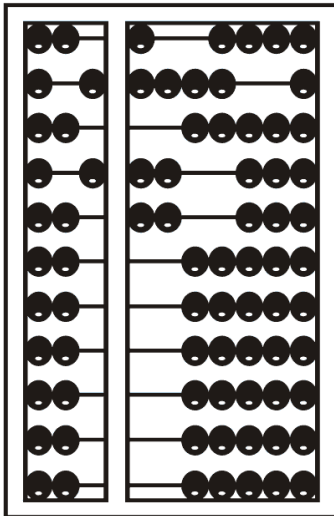


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



CPSE Portal

CB Agency Case Management

Topics Covered

- * **Looking Up Children**

- * Child Lookup

- * **Unmatched Children and Enrollments**

- * Creating/Editing an Unmatched Child
- * Adding/Editing an Unmatched Enrollments
- * Adding an Unmatched Enrollment for CBRS

- * **Assigning Therapists to Children**

- * Assigning Enrollments to Therapist
- * Assigning Therapist to Children

- * **Matching Children and Enrollments**

- * Matching Children
- * View Unmatched Enrollments
- * Matching Enrollments

- * **Classroom Management**

- * Create Classrooms (including 1:1 Aide Classrooms)
- * Assigning Teacher/Aide to Classrooms
- * Assigning Children to Classrooms
- * Classroom List

- * **Creating a School Schedule**

- * Adding and Editing School Closures
- * Applying Schedule to Classroom Attendance

- * **Entering and Signing Classroom Attendance**

- * **Reports**

- * Enrollment Lookup Report
- * Enrollment Assignments Report
- * How to Find an ESID #

- * **Closing**

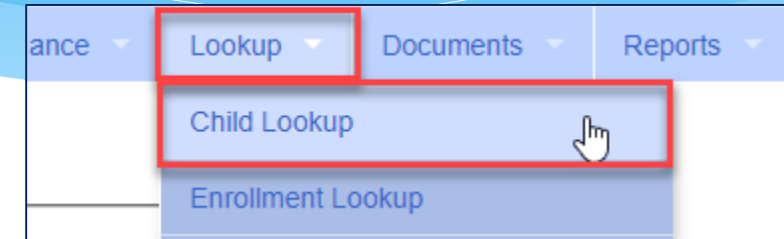
- * Knowledge Base Links
- * Upcoming Webinars
- * Closing Remarks



Looking Up Children

Child Lookup

- * Go to **Lookup** -> **Child Lookup**.
- * Enter the start of the child's last name and click Search.
- * Find the child and click Details.
- * Wildcard searches can be done by using “%” ex. Search “%son” returns Wilson, Sampson, Thompson, etc.



Child Lookup

Last Name [Show Advanced Search options]

Last Name	First Name	DOB	SED STAC ID	District	County	Match Status	
SCHAFER	FRANCIS	2/11/2010	E23693	East Aurora	ERIE	County Record	Details
SCHAFER	LATRICIA	5/12/2011	F35053	Iroquois	ERIE	County Record	Details
SCHMITT	FREDDIE	3/1/2012	G04529	Orchard Park	ERIE	County Record	Details
SCHULZ	FREDERIC	3/3/2011		Buffalo	ERIE	County Record	Details
SCHULZ	JONNIE	12/5/2009	E34929	Orchard Park	ERIE	County Record	Details
SCHUSTER	JACQUELINE	1/28/2011	F67096	Buffalo	ERIE	County Record	Details
SCHUSTER	MARGARITE	3/30/2012	F67281	Buffalo	ERIE	County Record	Details

Child Lookup Advanced Search

- * Click “Show Advanced Search options” to see additional search criteria:

Child Lookup

Name (Last,First) [\[Hide Advanced Search options \]](#)

- * School Year
- * County
- * Provider
- * District
- * STAC ID #
- * Electronic Service ID #

Child Lookup

Name (Last,First) [\[Hide Advanced Search options \]](#)

School Year County Provider District

Child Number STAC ID Electronic Service ID Medicaid CIN



Unmatched Children and Unmatched Enrollments

Unmatched Children & Enrollments

- * Typically, all information about a child and the services they are receiving are entered by the County and uploaded into CPSE Portal.
 - * However, an agency can create a temporary child and temporary enrollment records.
 - * These are created when the County is delayed in entering data.
 - * The agency can create these records so that attendance and other information can be recorded even though the County has not entered the official information.
- * Once the County uploads the official information, the agency can “match” the temporary records to the County created record. When matching the records, any data entered for the temporary record is moved over to the County created record and then the temporary one is deleted.
- * In CPSE Portal, these temporary / placeholder entries are referred to as “UnMatched”.
- * Unmatched children do not have an ESID #.

Creating an Unmatched Child

- * Go to **Caseload Maintenance -> Unmatched Children** and click “Add Child”
- * Fill in the “Add Child” screen and click “Add” (address & phone # are optional)

The screenshot shows a web form titled "Add Child" with a close button (X) in the top right corner. The form contains the following fields:

- Provider: A dropdown menu.
- County: A dropdown menu.
- District: A dropdown menu.
- Last Name: A text input field.
- First Name: A text input field.
- MI: A small text input field.
- DOB: A text input field.
- Gender: A dropdown menu.
- Address 1: A text input field.
- Address 2: A text input field.
- City: A text input field.
- State: A dropdown menu with "New York" selected.
- Zip: A text input field.
- Home Phone: A text input field.
- SEDSTACID: A text input field.

A red rectangular box highlights the County, District, Last Name, First Name, MI, DOB, and Gender fields. A red circular box highlights the "Add" button at the bottom left of the form.

Editing an Unmatched Child

Home File Transfer ▾ Activities ▾ eSTACs ▾ Attendance ▾ Billing ▾ Caseload Maintenance ▾ Lookup ▾ Documents ▾ Reports ▾ Medicaid ▾ People

Unmatched Children [Add Child](#)

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone				
C62000210698		Nolan		12/7/2018		KINGSTON CITY SD						Enrollments	Attempt Match	Edit	Delete

- * Go to **Caseload Maintenance** -> **Unmatched Children**
- * You can Edit:
 - * Child's Name
 - * Date of Birth
 - * District
- * Click "Update" to save your changes.

Unmatched Children [Add Child](#)

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone				
C62000210698		Nolan		12/7/2018		KINGSTON CITY SD ▾						Enrollments	Attempt Match	Update	Cancel

Adding an Unmatched Enrollment

- * You can add an Unmatched Enrollment to either a County created child or an Unmatched Child (created by the provider).
- * For an Unmatched Child:
 - * You can use the **Unmatched Children** page or
 - * You can go to the **Add/Edit Unmatched Enrollments** page.
- * For a County-created child, you can only use the **Add/Edit Unmatched Enrollments** page.



Adding an Unmatched Enrollment (Center Based, Related Service & SEIT **ONLY**)

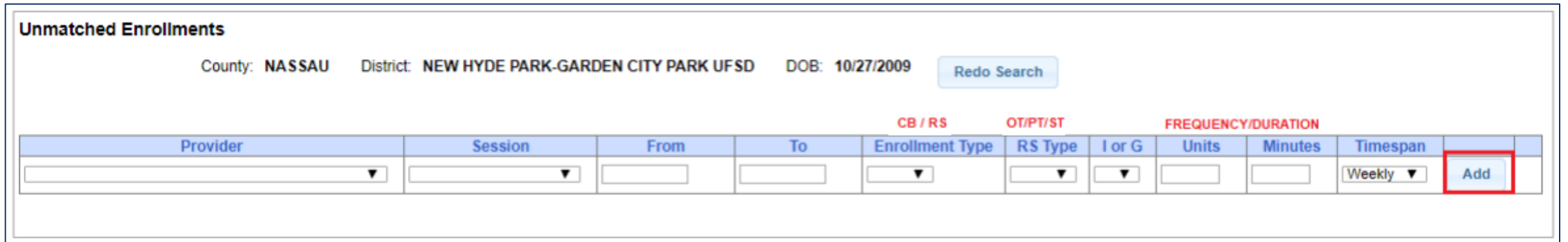
- * Go to **Caseload Maintenance -> Add/Edit Unmatched Enrollments**

- * Search child's name, and click "Select"



- * Fill in all of the pertinent information in the table: (**DO NOT ADD CBRS HERE**)

- * Provider, Session, From/To Dates, Enrollment Type, RS Type, I or G, Units, Minutes, Timespan)
- * Click "Add"



Unmatched Enrollments										
County: NASSAU District: NEW HYDE PARK-GARDEN CITY PARK UFSD DOB: 10/27/2009 Redo Search										
Provider	Session	From	To	Enrollment Type	RS Type	I or G	Units	Minutes	Timespan	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Weekly <input type="text"/>	Add


Adding Unmatched Enrollments from the Unmatched Children Screen

- * You can also add an enrollment by choosing the “Enrollments” button on your unmatched child (CB, RS or SEIT **only**).

Home	File Transfer ▾	Activities ▾	eSTACs ▾	Attendance ▾	Billing ▾	Caseload Maintenance ▾	Lookup ▾	Documents ▾	Reports ▾	Medicaid ▾	People
------	-----------------	--------------	----------	--------------	-----------	-------------------------------	----------	-------------	-----------	------------	--------

Unmatched Children [Add Child](#)

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone				
C62000210698		Nolan		12/7/2018		KINGSTON CITY SD						Enrollments	Attempt Match	Edit	Delete



- * Enter all data on the blank row and click “Add”

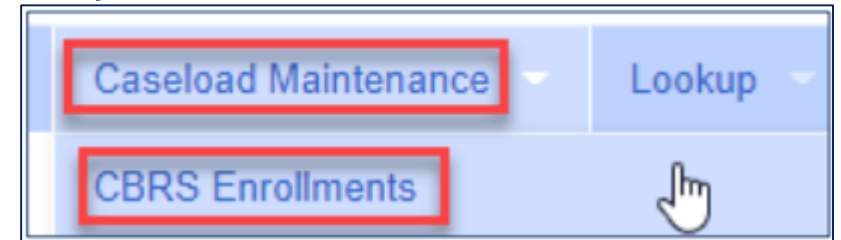
Unmatched Enrollments

County: **NASSAU** District: **NEW HYDE PARK-GARDEN CITY PARK UFSD** DOB: **10/27/2009** [Redo Search](#)

Provider	Session	From	To	CB / RS Enrollment Type	OT/PT/ST RS Type	I or G	FREQUENCY/DURATION Units	Minutes	Timespan	
▾	▾			▾	▾	▾			Weekly ▾	Add

Adding an Unmatched Enrollment (For Center Based Related Services **ONLY**)

- * After the Unmatched CB Enrollment has been created, now you can create the CBRS.
- * Go to **Caseload Maintenance -> CBRS Enrollments**
- * Complete all of the information needed:
 - * Session, County, Last Name, First Name & DOB and search.



CB Enrollments

Session Provider County Last Name First Name DOB

A screenshot of a form titled 'CB Enrollments'. The form contains several input fields: 'Session' (a dropdown menu), 'Provider' (a dropdown menu), 'County' (a dropdown menu), 'Last Name' (a text box), 'First Name' (a text box), and 'DOB' (a text box). To the right of these fields are two buttons: 'Search' and 'Clear'. Red arrows point to each of the six input fields from below.

Adding an Unmatched Enrollment (For Center Based Related Services)

Unmatched CB Enrollment for Aletha Abraham

CB Enrollments

Session Provider County Last Name First Name DOB

County	District	Last Name	First Name	ElectronicServiceID	Provider	Program	Start Date	End Date	
SCHENECTADY	Schenectady	ABRAHAM	ALETHA		ACHIEVEMENTS	9165-	09/04/2019	06/26/2020	<input type="button" value="Select"/>

Showing top 25 results...

Included Services for ABRAHAM, ALETHA

Enter the CBRS Unmatched Enrollment(s) for Aleha Abraham

ElectronicServiceID	From	To	RS Type	I or G	Units	Minutes	Timespan	
	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	WEEKLY <input type="text" value="v"/>	<input type="button" value="Add"/>

Completed Unmatched Enrollment for Center Based and Center Based Related Services

Unmatched CB Enrollment for Aletha Abraham

CB Enrollments

Session Provider County Last Name First Name DOB

County	District	Last Name	First Name	ElectronicServiceID	Provider	Program	Start Date	End Date	
SCHENECTADY	Schenectady	ABRAHAM	ALETHA	CB1920W0009825	ACHIEVEMENTS	9165-	09/04/2019	06/26/2020	Select

Showing top 25 results...

Included Services for ABRAHAM, ALETHA

Completed Unmatched CBRS Enrollment(s) for Aletha Abraham

ElectronicServiceID	From	To	RS Type	I or G	Units	Minutes	Timespan
	9/4/2019	6/26/2020	ST	I	1.00	30	WEEKLY
	9/4/2019	6/26/2020	ST1	G	1.00	30	WEEKLY
	9/4/2019	6/26/2020	OT	I	1.00	30	WEEKLY
	9/4/2019	6/26/2020	PT	I	1.00	30	WEEKLY

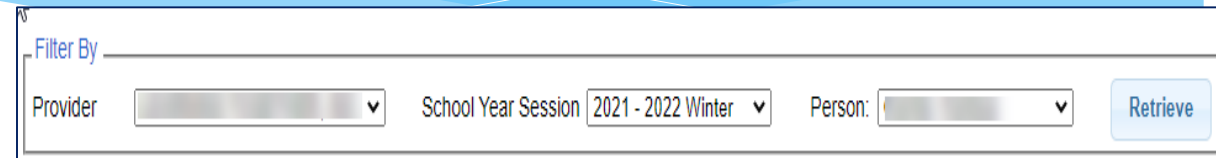


Assigning Therapist to Children

Assigning Enrollments to Therapist

- * Go to **Caseload Maintenance -> Caseload**

- * Select therapist under “Person” dropdown and click “Retrieve”. This will bring up the therapist’s caseload.

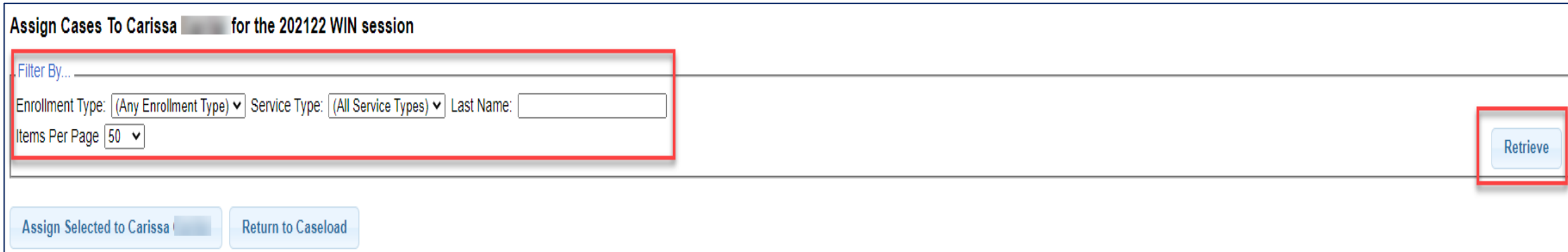


Filter By

Provider School Year Session Person:

- * Click “Add New Assignment”.

- * Filter by Enrollment Type, Service Type, or Last Name and click “Retrieve” to bring up any enrollments that fit the filter description.



Assign Cases To Carissa for the 202122 WIN session

Filter By...

Enrollment Type: Service Type: Last Name:

Items Per Page

Assigning Enrollments to Therapist

- * Select the enrollments that you want to assign to this therapist, and click “Assign Selected To [Therapist’s Name]”.
- * Click “Return to Caseload” to return to the previous therapist search page.

Filter By...

Enrollment Type: (Any Enrollment Type) Service Type: ST Last Name:

Items Per Page 50

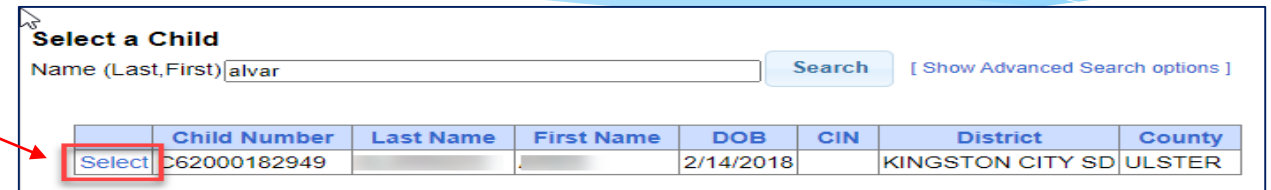
Assign Selected to BRANDON KELLY

Return to Caseload

	Status	Last Name	First Name	ESID	From	To	Enrollment Type	RS Type	Freq	I/G	Provider	County	District	
<input type="checkbox"/>	UNMATCHED	ALDRICH	PORFIRIO		9/9/2019	6/26/2020	RS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input checked="" type="checkbox"/>		ALI	ADOLFO	CBRS1920W0000468	9/9/2019	10/14/2019	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input checked="" type="checkbox"/>		ALI	ADOLFO	CBRS1920W0000473	10/15/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input type="checkbox"/>		ALLEN	ADOLPH	CBRS1920W0000355	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input checked="" type="checkbox"/>		ALLISON	ADRIAN	CBRS1920W0000382	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Beacon	Attendance
<input type="checkbox"/>		ALLRED	KORY	CBRS1920W0000447	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input checked="" type="checkbox"/>		ALVARADO	AGUSTIN	CBRS1920W0000257	9/9/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Beacon	Attendance
<input checked="" type="checkbox"/>		AMBROSE	FREDRIC	CBRS1920W0000200	9/9/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Poughkeepsie	Attendance
<input type="checkbox"/>		ANAYA	DINO	CBRS1920W0000176	9/9/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Beacon	Attendance
<input type="checkbox"/>		ANDERSON	AL	CBRS1920W0000161	9/9/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Arlington	Attendance
<input checked="" type="checkbox"/>		ANDRADE	ALAN	CBRS1920W0000571	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Poughkeepsie	Attendance
<input type="checkbox"/>		ANDREWS	WANDA	CBRS1920W0000561	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Wappingers	Attendance
<input type="checkbox"/>		ANTHONY	ALBERTO	CBRS1920W0000391	9/9/2019	6/26/2020	CBRS	ST	2.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Arlington	Attendance
<input checked="" type="checkbox"/>		ARCHER	ALDEN	CBRS1920W0000128	9/9/2019	6/26/2020	CBRS	ST	4.00x 30 Weekly	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Arlington	Attendance
<input type="checkbox"/>		ARIAS	EARNESTINE	RS1920W0023296	10/7/2019	6/26/2020	RS	ST	2.00x 30 WEEKLY	I	LG INTERVENTION SPECIALISTS, INC.	DUTCHESS	Poughkeepsie	Attendance

Assigning Children to Therapist

- * Go to **Caseload Maintenance -> Assign Child's Therapist(s) and Service Provider(s)**.
- * Search for child, and then click "Select".

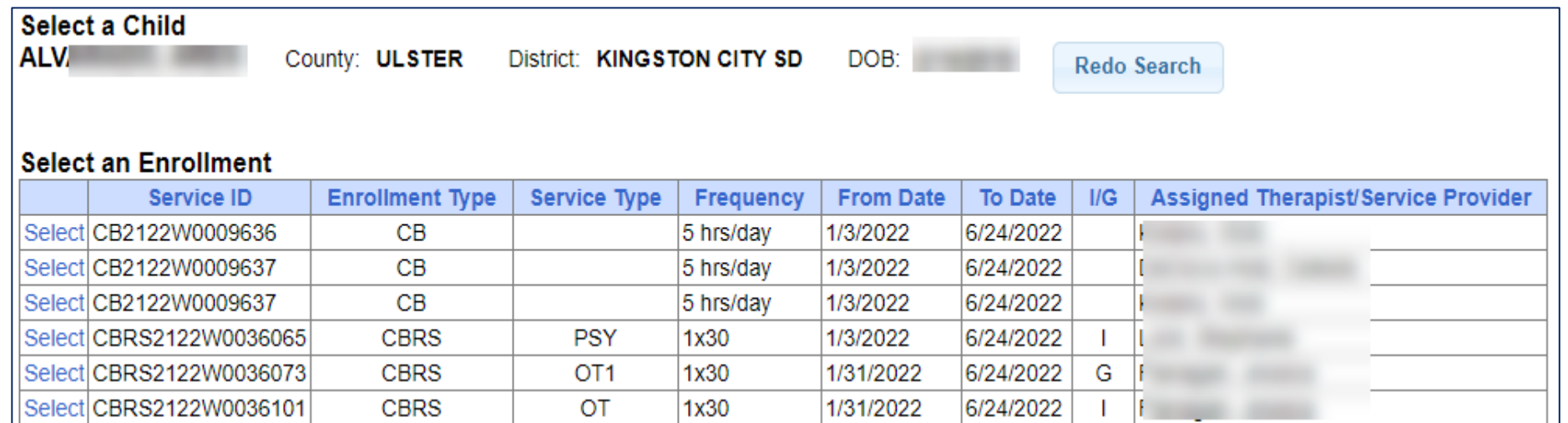


Select a Child

Name (Last,First) [\[Show Advanced Search options \]](#)

	Child Number	Last Name	First Name	DOB	CIN	District	County
<input type="button" value="Select"/>	62000182949			2/14/2018		KINGSTON CITY SD	ULSTER

- * This will bring up all of the enrollments for the child.
- * Now "Select" the enrollment.



Select a Child

ALV/ County: **ULSTER** District: **KINGSTON CITY SD** DOB:

Select an Enrollment

	Service ID	Enrollment Type	Service Type	Frequency	From Date	To Date	I/G	Assigned Therapist/Service Provider
<input type="button" value="Select"/>	CB2122W0009636	CB		5 hrs/day	1/3/2022	6/24/2022		
<input type="button" value="Select"/>	CB2122W0009637	CB		5 hrs/day	1/3/2022	6/24/2022		
<input type="button" value="Select"/>	CB2122W0009637	CB		5 hrs/day	1/3/2022	6/24/2022		
<input type="button" value="Select"/>	CBRS2122W0036065	CBRS	PSY	1x30	1/3/2022	6/24/2022	I	
<input type="button" value="Select"/>	CBRS2122W0036073	CBRS	OT1	1x30	1/31/2022	6/24/2022	G	
<input type="button" value="Select"/>	CBRS2122W0036101	CBRS	OT	1x30	1/31/2022	6/24/2022	I	


Assigning Children to Therapist

- * Select a therapist from the Available Therapists section, and click “Add Therapist(s)/Service Provider(s)”.
- * To remove assigned therapists, select the therapist from the Assigned Therapists section, and click “Remove Therapist”.

Select	CBRS2122S0035244	CBRS	OT	2x30	7/5/2021	8/13/2021	I	
Select	CBRS2122S0035245	CBRS	PSY	1x30	7/5/2021	8/13/2021	I	
Select	CBRS2122S0035245	CBRS	PSY	1x30	7/5/2021	8/13/2021	I	

Assigned Therapists


	Last Name	First Name	NPI
<input type="checkbox"/>		Jessica	



Remove Therapist

Available Therapists

	Last Name	First Name	NPI
<input type="checkbox"/>		Davis	
<input type="checkbox"/>		Christine	
<input type="checkbox"/>		Christina	
<input type="checkbox"/>		Destiny	
<input type="checkbox"/>		Madison	
<input type="checkbox"/>		Carissa	
<input type="checkbox"/>		Susana	
<input type="checkbox"/>		Celeste	
<input type="checkbox"/>		Kristen	
<input type="checkbox"/>		Heather	
<input type="checkbox"/>		Caleigh	
<input type="checkbox"/>		Jessica	
<input type="checkbox"/>		Mara	
<input type="checkbox"/>		Sarah	
<input type="checkbox"/>		Sarah	



Add Therapist(s)/Service Provider(s)



Matching Children and Enrollments

Matching Children

- * Billing **cannot** be submitted to the County on “Unmatched” children/enrollments.
- * Billing can only be submitted for County created enrollments.
- * You will need to match the Unmatched Children and Unmatched Enrollments.
- * You can go to **Caseload Maintenance -> Unmatched Children** and “Attempt Match”.

Home

File Transfer

Activities

eSTACs

Attendance

Billing

Caseload Maintenance

Lookup

Documents

Reports

Medicaid

People

Unmatched Children

Add Child

Child Number	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	HomePhone				
C62000210698		Nolan		12/7/2018		KINGSTON CITY SD						Enrollments	Attempt Match	Edit	Delete

- * Or you can “Attempt Child Match” from the **Caseload Maintenance -> View Unmatched Enrollments** screen.

Unmatched Enrollments															
School Year		All School Years		Retrieve											
County	Child Number	Last Name	First Name	DOB	School Year	From	To	Type	Service	Description					
	C62000212737			12/12/18	202122	04/01/22	06/23/22	CB		0 hrs/day 0 days/week	Attendances	Attempt Child Match			Delete

Matching Children

- * The top of the screen will show the information you entered for the child.
- * The bottom of the screen shows the potential matches.
- * **Make sure the child you are selecting to match is the correct one** and click “Select”.

Match Child Against County-Imported Child

Current Unmatched Child:
[Redacted], Dannielle County: [Redacted] District: **NEW PALTZ CSD** DOB: **12/12/2018**

Potential Matches:

Showing children matching the DOB, and with the same first and last name.

	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	Home Phone
Select	[Redacted]	ANNELIESE		12/12/2018	[Redacted]	NEW PALTZ CSD	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Select	[Redacted]	DANNIELLE		12/12/2018	[Redacted]	NEW PALTZ CSD	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Matching Children

- * The bottom of the screen will ask you to confirm the information.
- * **Double check** the information for accuracy, and if it is correct, click “Match!”

Match Child Against County-Imported Child

Current Unmatched Child:
Dannielle County: District: NEW PALTZ CSD DOB: 12/12/2018

Potential Matches:
Showing children matching the DOB, and with the same first and last name.

	Last Name	First Name	MI	DOB	County	District	Address1	City	State	Zip	Home Phone
Select		ANNELIESE		12/12/2018		NEW PALTZ CSD					
Select		DANNIELLE		12/12/2018		NEW PALTZ CSD					

WARNING: By clicking the button below, you are combining these two children (including any associated data - not limited to: enrollments, attendances, medicaid consents, medicaid eligibility, IEPs, log notes, scripts/orders). Make sure the match is correct. This cannot be undone.

Dannielle (12/12/2018) → DANNIELLE (12/12/2018)

Match!

View Unmatched Enrollments

- * Go to **Caseload Maintenance** → **View Unmatched Enrollments**.

Unmatched Enrollments													
Retrieve													
County	Last Name	First Name	DOB	School Year	From	To	Type	Service	Description				
ERIE	BLUM	MERIL	03/24/12	201516	04/06/16	06/30/16	RS	PT	1x30	Attendances	Attempt Child Match		Delete
ERIE	GARY	KELLY	01/30/11	201516	04/20/16	06/30/16	RS	OT	1x30	Attendances			Delete
ERIE	GERBER	MEGAN	02/17/12	201516	03/30/16	06/30/16	RS	ST	3x30	Attendances	Attempt Enrollment Match		Delete
ERIE	HOANG	JULES	03/24/11	201516	04/07/16	06/30/16	RS	ST	2x30	Attendances	Attempt Enrollment Match		Delete
ERIE	LACKEY	ISIAH	06/27/12	201516	03/30/16	06/30/16	RS	ST	3x30	Attendances	Attempt Enrollment Match		Delete



- * If the enrollment has potential matches (same child and service type), the “Attempt Enrollment Match” link will appear.

Matching Enrollments to County Created Enrollments

- * The top of the screen shows the agency created unmatched enrollment.
- * The bottom of the screen shows a list of potential matches based on service type only (doesn't check dates).
- * If you find a County created match, click “Select”.

Match Enrollment Against County-Imported Enrollment

Child:

[Redacted]

County:

[Redacted]

District:

[Redacted]

DOB: 4/20/2017

Current Unmatched Enrollment:

Session: 2021 - 2022 Winter From Date: 1/18/2022 To Date: 6/24/2022

Enrollment Type: CB Service Type: Individual or Group: I Frequency: 0 hrs/day 0 days/week

Potential Matches:

	Enrollment Type	Service Type	Session	From Date	To Date	I or G	Frequency	ESID
Select	CB		2021 - 2022 Winter	1/18/2022	6/24/2022		5 hrs/day	CB2122W0022875
Select	CB		2021 - 2022 Winter	1/18/2022	6/24/2022		5 hrs/day	CB2122W0023034

Matching Enrollments to County Created Enrollments

- * When you “Select” the enrollment to match, you will be prompted to confirm the information.
- * **Double check** to make sure the information is correct.
- * If it is correct, click “Match!”

Match Enrollment Against County-Imported Enrollment

Child: County: District: DOB: 4/20/2017

Current Unmatched Enrollment:
Session: 2021 - 2022 Winter From Date: 1/18/2022 To Date: 6/24/2022
Enrollment Type: CB Service Type: Individual or Group: I Frequency: 0 hrs/day 0 days/week

Potential Matches:

	Enrollment Type	Service Type	Session	From Date	To Date	I or G	Frequency	ESID
Select	CB		2021 - 2022 Winter	1/18/2022	6/24/2022		5 hrs/day	CB2122W0022875
Select	CB		2021 - 2022 Winter	1/18/2022	6/24/2022		5 hrs/day	CB2122W0023034

WARNING: By clicking the button below, you are combining these two enrollments (including any associated data - not limited to: attendances, orders/scripts, log notes, therapist/provider assignments). Make sure the match is correct. This cannot be undone.

UNMATCHED ENROLLMENT
(1/18/2022 - 6/24/2022)
0 hrs/day 0 days/week

 →

CB2122W0022875
(1/18/2022 - 6/24/2022)
5 hrs/day

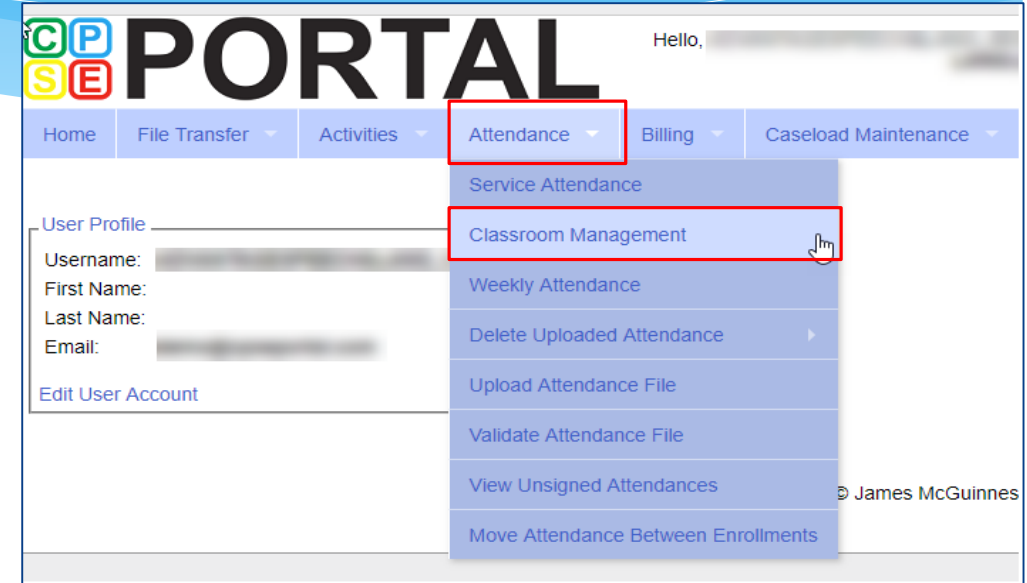
Match!



Classroom Management

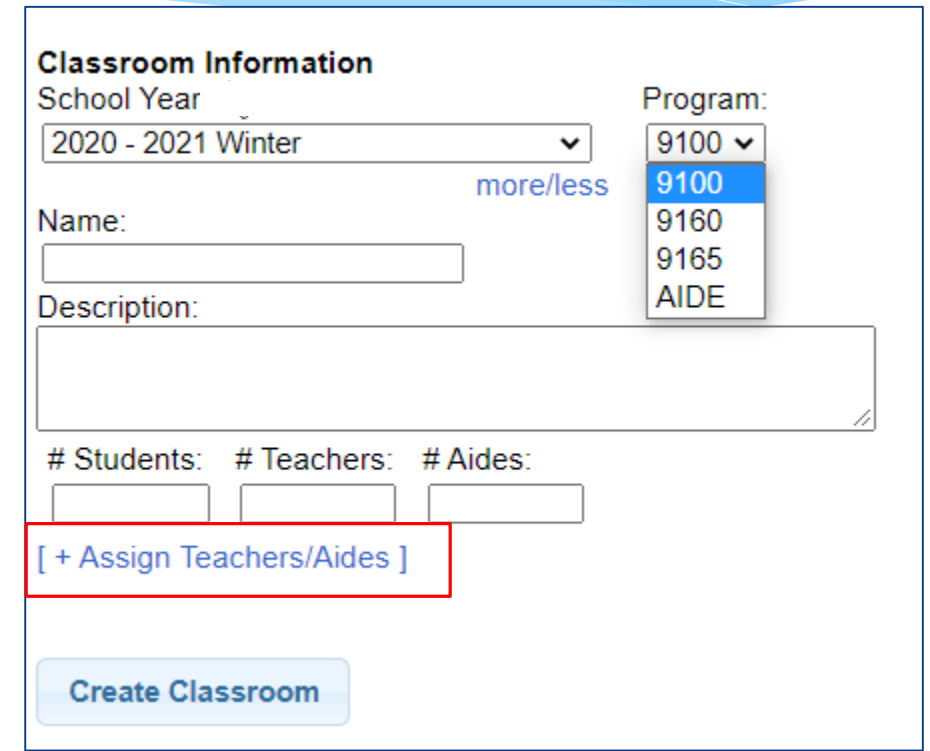
Classroom Management

- * Classrooms are created under "*Classroom Management*".
- * This will allow you to assign teachers/aides to classrooms as well as assign students.
- * Changes may also be made as well as classroom deletions.
- * Go to **Attendance -> Classroom Management**
- * Click on Create New Classroom

A screenshot of the 'Filter Classrooms' section of the portal. It contains a form with the following elements: a 'School Year Session' dropdown menu currently set to 'All Sessions'; a 'Program:' label followed by a dropdown menu; and an 'Active During (Select Month & Year):' section with two dropdown menus for month and year. Below these fields is an 'Apply Filter' button. At the bottom of the section is a 'Create New Classroom' button with a plus icon, which is pointed to by a large red arrow.

Create Classrooms

- * Enter classroom information fields
 - * Select School Year
 - * Select Program
 - * Name your classroom & include hours
 - * I.E.: Room 310 - 2.5 HR PM etc..
 - * Type in description of classroom & include hours
 - * I.E.: Integrated 2.5 HR PM etc..
 - * Enter number of students, number of teachers, and number of aides for this classroom
 - * **Before** you Create the Classroom, you will Assign Teachers/Aides



Classroom Information

School Year: more/less

Program:
 9100
 9160
 9165
 AIDE

Name:

Description:


Students: # Teachers: # Aides:

[+ Assign Teachers/Aides]

Create Classroom

Assigning Teacher/Aide To Classrooms

- * Click on (+Assign Teachers/Aides) link

Classroom Information
School Year: more/less
Name:
Description:
Students: # Teachers: # Aides:
[\[+ Assign Teachers/Aides \]](#) 

Program:

Assigning Teacher/Aide To Classrooms

- * Refer to "Not Assigned" list on right and select name of applicable teacher or aide or "Select All" box;
- * Make sure correct role is selected
- * Click *Assign*
- * Once teacher/aides are assigned to classroom, click on "*Create Classroom*"
- * Should a teacher or aide leave the classroom this is also where you will un-assign them

☐ Only Include in Unassigned List if Discipline Code is TEACH or AIDE? (will reload lists)

Assigned to Classroom

No people currently assigned to classroom.

☐ Select All **Unassign -->**

Not Assigned

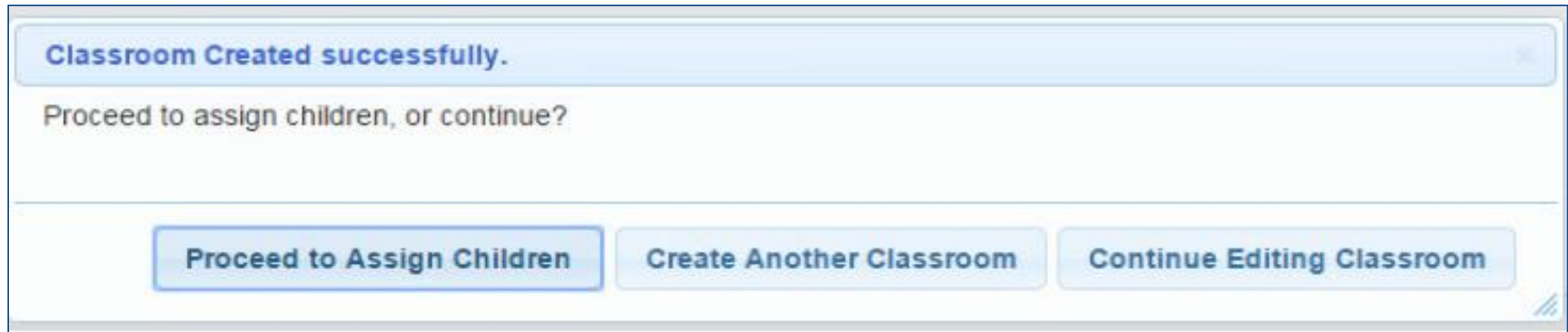
Select	LastName	FirstName	Role
<input type="checkbox"/>	Teacher ▼
<input checked="" type="checkbox"/>	Teacher ▼
<input checked="" type="checkbox"/>	Aide ▼
<input type="checkbox"/>	Teacher ▼
<input checked="" type="checkbox"/>	Aide ▼
<input type="checkbox"/>	Teacher ▼
<input type="checkbox"/>	Teacher ▼
<input type="checkbox"/>	Teacher ▼

<-- Assign ☐ Select All

Create Classroom

Assigning Teacher/Aide To Classrooms

- * Now you can select "Proceed to Assign Children", "Create Another Classroom", or "Continue Editing Classroom"



Assigning Children To Classrooms

- * Once you select "Proceed to Assign Children"
- * Select "Details" link to review service details of the child
 - * You can review child info on under the "Child Demographic Info" tab
 - * You can review service info under the "Service Info" tab
- * You can also click on "Sessions for Enrollment Report" link to run an enrollment report.
 - * Enter report criteria with from/to dates and click "Run"
- * When ready to assign child to classroom, click back button to return to Classroom screen



Child Demographic Info Service Info

First Name [REDACTED]
Last Name [REDACTED]
DOB [REDACTED]
Gender F
Address [REDACTED]
County Albany
District COHOES CITY SD

Sessions For Enrollment Report



Select Report Criteria

CB ☐ CBRS ☒ RS ☐ SEIT ☐

From Date: 9/1/2014 To Date: 6/30/2015



Child Demographic Info Service Info

Service ID [REDACTED]
Enrollment Type CB
Provider Name [REDACTED]
Program Code 9165
STAC Code I
From Date 9/3/2014
To Date 10/30/2014
Frequency 2.5 hrs/day

Sessions For Enrollment Report

Assigning Children To Classrooms

- * Select box of child to be assigned (in "not assigned" column) or "Select All" if all are to be assigned
- * Click "Assign"
- * To remove a child from the classroom, select box next to child and click "Unassign" or click "Select All" box and click "Unassign"
- * Click "Save Changes"

Classroom: 2.5 HR AM

Assigned to Classroom

No children currently assigned to classroom.

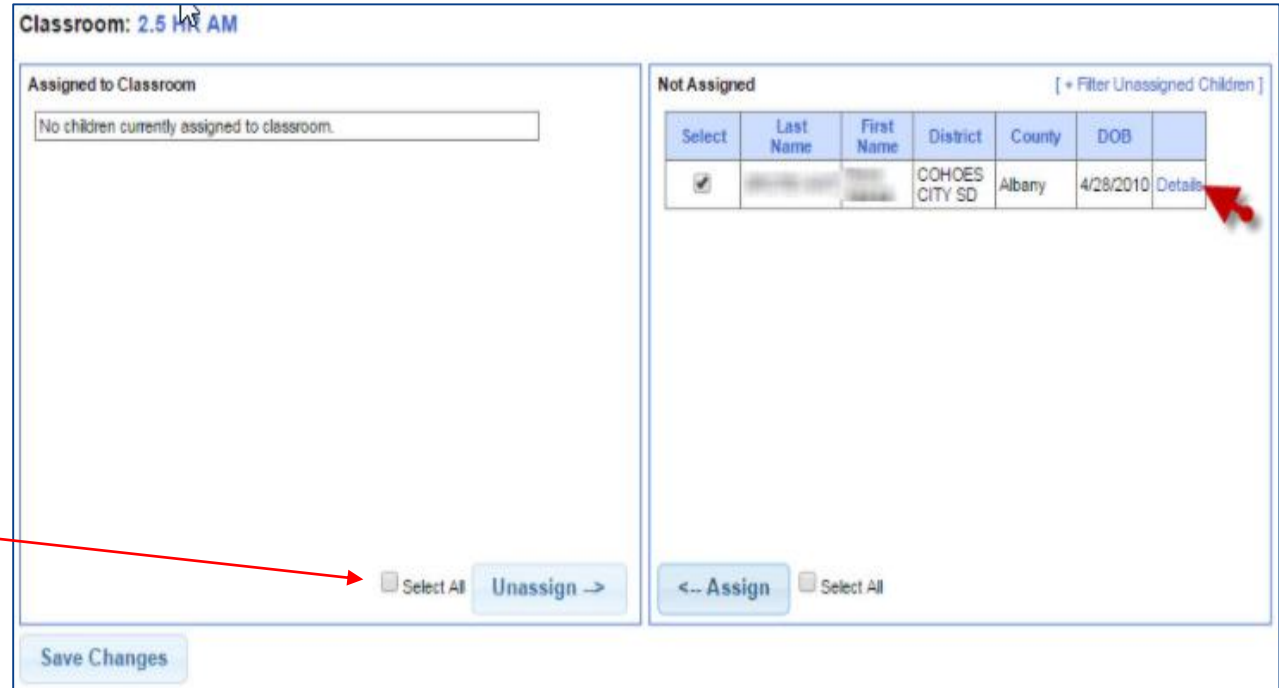
Not Assigned [+ Filter Unassigned Children]

Select	Last Name	First Name	District	County	DOB	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	COHOES CITY SD	Albany	4/28/2010	Details

☐ Select All Unassign →

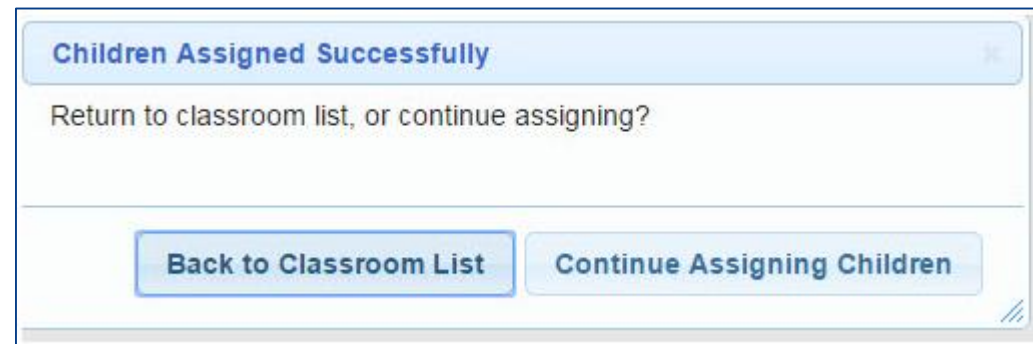
← Assign ☐ Select All

Save Changes



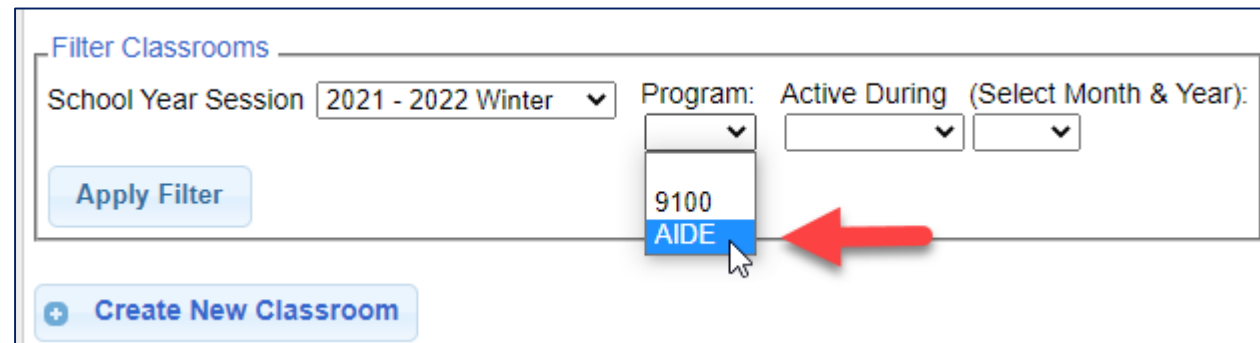
Assigning Children To Classrooms

- * After saving your changes, you can either go to *Back to Classroom List* or *Continue Assigning Children*.



Creating 1:1 Aide Classrooms

- * Counties now create two enrollments for any children who receive a 1:1 Aide.
 - * One enrollment will be for the CB, and the other enrollment will be for the 1:1 Aide.
- * If you have any children who will also have a 1:1 Aide, you will need to create an Aide classroom.
- * Once you create your Aide classroom, you will follow the previous steps, assign your teachers and/or your Aides, and assign all students who have a 1:1 Aide to the Aide classroom.



The screenshot shows a web interface for filtering classrooms. It includes a title 'Filter Classrooms', a 'School Year Session' dropdown set to '2021 - 2022 Winter', and a 'Program:' dropdown menu. The 'Program:' menu is open, showing '9100 AIDE' as the selected option, which is highlighted in blue. A red arrow points to this option. To the right of the 'Program:' dropdown are two empty dropdowns labeled 'Active During' and '(Select Month & Year):'. Below the filters is an 'Apply Filter' button. At the bottom of the interface is a '+ Create New Classroom' button.

Classroom List

- * Go to **Attendance -> Classroom Management**, filter the school session, and “Apply Filter”.
- * All additions or updates may be accessed by selecting the following links:
 - * Attendance may be viewed by clicking on "Attendance"
 - * Classroom info, including assigning of teachers/aides, may be updated by clicking "Edit Classroom"
 - * Children may be assigned or unassigned by clicking "Assign Children"
 - * Classrooms may also be deleted by clicking "Delete Classroom"

Filter Classrooms

School Year Session

2021 - 2022 Winter

Program:

Active During

(Select Month & Year):

▼

▼

▼

Apply Filter

Attendance	Class	Description	School Year	Program	# Students	# Teachers	# Aides			
Attendance	(5:1:0)		2021 - 2022 Winter	9160	7	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	8:1:2)		2021 - 2022 Winter	9100	2	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	:2)		2021 - 2022 Winter	9100	7	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	S (2:1:0)		2021 - 2022 Winter	9160	6	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	S (6:1:1)		2021 - 2022 Winter	9160	4	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(8:1:2)		2021 - 2022 Winter	9100	9	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(8:1:2)		2021 - 2022 Winter	9160	0	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	CIS (4:1:0)		2021 - 2022 Winter	9160	3	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(4:1:1)		2021 - 2022 Winter	9160	6	1	0	Edit Classroom	Assign Children	Delete Classroom

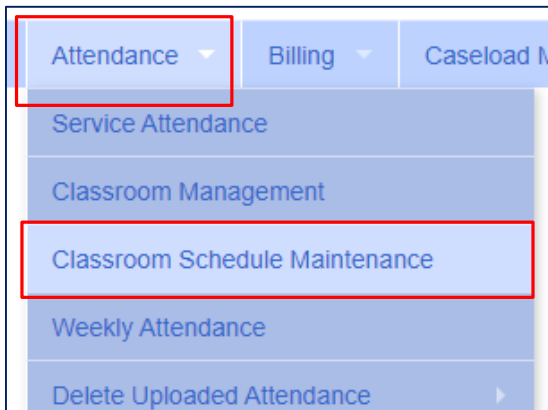
Create New Classroom



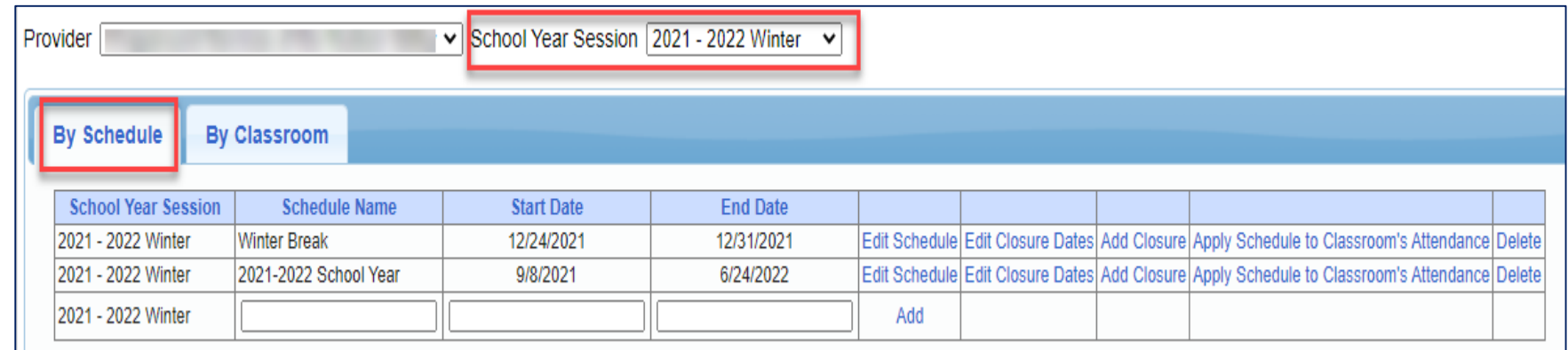
Creating a School Schedule

Creating a School Schedule

- * Go to **Attendance -> Classroom Schedule Maintenance -> By Schedule**
- * Click drop down on the top Labeled “School Year Session”, and be sure to select the correct school year.
- * The Schedule name must be filled out as well as the start and end dates. Once this is done click the “Add” button.
- * If there are alternative locations with a different schedule those can also be entered on this screen.



A screenshot of a software sidebar menu. The 'Attendance' menu item is highlighted with a red box. Below it, 'Classroom Schedule Maintenance' is also highlighted with a red box. A red arrow points from this menu item towards the main content area on the right.



A screenshot of the 'By Schedule' form. The 'School Year Session' dropdown is highlighted with a red box and shows '2021 - 2022 Winter'. The 'By Schedule' tab is also highlighted with a red box. Below the tabs is a table with columns for 'School Year Session', 'Schedule Name', 'Start Date', 'End Date', and several action buttons.

School Year Session	Schedule Name	Start Date	End Date					
2021 - 2022 Winter	Winter Break	12/24/2021	12/31/2021	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	2021-2022 School Year	9/8/2021	6/24/2022	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add				

Adding School Closures

- * School closures can be added ahead of time to designate holidays or planned school closures/snow days.

Provider School Year Session

By Schedule **By Classroom**

School Year Session	Schedule Name	Start Date	End Date					
2021 - 2022 Winter	Winter Break	12/24/2021	12/31/2021	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	2021-2022 School Year	9/8/2021	6/24/2022	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add				

- * Click on “Add Closure”
- * Add the Date of Closure as well as a description and click the “Ok” button.

Add Closure

Schedule: 9/4/19-6/26/20 alt

Date Of Closure:

Description

Editing a Closure Date

- * Click on “Edit Closure Date” to edit the closure already entered or add more closures.

Provider School Year Session

By Schedule **By Classroom**

School Year Session	Schedule Name	Start Date	End Date					
2021 - 2022 Winter	Winter Break	12/24/2021	12/31/2021	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	2021-2022 School Year	9/8/2021	6/24/2022	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Session Name: 9/4/19-6/26/20 alt

School Year Session: 201920 WIN

First Day of Class: 09/04/2019

Last Day of Class: 06/25/2020

Start Date	End Date	Closure Description		
1/13/2020	1/13/2020	MLK Day	Edit	Delete
5/25/2020	5/25/2020	Memorial Day	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add	

Applying Schedule to Classroom's Attendance

- * Once closures are entered they can be applied to the schedule to the classroom's attendance.
- * Click on “Apply Schedule to Classroom's Attendance”
- * On the next screen you can chose the closure you want to apply to the schedule. The Schedule Month will allow for the month to be chosen.
- * The closure that is entered for that month will appear press “OK” button.
- * You will then get a successful message.
- * This can be done for every closure that has been entered for the school year.

Provider School Year Session

By Schedule **By Classroom**

School Year Session	Schedule Name	Start Date	End Date					
2021 - 2022 Winter	Winter Break	12/24/2021	12/31/2021	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	2021-2022 School Year	9/8/2021	6/24/2022	Edit Schedule	Edit Closure Dates	Add Closure	Apply Schedule to Classroom's Attendance	Delete
2021 - 2022 Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add				

Apply Closures for Month to Child Attendance Records

Schedule Month:

Start Date	End Date	Description
01/13/20	01/13/20	MLK Day

January Schedule Dates applied successfully.

Provider School Year Session

Adding Closures to Classrooms

Provider School Year Session

Classroom Name	Description	School Year Session	Program	Schedule				
Maplewood 9-2 Priscilla	Maplewood 9-2 Priscilla	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 830-130 Marlene	Maplewood 830-130 Marlene/Jessica	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 8-1 Heather	Maplewood 8-1 Heather	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 830-130 Jenna	Maplewood 830-130 Jenna	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 8-1 Katrina	Maplewood 8-1 Katrina	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 9-2 Ruth	Maplewood 9-2 Ruth	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign

* The process is the same but is done under the *By Classroom Tab*

Add Closure

Schedule: Classroom: AQ - 1 AM

Date Of Closure:

Adding Closures to Classrooms

- * Click on *Apply Schedule to Classroom Attendance* once closures are added.
- * Once you Apply the Schedule to Classroom's Attendance this creates closure attendances based upon the schedule you just created.
- * These attendances need to be digitally signed, the same way you would previously sign a Provided or Present session.

Provider
ACHIEVEMENTS
School Year Session
2021 - 2022 Winter

By Schedule
By Classroom

Classroom Name	Description	School Year Session	Program	Schedule				
Maplewood 9-2 Priscilla	Maplewood 9-2 Priscilla	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 830-130 Marlene	Maplewood 830-130 Marlene/Jessica	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 8-1 Heather	Maplewood 8-1 Heather	2021 - 2022 Winter	9100	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 830-130 Jenna	Maplewood 830-130 Jenna	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 8-1 Katrina	Maplewood 8-1 Katrina	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign
Maplewood 9-2 Ruth	Maplewood 9-2 Ruth	2021 - 2022 Winter	9160	Not Assigned	Assign	Add Closure	Apply Schedule to Classroom's Attendance	Unassign



Entering Classroom Attendance

Entering Classroom Attendance

- * Go to **Attendance -> Classroom Management**
- * Click on attendance to the right of the classroom

Filter Classrooms

School Year Session 2021 - 2022 Winter Program: Active During (Select Month & Year):

Apply Filter

Attendance	Class	Description	School Year	Program	# Students	# Teachers	# Aides			
Attendance	(5:1:0)		2021 - 2022 Winter	9160	7	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	8:1:2)		2021 - 2022 Winter	9100	2	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	:2)		2021 - 2022 Winter	9100	7	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	S (2:1:0)		2021 - 2022 Winter	9160	6	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	S (6:1:1)		2021 - 2022 Winter	9160	4	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(8:1:2)		2021 - 2022 Winter	9100	9	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(8:1:2)		2021 - 2022 Winter	9160	0	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	CIS (4:1:0)		2021 - 2022 Winter	9160	3	1	0	Edit Classroom	Assign Children	Delete Classroom
Attendance	(4:1:1)		2021 - 2022 Winter	9160	6	1	0	Edit Classroom	Assign Children	Delete Classroom

+

 Create New Classroom

Entering Classroom Attendance

- * The date of 5/25/20 is greyed out since we had previously added it as a Holiday and applied it to the schedule.
- * This will be applied to all the children in the classroom.

Enrollment		Mon <input checked="" type="checkbox"/>
		05/25/20
9/04/19-6/26/20	(CB1920W0107131)	
9/04/19-6/26/20	(CB1920W0105819)	
9/04/19-6/26/20	(CB1920W0104753)	
9/04/19-6/26/20	(CB1920W0105598)	
9/04/19-6/26/20	(CB1920W0105099)	
9/04/19-6/26/20	(CB1920W0105096)	
11/13/19-6/26/20	(CB1920W0107338)	
9/04/19-6/26/20	(CB1920W0106004)	

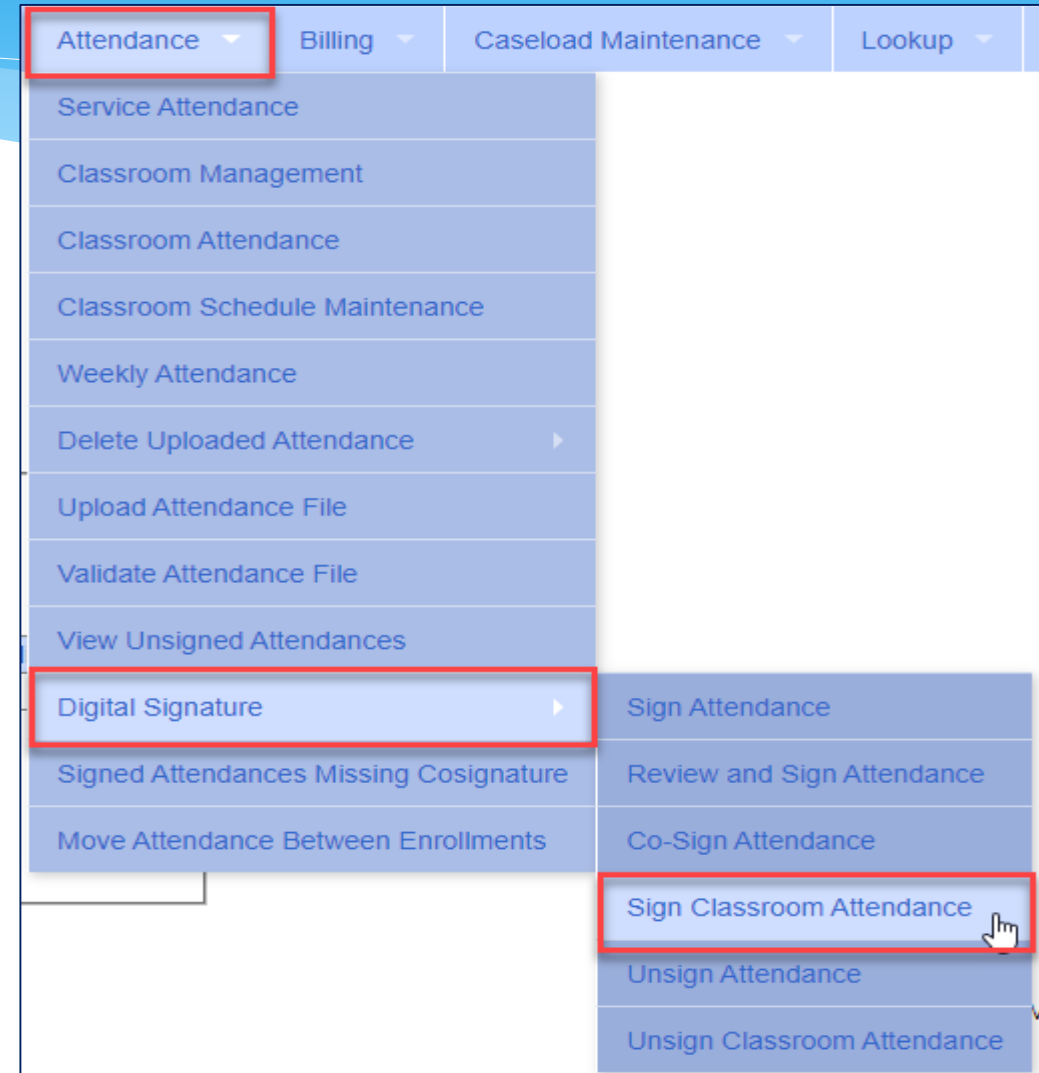
Entering Classroom Attendance

- * 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.

Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thu <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>
05/26/20	05/27/20	05/28/20	05/29/20
Green	Green	Green	Green
Red	Green	Green	Red
Red	Green	Green	Green
Green	Red	Red	Green
Green	Red	Green	Green
Green	Green	Green	Green
Green	Green	Green	Green
Green	Green	Red	Green
Total Sessions: 40			

Signing Classroom Attendance

- * Classroom attendance can be signed by the teacher or an agency administrator.
- * Go to **Attendance -> Digital Signature -> Sign Classroom 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:

County:

Provider:

Retrieve

Sign Attendance

☐

Child Name

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

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☐

☐

☐

Signing Classroom Attendance

- * Teachers can delete attendances but you cannot add them on this screen before you 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.”

[illegible]



Reports

Enrollment Lookup Report

- * A report of all enrollments.
- * Go to **Lookup -> Enrollment Lookup**

Enrollments

School Year Session County

Provider

☒ CBRS
☒ RS
☒ SEIT
☒ CB

Search

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	
	CB2122S0022336			2/16/2016				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020430			2/16/2016				CBRS	ST	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
UnMatched				4/11/2017				RS	PT	7/12/2021	8/20/2021	2x30	I			0.00	0.00	6	6		Attendances
UnMatched				4/11/2017				RS	ST	7/12/2021	8/20/2021	1x30	I			0.00	0.00	6	6		Attendances
	CB2122S0021911			4/11/2017				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020788			4/11/2017				CBRS	ST	7/12/2021	8/20/2021	1x30	I	9100-A		0.00	3.00	6	6		Attendances
	CBRS2122S0020789			4/11/2017				CBRS	PT	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
	CBRS2122S0020790			4/11/2017				CBRS	HLT	7/12/2021	8/20/2021	5x15	I	9100-A		0.00	0.00	6	6		Attendances

Enrollment Lookup Report

- * Use this report to find:
 - * Attendances on an enrollment
 - * Why an unmatched enrollment is not matching the county's enrollment
 - * Why an enrollment isn't showing up for billing (missing rates)
 - * Report can be exported to Excel

Enrollments

School Year Session2021 - 2022 Summer▼County▼

Provider▼

☒CBRS

☒RS

☒SEIT

☒CB

Search

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	
	CB2122S0022336			2/16/2016				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020430			2/16/2016				CBRS	ST	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
UnMatched				4/11/2017				RS	PT	7/12/2021	8/20/2021	2x30	I			0.00	0.00	6	6		Attendances
UnMatched				4/11/2017				RS	ST	7/12/2021	8/20/2021	1x30	I			0.00	0.00	6	6		Attendances
	CB2122S0021911			4/11/2017				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020788			4/11/2017				CBRS	ST	7/12/2021	8/20/2021	1x30	I	9100-A		0.00	3.00	6	6		Attendances
	CBRS2122S0020789			4/11/2017				CBRS	PT	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
	CBRS2122S0020790	ALI		4/11/2017				CBRS	HLT	7/12/2021	8/20/2021	5x15	I	9100-A		0.00	0.00	6	6		Attendances

Enrollments Added by County Report

- * Go to **Reports -> Enrollments Uploaded By County**
- * Report will give you a listing of enrollments that the county has added to the Portal.
 - * You can filter by dates added after/before, by school year session or type of enrollment.

County: Provider: School Year Session: ☒CB ☒CBRS ☒SEIT ☒RS

Added After: Added Before:

County	Provider	Child	School Year	From Date	To Date	Enrollment Type	Service Type	ESID	Frequency	Date Added	Attendance	View
ROCKLAND			202223 SUM	7/4/2022	8/12/2022	RS	ST	RS2223S0041381	2x30	5/18/2022	Attendance	View
ROCKLAND			202223 SUM	7/4/2022	8/12/2022	RS	PNT	RS2223S0041382	1x30 MONTHLY	5/18/2022	Attendance	View
ROCKLAND			202223 SUM	7/4/2022	8/12/2022	RS	CSL	RS2223S0041383	1x30	5/18/2022	Attendance	View

Enrollment Assignments Report

- * Go to **Reports -> Enrollment Assignments**.
- * You can search by school year or Provider.
- * Easy way to access child enrollment information.
- * You can also assign or remove therapists from assignments by clicking “*Edit Assignment*”. This will bring you to the *Assign Child’s Therapist(s) and Service Provider(s)* screen.



Enrollment Assignments

Filters

School Year: 2021 - 2022 Summer ▼ Provider: ▼ ☒ Missing Assignments Only Retrieve

Last Name	First Name	Electronic Service ID	Related Service Code	Provider	County	District	From Date	To Date	Frequency	Individual Or Group	Therapist Last Name	Therapist First Name	
		CBRS2122S0035720	OT			SAUGERTIES CSD	07/05/2021	08/13/2021	1x30	I			Edit Assignment
		CBRS2122S0036189	ST			SAUGERTIES CSD	07/05/2021	08/13/2021	2x30	I			Edit Assignment
		CBRS2122S0036190	ST1			SAUGERTIES CSD	07/05/2021	08/13/2021	1x30	G			Edit Assignment
		CBRS2122S0036191	OT			SAUGERTIES CSD	07/05/2021	08/13/2021	1x30	I			Edit Assignment

Enrollment & ESID

- ❖ The enrollment should correspond to a unique approved service on the IEP. Separate enrollments for
 - ❖ Different service types (OT vs PT vs ST)
 - ❖ Different frequencies (1x30 vs 1x45 vs 2x30) (if the CPSE alters the IEP and changes the frequency during the year, a new enrollment should be created)
 - ❖ Individual vs Group (if the CPSE determine a child should receive some individual and some group of the same service type, they should be separate enrollments)
- ❖ Each County created enrollment has a unique identifier called an Electronic Service Identifier or ESID for short. This is how we reference enrollments
- ❖ **For HIPPA reasons, do not email child names**, use the ESID, the Child Number, the STAC ID

How to Find an ESID

- * Go to **Lookup -> Child Lookup**, search child's name or child # or STAC ID #, and then click "Details".

Child Lookup

Name (Last,First) [Hide Advanced Search options]

School Year County Provider District

Child Number STAC ID Electronic Service ID

Child Number	Last Name	First Name	DOB	CIN	District	County	MatchStatus	
C62000182949	ALV		2/14/2018		KINGSTON CITY SD		County Record	<input type="button" value="Details"/>

Enrollments Written Orders Documents

View Information for School Year: 2021 - 2022 ▼

Strikethrough = The county deleted this enrollment

Status	School Year	From	To	ESID	Provider	Enrollment	CB Program	Service	Frequency	Individual Or Group		
	2021 - 2022 Winter	1/31/2022	6/24/2022	CBRS2122W0036073		CBRS		OT1	1x30	G	Attendances	Details
	2021 - 2022 Winter	1/31/2022	6/24/2022	CBRS2122W0036101		CBRS		OT	1x30	I	Attendances	Details
	2021 - 2022 Winter	1/3/2022	6/24/2022	CB2122W0009636		CB	Classroom (9160-I)		5 hrs/day		Attendances	Details
	2021 - 2022 Winter	1/3/2022	6/24/2022	CB2122W0009637		CB	1:1 Aide/Nurse		5 hrs/day		Attendances	Details
	2021 - 2022 Winter	1/3/2022	1/30/2022	CBRS2122W0036064		CBRS		OT	2x30	I	Attendances	Details
	2021 - 2022 Winter	1/3/2022	6/24/2022	CBRS2122W0036065		CBRS		PSY	1x30	I	Attendances	Details

How to Find an ESID

* You can also go to **Lookup -> Enrollment Lookup**

Enrollments

School Year Session 2021 - 2022 Summer County
☒ CBRS
☒ RS
☒ SEIT
☒ CB

Provider

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	
	CB2122S0022336			2/16/2016				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020430			2/16/2016				CBRS	ST	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
UnMatched				4/11/2017				RS	PT	7/12/2021	8/20/2021	2x30	I			0.00	0.00	6	6		Attendances
UnMatched				4/11/2017				RS	ST	7/12/2021	8/20/2021	1x30	I			0.00	0.00	6	6		Attendances
	CB2122S0021911			4/11/2017				CB		7/12/2021	8/20/2021	5 hrs/day		9100-A	N	5537.00	30.00	6	6		Attendances
	CBRS2122S0020788			4/11/2017				CBRS	ST	7/12/2021	8/20/2021	1x30	I	9100-A		0.00	3.00	6	6		Attendances
	CBRS2122S0020789			4/11/2017				CBRS	PT	7/12/2021	8/20/2021	2x30	I	9100-A		0.00	4.00	6	6		Attendances
	CBRS2122S0020790	ALI		4/11/2017				CBRS	HLT	7/12/2021	8/20/2021	5x15	I	9100-A		0.00	0.00	6	6		Attendances



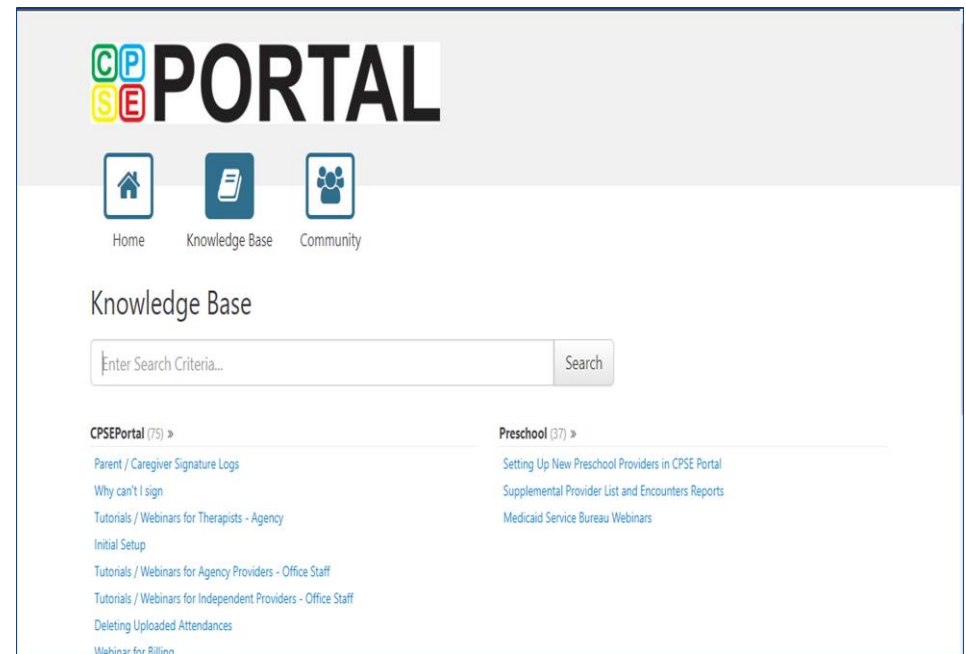
Closing

Important Note

- * You **cannot** bill on Unmatched Enrollments. Therefore, you should be matching your children, and unmatched enrollments throughout the week.

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 Links

- * All articles on Unmatched Children and Unmatched Enrollments:
 - * <http://support.cpseportal.com/kb/c11/enrollments.aspx>
- * Entering Unmatched CBRS Enrollments:
 - * <http://support.cpseportal.com/kb/a254/entering-unmatched-cbrs-enrollments.aspx?KBSearchID=16570>
- * Assigning Children to Therapist:
 - * <http://support.cpseportal.com/kb/a34/assign-children-to-therapist.aspx?KBSearchID=19809>
- * Classroom Management
 - * <http://http://support.cpseportal.com/kb/a42/classroom-management.aspx>

Knowledge Base Links

- * Creating a School Schedule

- * <http://support.cpseportal.com/kb/a228/creating-a-schedule-for-the-school.aspx?KBSearchID=16564>

- * Entering Classroom Attendance

- * <http://support.cpseportal.com/kb/a227/entering-classroom-attendances.aspx?KBSearchID=16571>

- * How to Look Up a Child by ESID #:

- * <http://support.cpseportal.com/kb/a178/how-to-look-up-a-child-by-esid-.aspx?KBSearchID=19810>

- * Enrollments Added by County Report:

- * <http://support.cpseportal.com/kb/a182/enrollments-added-by-county-report.aspx?KBSearchID=19788>

Upcoming Webinars

CPSE Portal Case Management:

Agency Service Providers:

- Friday, June 10, 2022 @ 10:00AM:
<https://attendee.gotowebinar.com/register/4116497190169144588>
- Tuesday, June 14, 2022 @ 4:00PM
<https://attendee.gotowebinar.com/register/363117436174370316>

Topics Covered During This Webinar:

- Child Lookup
- My Caseload

Upcoming Webinars

CPSE Portal Session Notes:

- Tuesday, June 14, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/6770111329202654990>
- Friday, June 17, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/7434706734565390091>
- Friday, June 17, 2022 @ 4:00PM
<https://attendee.gotowebinar.com/register/9067654125138351115>
- Tuesday, June 21, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/3675643604966749452>

Upcoming Webinars

CPSE Portal Session Notes:

- Tuesday, June 21, 2022 @ 2:00PM
<https://attendee.gotowebinar.com/register/1750392147661269772>

Topics Covered During This Webinar:

- Recap Entering/Signing Classroom Attendance
- Attendance Entry Record
- Signing Attendance/Review & Sign
- Co-Signing Session Notes/Attendance
- Un-signing Attendance/Making Corrections After Signing
- Move Attendances Between Enrollments
- Print Child Treatment Log
- Print Parent Signature Log

Upcoming Webinars

CPSE Portal Billing Using the CPSE Portal:

Agency:

- Wednesday, July 27, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/8664496196848543245>
- Thursday, July 28, 2022 @ 2:00PM
<https://attendee.gotowebinar.com/register/3681781079139823116>
- Wednesday, August 31, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/2264947097052826636>
- Thursday, September 28, 2022 @ 2:00PM
<https://attendee.gotowebinar.com/register/1385477432808800524>

Topics Covered During This Webinar:

- 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

Upcoming Webinars

CPSE Portal Billing Using an Outside System:

- Friday, July 29, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/6629339756254111502>
- Wednesday, August 31, 2022 @ 2:00PM
<https://attendee.gotowebinar.com/register/5249632983302216973>
- Tuesday, September 27, 2022 @ 10:00AM
<https://attendee.gotowebinar.com/register/6951037067332133643>

Topics Covered During This Webinar:

- 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

Closing Remarks

- * CPSE Portal Address (you may want to bookmark):
<https://www.cpseportal.com>
- * 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