Refresh

Claim

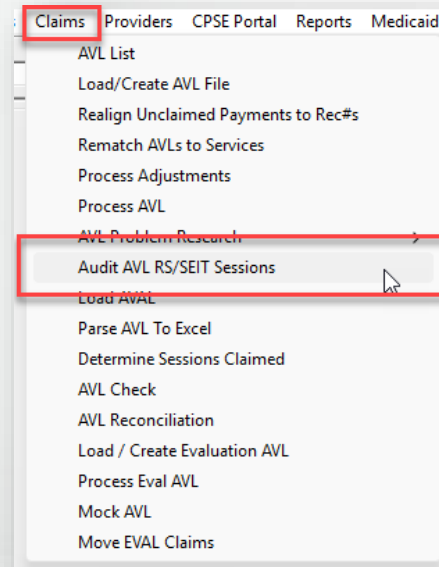
Select All

Check Box
& Repeat
3 + 4

WATKINS, EDWARD	03/04/25	03/31/26	TRAN	0.9	\$22,300.00	\$2,130.00	\$336.00	\$336.00	TRANSPORTATION	05/26	\$28,000.00	7/27/2022	\$23,110.00	01
WATKINS, LOWELL	09/03/25	05/31/26	EDUC	0.9	\$18,593.10	\$23,241.60	\$13,944.96	\$13,944.96	BAKER VICTORY	05/26	\$46,483.00	4/3/2021	\$41,834.70	02
WATKINS, LOWELL	09/03/25	05/31/26	TRAN	0.9	\$18,593.10	\$11,877.95	\$8,248.05	\$8,248.05	TRANSPORTATION	05/26	\$28,000.00	4/3/2021	\$25,648.00	02
WOLF, FREDERICK	03/04/25	03/31/26	TRAN	0.9	\$23,031.00	\$1,743.00	\$103.00	\$103.00	TRANSPORTATION	05/26	\$28,000.00	3/17/2022	\$23,110.00	01
WOLF, FREDERICK	09/04/25	05/31/26	EDUC	0.897	\$14,225.19	\$16,910.57	\$10,680.36	\$10,680.36	BAKER VICTORY	05/26	\$46,483.00	4/3/2021	\$41,834.70	02
WOLF, FREDERICK	09/04/25	05/31/26	TRAN	0.897	\$14,225.19	\$16,910.57	\$10,680.36	\$10,680.36	TRANSPORTATION	05/26	\$28,000.00	4/3/2021	\$25,648.00	02

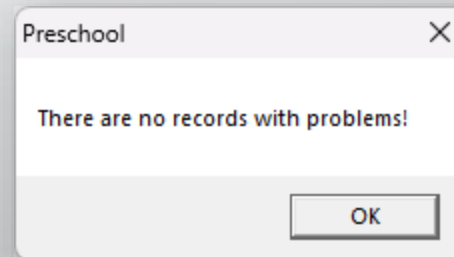
RS/ SEIT Audit

- Claims >> Audit AVL RS/SEIT Sessions
- Run Audit
- This report indicates any discrepancies between the number of units claimed and paid
- If there are errors in this report and you do not know how to resolve them– contact your Preschool CRM for assistance
- If there are no failures, you will receive the “There are No Records with Problems” popup: **This is not a problem.**



The screenshot shows a software application window titled 'Audit for AVL#2301'. The window has a table with the following columns: ChildName, STACID, #, Type, RSType, Rate, Prior Sess, Cur. Sess, Max Allowable, Available, Prior Claimed, Claim Amount, and Total Claimed. The table contains two rows of data. A 'Preschool' popup is visible in the bottom right corner.

ChildName	STACID	#	Type	RSType	Rate	Prior Sess	Cur. Sess	Max Allowable	Available	Prior Claimed	Claim Amount	Total Claimed
	01	SEIT			\$40.00	0	12	\$480.00	\$480.00	\$0.00	\$360.00	\$360.00
	02	RS	CSL		\$27.50	0	48	\$1,320.00	\$1,320.00	\$0.00	\$2,640.00	\$2,640.00

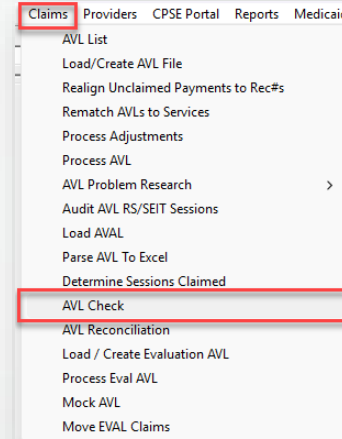


Submitting the AVL

- Required Documentation
 - AVL Balance Check
 - AVL Report
 - AVL Breakdown (optional)
- Submitting the AVL
- Required Communications
 - Balance Check to Preschool Support
 - AVL Report to SED

AVL Balance Check

- Claims>> AVL Check
- This is a recap of your AVL, including total claimed, total unclaimed, and any adjustments.
- **Send this report to your Preschool CRM before submitting your AVL for review.**
- preschoolsupport@cpseportal.com



Page: 1

Preschool Program

AVL Balance Check Report

Reference No: 2404 AVL Batch Claim Date: 01/12/26 AVL Batch ID: 633

Current AVL Claimed Amounts		Current AVL Claimed Amounts & Adjustments	
CB	\$13,180.04		\$13,180.04
Trans	\$420.00		\$420.00
RS	\$300.00		\$300.00
Total	\$13,900.04	Minus	\$13,900.04 = \$0.00
Payables Amount by Batch		\$13,900.04	
Payables Amount by Claim Date		\$13,900.04	
Unclaimed Payments		\$80,380.68	
Total Paid		\$69,390,223.21	
Total Claimed		\$69,309,842.53	

	SED is Taking Back	Amount Marked in Preschool
CB	\$0.00	\$0.00
SEIT	\$0.00	\$0.00
RS	\$0.00	\$0.00
TRANS	\$0.00	\$0.00

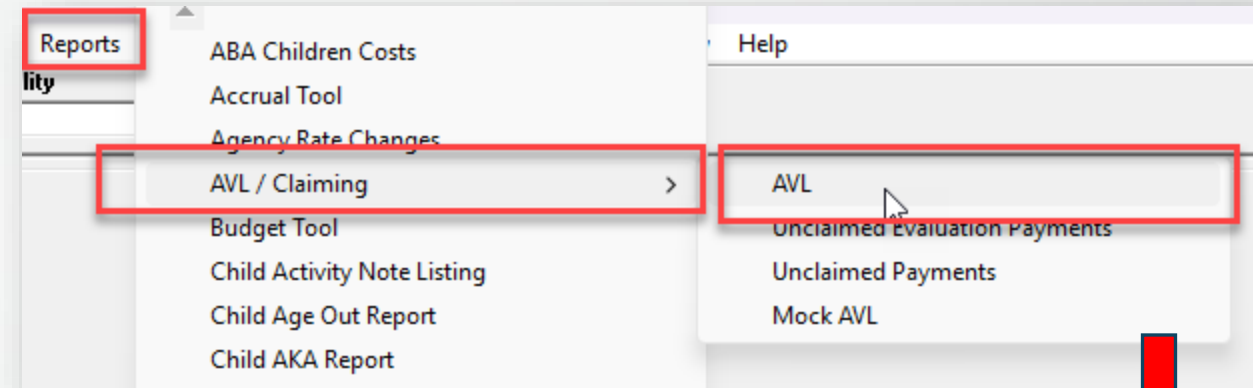
	SED is Taking Back	Amount Marked in Preschool
CB	\$0.00	\$0.00
SEIT	\$0.00	\$0.00
RS	\$0.00	\$0.00
TRANS	\$0.00	\$0.00

AVL Claim Summary

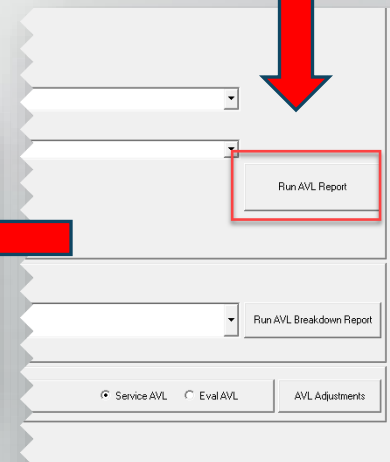
Gross Amount Claimed	\$13,900.04
Less SED Adjustments	\$0.00
Net Claimed	\$13,900.04

AVL Report

- Reports>> AVL/Claiming>> AVL
- Run AVL Report
- The grid on the last page of the report is required to be sent to SED. Save this as a screenshot or PDF.
- You can also print the full AVL report for your records.



		Total Available Amt	Total Claimed	Total Remainder
		\$ 28,577,406.19	\$ 13,900.04	\$40,785.56
	In-Case (5.5%)	Excess Care (100%)	Total	
Claimed	\$13,637.39	\$262.65	\$13,900.04	
SED Adjustments	\$0.00	\$0.00	\$0.00	
Total	\$13,637.39	\$262.65	\$13,900.04	



AVL Breakdown (optional)

- Reports>>
AVL/Claiming>> AVL
- This is not required by SED – some County Depts may request it
- Breaks down payments by month and service type.

The screenshot shows a software interface for generating AVL reports. It features two dropdown menus at the top, a 'Run AVL Report' button, and a 'Run AVL Breakdown Report' button which is highlighted with a red rectangular box. Below these buttons are radio buttons for 'Service AVL' (selected) and 'Eval AVL', along with an 'AVL Adjustments' button. A red arrow points from the 'Run AVL Breakdown Report' button to the report table on the right.

Printed on: 08/14/26

Preschool Program Breakdown of AVL Claim by Service Month

AVL Reference #: 2404

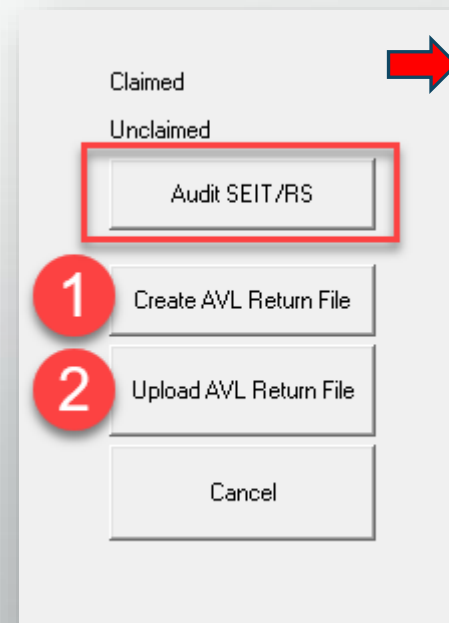
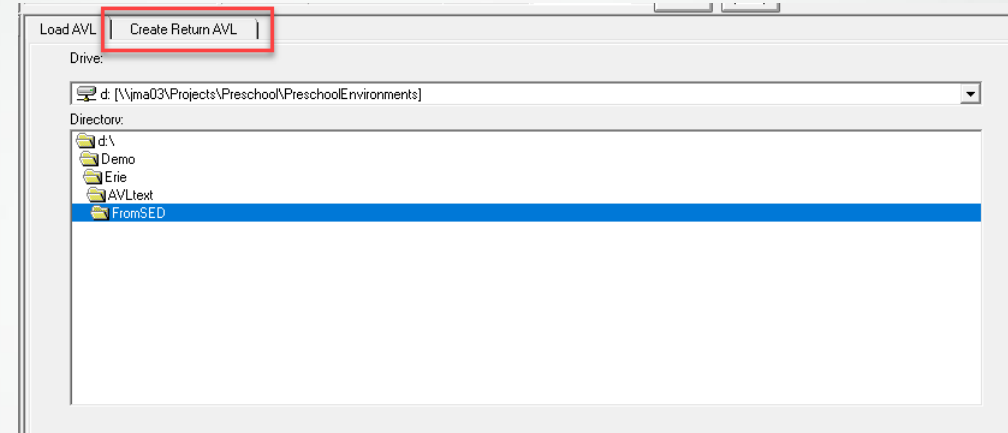
	CB	PTRANS	RS	Total
24-07-31	\$1,313.82	\$0.00	\$0.00	\$1,313.82
24-08-31	\$2,803.82	\$0.00	\$0.00	\$2,803.82
24-09-30	\$849.75	\$0.00	\$0.00	\$849.75
24-10-31	\$865.20	\$0.00	\$0.00	\$865.20
24-11-30	\$865.20	\$0.00	\$0.00	\$865.20
24-12-31	\$865.20	\$0.00	\$0.00	\$865.20
25-01-31	\$818.85	\$0.00	\$0.00	\$818.85
25-02-28	\$803.40	\$0.00	\$0.00	\$803.40
25-03-31	\$741.60	\$0.00	\$0.00	\$741.60
25-04-30	\$741.60	\$0.00	\$0.00	\$741.60
25-05-31	\$710.70	\$0.00	\$0.00	\$710.70
25-06-30	\$1,800.90	\$420.00	\$300.00	\$2,520.90
Total	\$13,180.04	\$420.00	\$300.00	\$13,900.04

Before Submitting the AVL

- Make sure you have sent the Balance check and the last page of your AVL to Preschool Support for review.
- Make sure you reach out with any questions regarding unprocessed adjustments, RS/SEIT Audit errors, or any other AVL questions BEFORE submitting.
- Preschoolsupport@cpseportal.com

Submitting the AVL

- Claims -> Load/Create AVL File
 - Create Return AVL tab
 - Create AVL Return File
 - Upload AVL Return File
 - Requires GO Anywhere Credentials
- Popup to auto-generate email may not work depending on county security.



In case this step was missed, this is a reminder

Submitting the AVL cont.

- Send email to SED to inform them the AVL has been uploaded

- OMSSTAC@NYSED.GOV
- Robert Wojtkiewicz,
- Nicholas Thayer
- Cameron Reynolds
- Preschool CRM
- Preschoolsupport@cpseportal.com

		<u>Total Available Amt</u>	<u>Total Claimed</u>	<u>Total Remainder</u>
		\$ 28,577,406.19	\$ 13,900.04	\$40,785.56
	<u>In-Care (59.5%)</u>	<u>Excess Care (100%)</u>	<u>Total</u>	
<u>Claimed</u>	\$13,637.39	\$262.65	\$13,900.04	
<u>SED Admin Fee</u>	\$0.00	\$0.00	\$0.00	
<u>Total</u>	\$13,637.39	\$262.65	\$13,900.04	

- Include the screenshot of the final page of your AVL in the email



Any Questions?

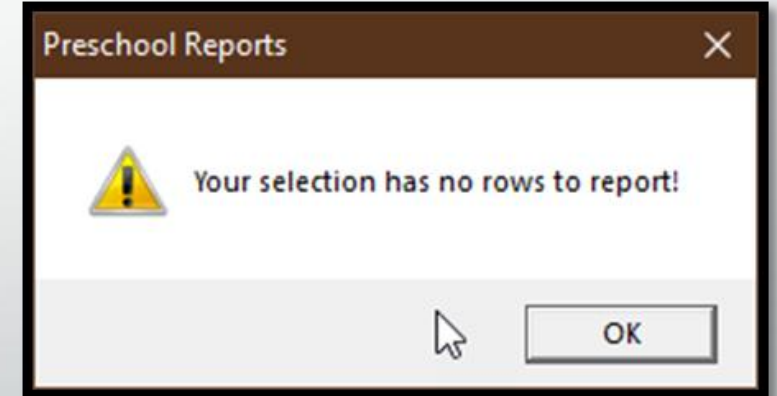


AVL Adjustments

Preschoolsupport@CPSEPortal.com

AVL Adjustments – Check For Adjustments

- To check for adjustments, after you load the AVL go to Reports > AVL/Claiming > AVL.
- Click the AVL Adjustments button at the bottom right.
- This will generate a report if there are adjustments on the AVL.
- If there are no adjustments you will see the message 'No Rows to Report'.



AVL Adjustments – Adjustment Types

- If you have adjustments on the AVL they can be viewed by going to Claims > Process Adjustments
- There are two types of adjustments, R for Recoup, and W for Withdraw.
- A recoup is when changes were made to the amount approved which caused the total claim amount to be higher than the approved amount.
- A Withdraw is caused when a STAC that has approved payments has been withdrawn

- In Preschool when there are AVL adjustments they need to be reconciled. The reconciliation process involves marking an amount that matches the adjustment amount as claimed.
- In Preschool Adjustments exist in three 'states' denoted by color on the Process Adjustments screen.
- Red – Unreconciled this needs to be reconciled before submitting.
- Green – Matched this can be reconciled by clicking the Claim Matches button on the Process Adjustments Screen.
- Black – Reconciled this has been reconciled.

Filter Adjustments

138

☒ All

0

☐ Reconciled

138

☐ Un-Reconciled

4

☐ Matched

Refresh

WITHDRAW (\$1,020.00)

COOK, LOIS

LIBERTY RESOURCES PSYCHOLOGY, PHYSIC

RS-ST

AVL Adjustments

Adj	ChildName	Type	Serv.	STACID	#
▶ W	COOK, LOIS	RS	ST	L43557	01
W	COOK, LOIS	RS	ST1	L43557	01
W	SCHULTZ, NOEL	RS	OT	L63647	01
W	SCHULTZ, NOEL	RS	ST	L63647	01
W	RHODES, KEN	RS	OT	L16425	01
W	RHODES, KEN	RS	ST	L16425	01
W	RHODES, KEN	RS	OT	L16425	02
W	RHODES, KEN	RS	ST	L16425	02
W	HALE, HENRY	RS	OT	K87404	01
W	HALE, HENRY	RS	ST	K87404	01
W	DUNN, LEVI	RS	OT	L08243	01
W	DUNN, LEVI	RS	PT	L08243	01
W	DUNN, LEVI	RS	ST	L08243	01
W	DUNN, LEVI	RS	OT	L08243	02
W	DUNN, LEVI	RS	PT	L08243	02
W	DUNN, LEVI	RS	ST	L08243	02
W	BOWEN, CLAUDIA	RS	OT	L44892	02
W	BOWEN, CLAUDIA	RS	PT	L44892	02
W	BOWEN, CLAUDIA	RS	ST	L44892	02
W	HILL, GUADALUPE	RS	OT	L26835	02
W	HILL, GUADALUPE	RS	ST	L26835	02
W	MCDONALD, MARC	RS	OT	M07082	01
W	MORRIS, WILLIAM	RS	OT	L03080	02
W	MORRIS, WILLIAM	RS	ST	L03080	02

Enrollments

Label	FromDate	ToDate	Program	Frequency	Aide	Provide
-------	----------	--------	---------	-----------	------	---------

Payments

Label	Month	Sess.	Rate	Amount	Status	Payme
-------	-------	-------	------	--------	--------	-------

Claim Matches

Reset All Claims

Total

Total Claimable

Total Selected

Selected Claimable

Claim Selected Payments

\$0.00

\$0.00

\$0.00

\$0.00

Reconciling Adjustments

- The Process Adjustments Screen will display the adjustment amount.
- To reconcile the adjustment the payments in Preschool need to match the adjustment amount.
- Then these payments will be marked as claimed to reconcile the adjustment

Refresh

WITHDRAW (\$2,220.00)
RHODES, KEN
LIBERTY RESOURCES PSYCHOLOGY, PHYSIC
RS-ST

Enrollments

	Label	FromDate	ToDate	Program	Frequency	Aide	Provide
▶	A	09/02/25	02/22/26	ST	2 x 30		BEYON
	B	02/23/26	06/30/26	ST	3 x 30		BEYON

Payments

	Label	Month		Sess.	Rate	Amount	Status	Pa
	A	09/2025	R	5	\$60.00	\$300.00	CLAIMED-PRIOR	
■	A	09/2025	A	-5	\$60.00	(\$300.00)	PAID	
	A	10/2025	R	5	\$60.00	\$300.00	CLAIMED-PRIOR	
■	A	10/2025	A	-5	\$60.00	(\$300.00)	PAID	
	A	11/2025	R	4	\$60.00	\$240.00	CLAIMED-PRIOR	
■	A	11/2025	A	-4	\$60.00	(\$240.00)	PAID	
	A	12/2025	R	2	\$60.00	\$120.00	CLAIMED-PRIOR	
■	A	12/2025	A	-2	\$60.00	(\$120.00)	PAID	
	A	01/2026	R	7	\$60.00	\$420.00	CLAIMED-PRIOR	
■	A	01/2026	A	-7	\$60.00	(\$420.00)	PAID	
	A	02/2026	R	3	\$60.00	\$180.00	CLAIMED-PRIOR	
■	A	02/2026	A	-3	\$60.00	(\$180.00)	PAID	
	B	02/2026	R	2	\$60.00	\$120.00	CLAIMED-PRIOR	
■	B	02/2026	A	-2	\$60.00	(\$120.00)	PAID	
	B	02/2026	R	2	\$60.00	\$120.00	CLAIMED-PRIOR	

Total

Total Claimable

Total Selected

Selected Claimable

Claim Selected Payments

\$0.00

(\$2,220.00)

(\$2,220.00)

(\$2,220.00)

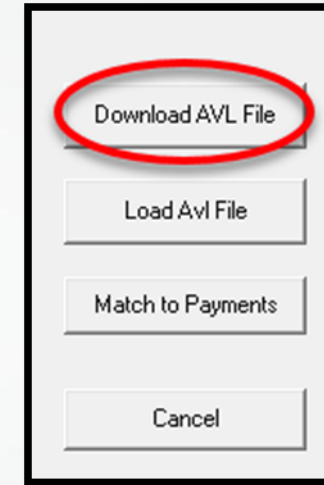


Processing Eval AVL

Eval AVL – Summary Files

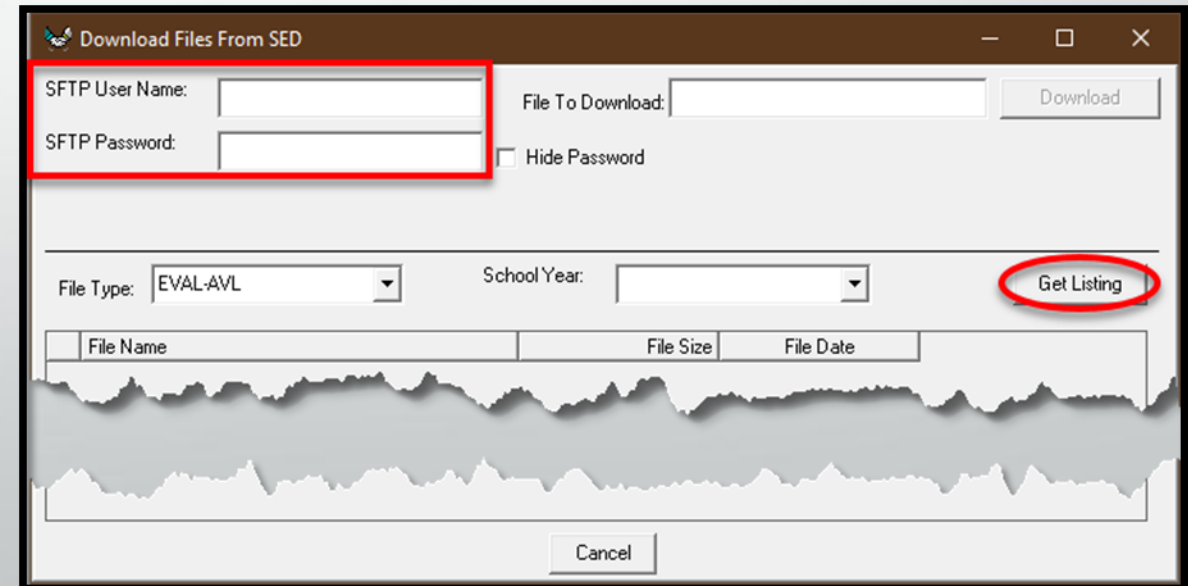
- Before you begin working on the Eval AVL you must get the most recent Summary Files
- Maintenance>SED Data>Import Summary Data from CPSE Portal
- Select the school year Click Import Evaluation Summary, and Update Evaluations from SED Summary
- If this is not done it could create false Child Match problems on the AVL.

- Once you update the summary files Go to Claims>Load/Create Evaluation AVL
- Make sure you select the Load EVAL AVL tab
- Click “Download AVL File”
- The Download Files from SED screen will show. Enter your SFTP/Go Anywhere Username and Password and click “Get Listing”



A vertical menu of four buttons. The top button, 'Download AVL File', is circled in red. Below it are 'Load Avl File', 'Match to Payments', and 'Cancel'.

Download AVL File
Load Avl File
Match to Payments
Cancel



The 'Download Files From SED' window. The 'SFTP User Name:' and 'SFTP Password:' fields are circled in red. The 'Get Listing' button is also circled in red. The window includes a 'File To Download:' field, a 'Download' button, a 'Hide Password' checkbox, and a table with columns 'File Name', 'File Size', and 'File Date'.

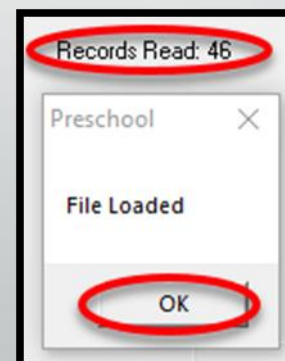
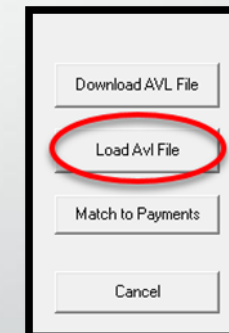
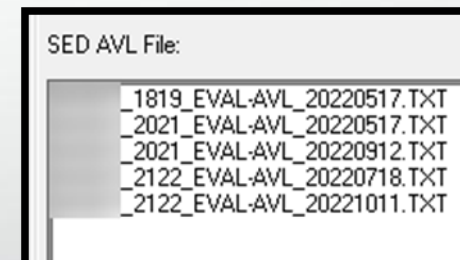
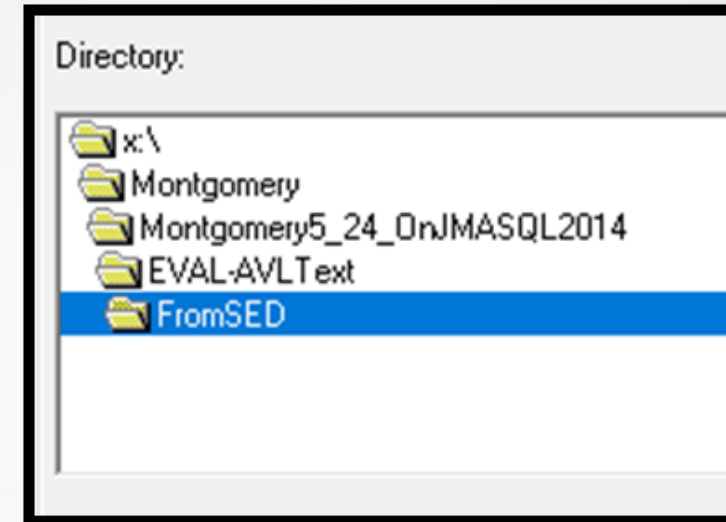
SFTP User Name:		File To Download:	Download
SFTP Password:		☐ Hide Password	
File Type:	EVAL-AVL	School Year:	
		Get Listing	
File Name	File Size	File Date	
[Table content obscured by a torn paper effect]			
Cancel			

- The EVAL-AVL files for your county will populate in the bottom grid. Typically, the file that you are looking for is the top one. Refer back to your email from NYSED to verify the file name if necessary, and select that file in the grid.
- The selection will fill in the “File to Download” section – now click the “Download” button.
- Then Click Ok

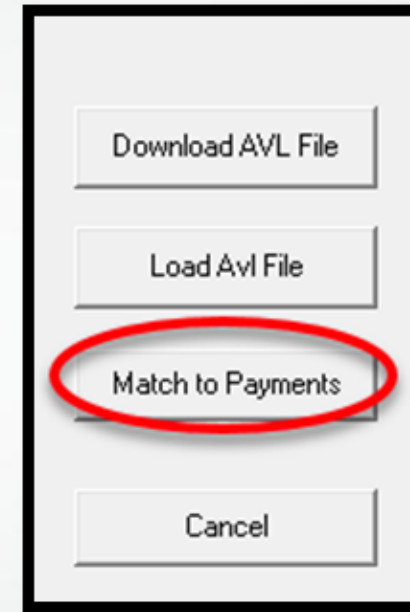
	File Name	File Size	File Date
▶	.2122_EVAL-AVL_20221011.TXT	9752	10/11/2022 6:00:29
	.2021_EVAL-AVL_20220912.TXT	636	9/12/2022 6:00:22 PM
	.2122_EVAL-AVL_20220718.TXT	7208	7/18/2022 7:00:45 PM
	.2021_EVAL-AVL_20220517.TXT	848	5/17/2022 7:00:17 PM
	.1819_EVAL-AVL_20220517.TXT	636	5/17/2022 6:00:19 PM
	.2122_EVAL-AVL_20220419.TXT	16960	4/19/2022 12:00:25
	.1819_EVAL-AVL_20220301.TXT	212	3/1/2022 6:00:47 PM

File To Download:

- Then Double Click on the FromSED file in the left-hand side of the screen.
- Find the AVL File you just downloaded and select it.
- Then click Load AVL File.
- Preschool will then load the AVL File and tell you how many records were read.

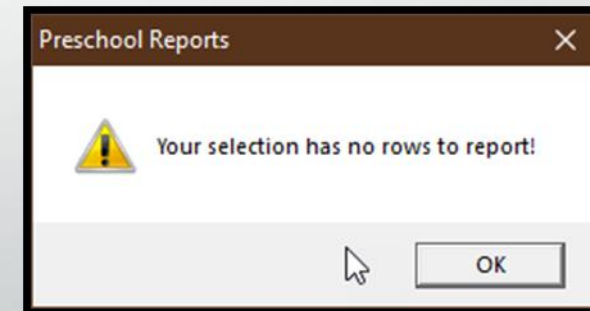
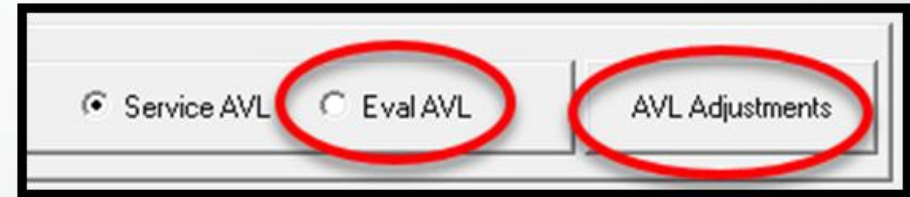
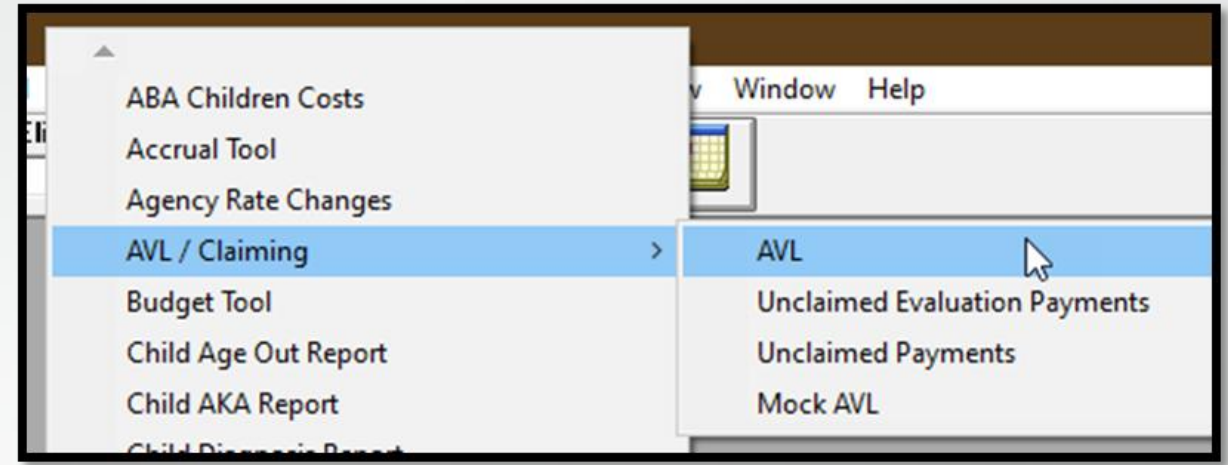


- Once the AVL file has been loaded you can click the Match to Payments button.
- This will change the records read text to the records processed.

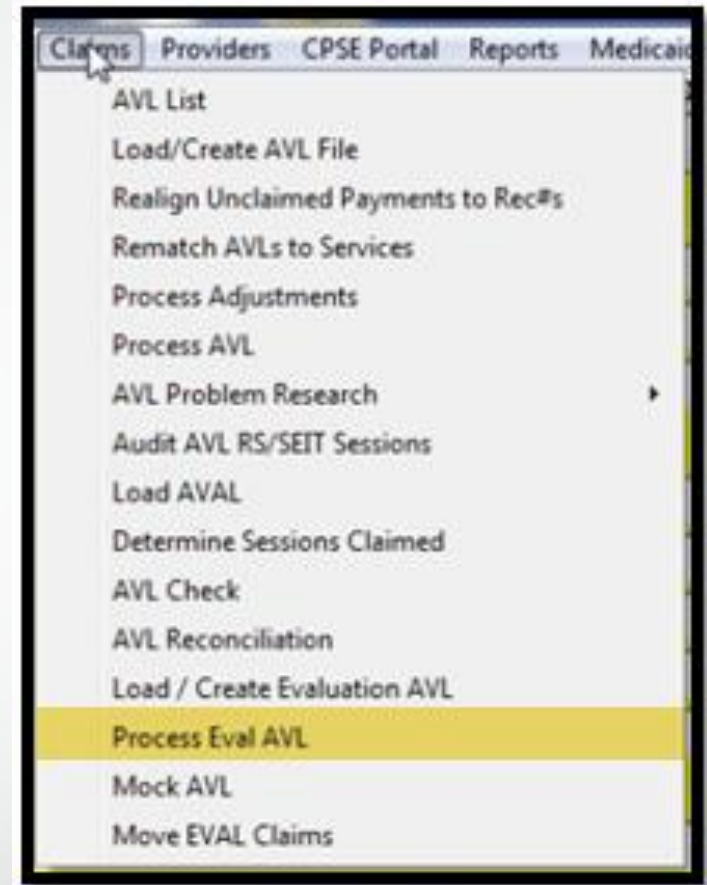


Records Proceesed: 46 of 46

- To check for adjustments, after you load the AVL go to Reports > AVL/Claiming > AVL.
- Click the Eval AVL radial dial then click on the AVL Adjustments button at the bottom right.
- This will generate a report if there are adjustments on the AVL.
- If there are no adjustments you will see the message 'No Rows to Report'.
- If you do have adjustments, please contact us at PreschoolSupport@CPSEPortal.com



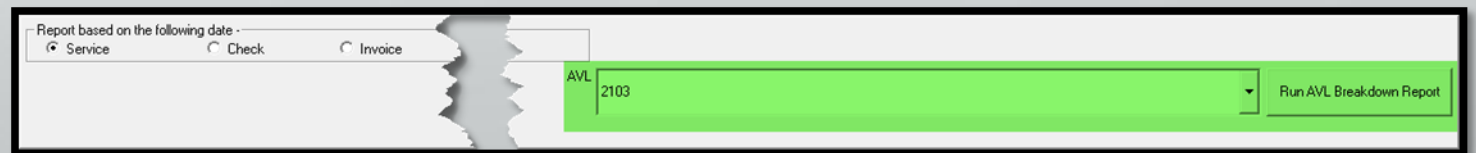
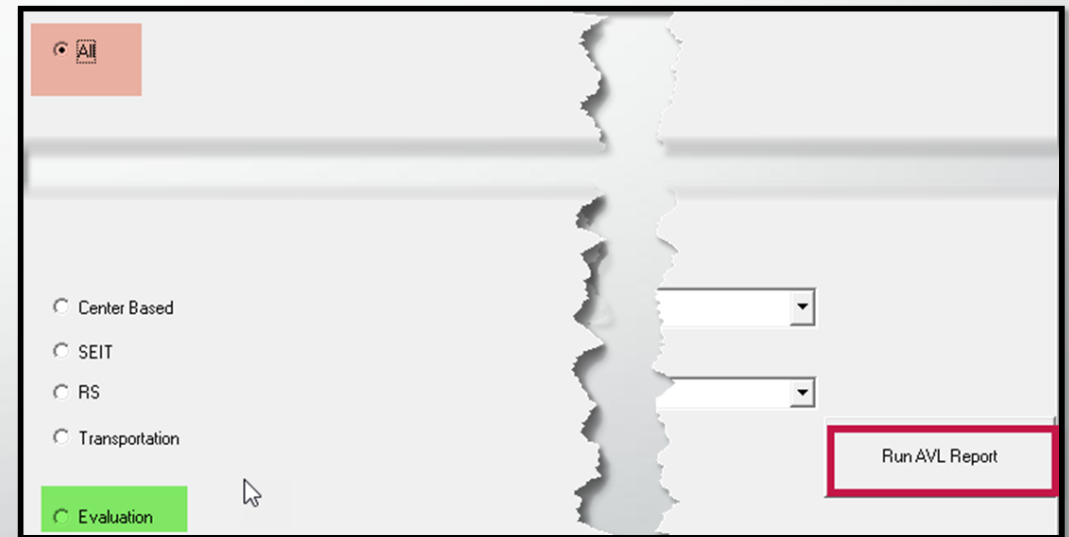
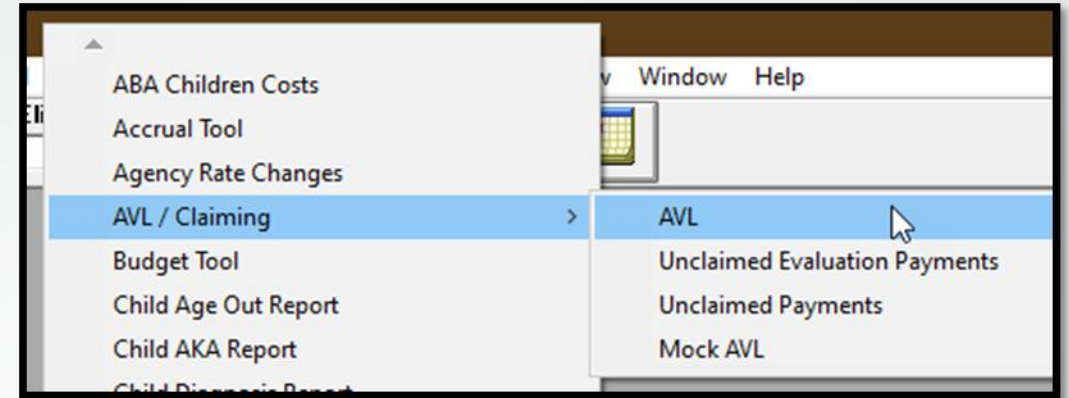
- Next proceed to Claims > Process Eval AVL
- In the Upper Right-Hand corner use the retrieve button to display all records available on this AVL
- The records will be color coded according to what Preschool was able to claim.



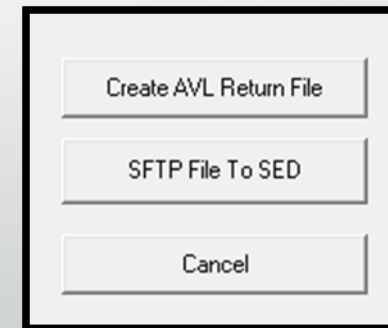
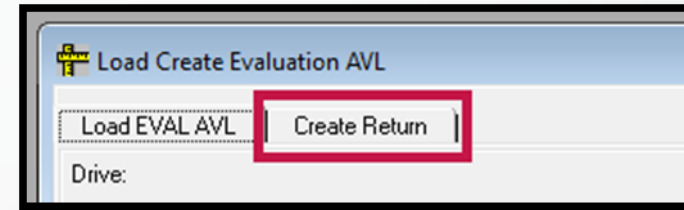
☒ Include Items with \$0 Unclaimed	Retrieve	Clear Selected
	Select All	Claim Selected
Excel		

- The Upper Left Corner has a key that tells you what each color means.
- No Match – This is a problem. If this displays contact PreschoolSupport@CPSEPortal.com for assistance.
- Child Match – This is a problem. If this displays contact PreschoolSupport@CPSEPortal.com for assistance.
- Eval Match – NOT a problem. Eval was approved, but no payments have been entered.
- Payment Match – Some Components are approved and others are not. You will need to research what is approved so you can claim them. Contact PreschoolSupport@CPSEPortal.com for assistance.
- Nothing to Claim – The evaluation was approved at SED. You paid the provider for doing the evaluation. You claimed that payment on a prior AVL. There is nothing left to do with this child or evaluation.
- All Claimed - The evaluation was approved at SED. You paid the provider for doing the evaluation. Preschool saw that the payment and the approval matched, and thus marked it to claim it for you on this AVL when you did the “Match to Payments” button.
- Part Claimed – This will never show up UNLESS you work a “Payment Match” section and partially claim some components but do not claim others.

- Once you are done on the AVL Claiming screen you can proceed to do the AVL Report.
- Go to Reports>AVL/Claiming>AVL.
- Change the selection from All, to Evaluation, then click Run AVL Report.
- You will only be able to run this report until another AVL is submitted, once that happens this report will no longer be available.
- Take a screenshot of the last page to send to SED when you send them an email.
- From here you can also choose to run the AVL Breakdown report. Just make sure you change the selection from the default (service) to be the current Eval AVL.

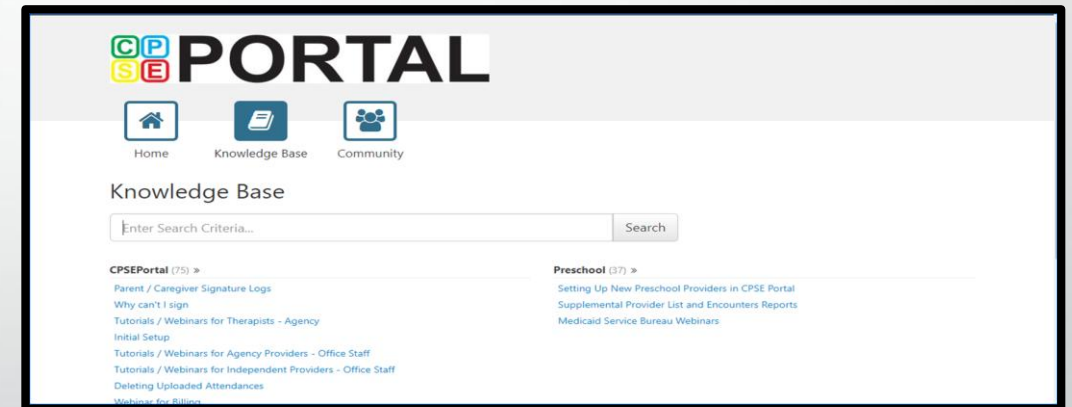


- Now it is time to send the AVL to SED.
- Go to Claims>Load/Create Evaluation AVL
- Go to the Create Return tab
- Then click the Create AVL Return File button.
- After that is done click the SFTP File To SED
- This will open a new window asking for your Go Anywhere username and password.
- Once you send the file you need to email OMSSTAC and let them know you submitted the AVL. You will want to attach the screenshot of the AVL Report to this email.



Preschool Knowledge Base

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



Knowledge Base Articles

- AVL Problem Research General Guide
 - <http://support.cpseportal.com/kb/a758/avl-problem-research-general-guide.aspx>
- AVL Problem Research Guide
 - <http://support.cpseportal.com/kb/a803/avl-problem-research-problems-guide.aspx>
- Import Summary Files
 - <http://support.cpseportal.com/kb/a115/importing-sed-summary-file-stac-eval-into-preschool.aspx>
- Service AVL
 - <http://support.cpseportal.com/kb/a195/avl-service.aspx>
- Eval AVL
 - <http://support.cpseportal.com/kb/a194/avl-eval.aspx>

Survey

- At the end of this webinar there will be a 5 questions survey
- If you have time, please complete the survey as it will help us to improve our future webinars

Closing Remarks

- If you need assistance with Preschool the Preschool Helpdesk is available through email at preschoolsupport@cpseportal.com
 - When you send us an email:
 - Do **not** use child's name
 - Use ESID #, Child # or STAC ID #
 - Include any error or warning messages you received