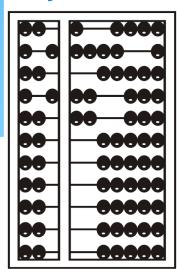
CPSE Portal Session Notes



Topics Covered

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

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

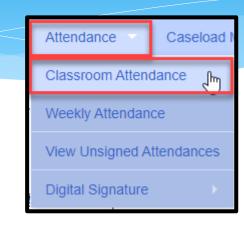
Recap of Classroom Attendance

Recap of Classroom Attendance

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

Entering Classroom Attendance

* Go To Attendance -> Classroom Attendance



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



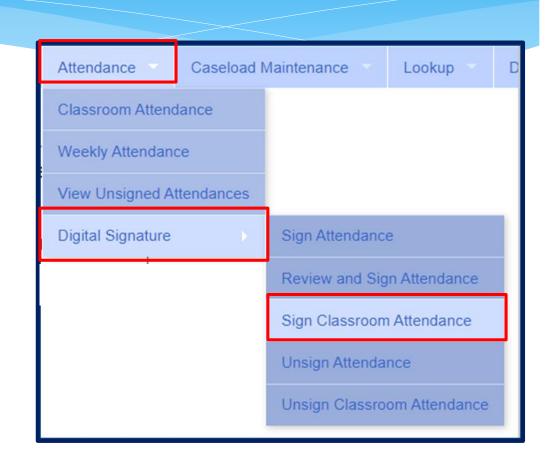
Entering Classroom Attendance

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

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

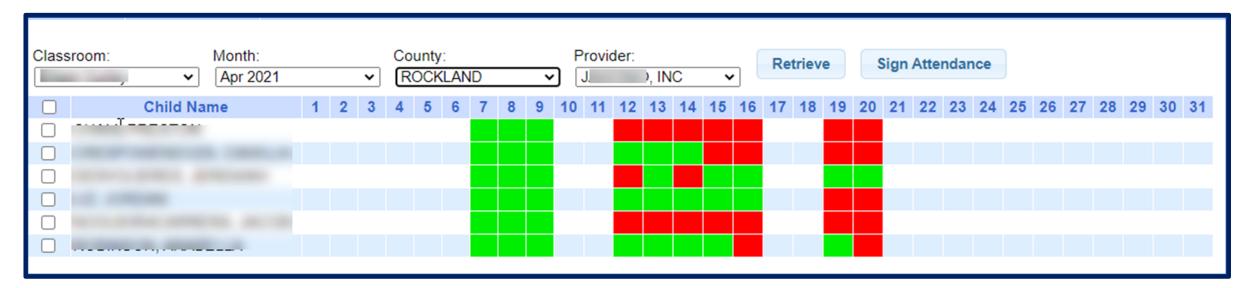
Signing Classroom Attendance

* Go to Attendance > Digital Signature > Sign Classroom Attendance



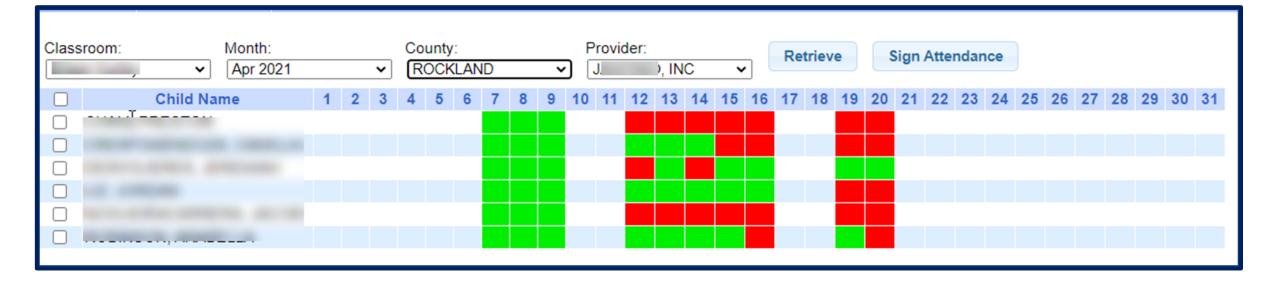
Signing Classroom Attendance

- * 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".



Signing Classroom Attendance

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



Attendance Entry / Record

Attendance Entry/Record

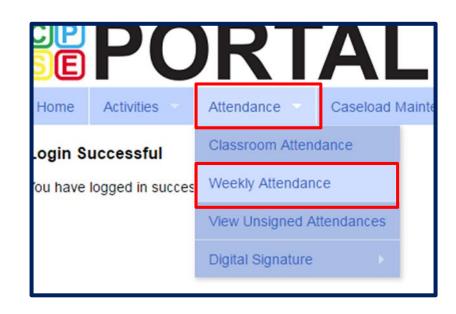
- * For SEIT, fee for Related Services or Related Services as part of a Center Based classroom tuition program, the Attendance Entry or Attendance Record contains:
 - * Child
 - * Service Type
 - * Individual vs. Group
 - * Date of Service
 - * Time In/Time Out
 - * Setting
 - * Location
 - * ICD 10 Codes
 - * CPT Codes
 - * Notes also referred to as session notes, treatment notes or treatment logs.

Attendance Entry – CBRS (Center Based Related Services)

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

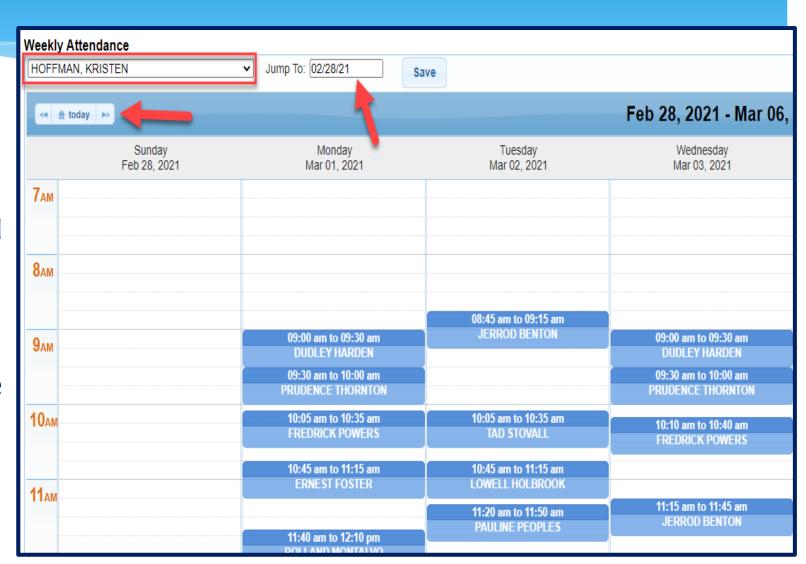
Recording Attendance / Treatment Logs

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



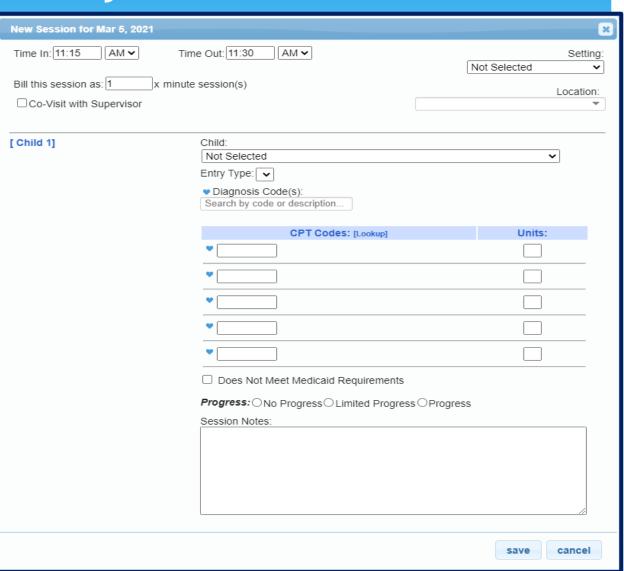
Weekly Attendance Calendar

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



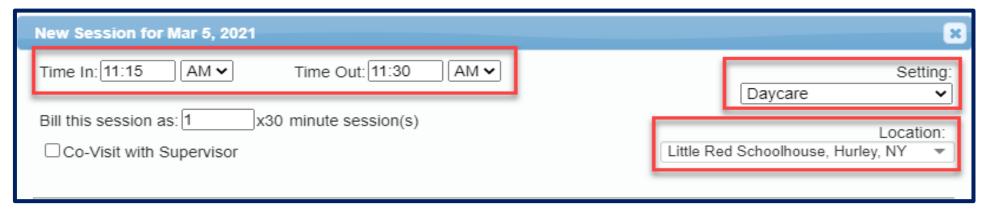
Attendance Entry Screen

- * This screen has fields for:
 - * Time In / Time Out
 - * Setting / Location
 - * # of sessions to bill (should be 1 for most related services) SEIT may be in increments of 30 or 60 minute sessions (per IEP) (I.E. – 2x30 or 1x60)
 - * Child (enrollment)
 - * Entry Type
 - * ICD Codes
 - * CPT Codes
 - Progress indicator
 - * Notes



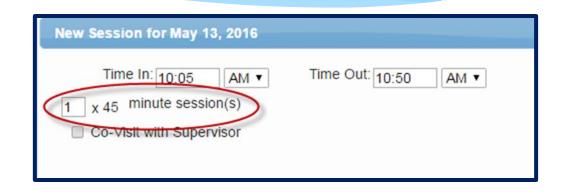
Attendance Entry – Time & Location

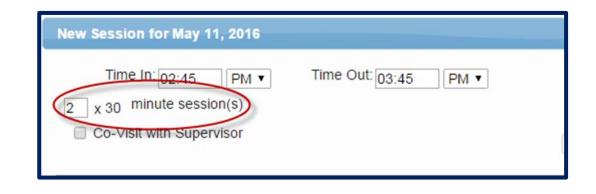
- * You can modify the Time In / Time Out to match exact times.
- * Choose the setting that most closely matches the setting where the service was provided.
- * Provide a description of the location I.E.: ABC Daycare or address of daycare.



Attendance Entry - # of Sessions

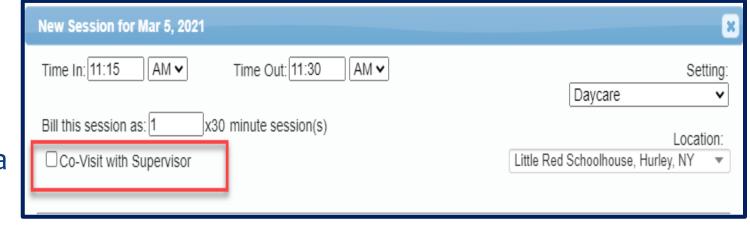
- * Enter the # of sessions / units to submit to the County.
- * In top example, this entry would be for 1-45 minute session.
- * In bottom example, this would represent a 1 hour SEIT session that would be submitted as 2-30 minute sessions (this will always match the IEP).





Attendance Entry – Co-Visit

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



Attendance Entry – Selecting the Child / Enrollment

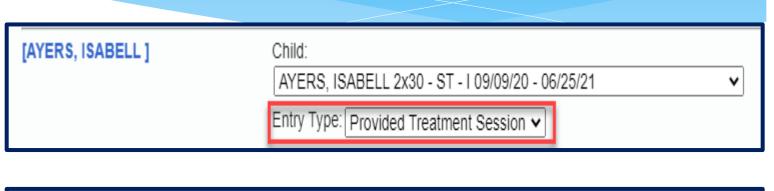
- * The "Child" list is all enrollments assigned to you.
- * Each enrollment entry lists:
 - * Child's Name
 - * Frequency
 - * Service Type
 - * Individual vs. Group
 - * Date range
- * Select the appropriate one

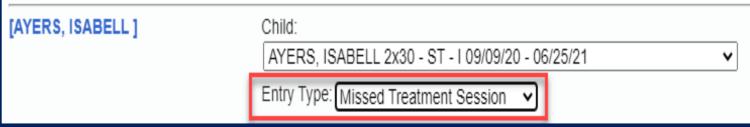


- * Warning! Be careful when selecting if there are multiple lines for a child when:
 - * You provide both therapy and service coordination.
 - * They have both individual and group enrollments.

Attendance Entry – Entry Type

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



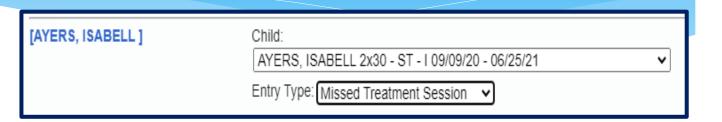


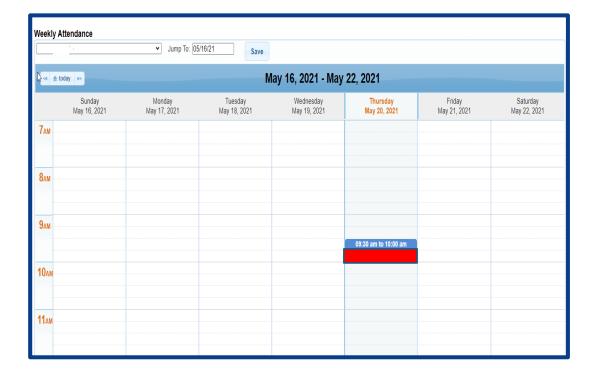


Attendance Entry – Missed Treatment Session

* The Missed Treatment Session is used when the child or the service provider is absent.

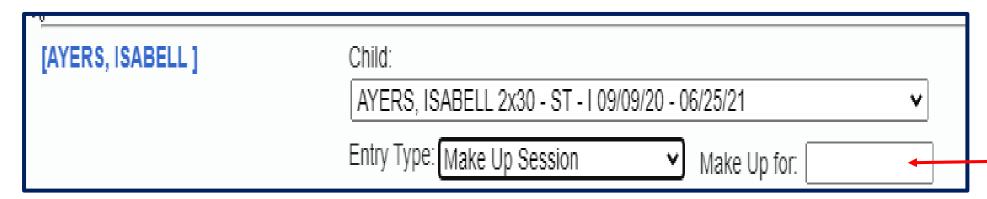
* The Missed Treatment Session will appear in red on the Weekly Attendance screen.





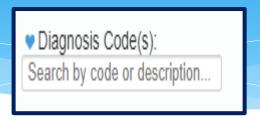
Attendance Entry – Make Up

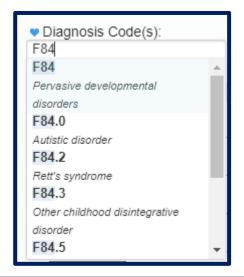
- * If session is a makeup:
 - * Choose the Entry Type Make Up Session.
 - * In the corresponding date box that appears, indicate the date of the missed session that is being made-up.

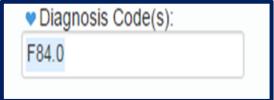


Attendance Entry – Diagnosis Code

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

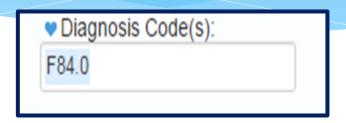


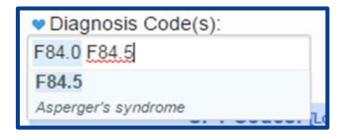


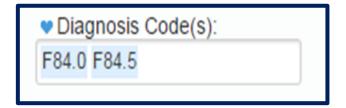


Attendance Entry – Additional Diagnosis Codes

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

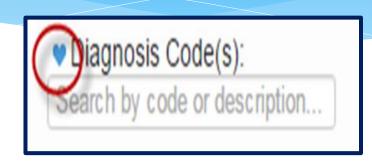






Attendance Entry – Diagnosis Favorites

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





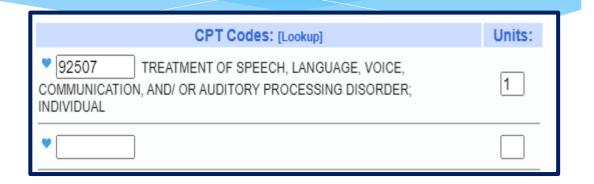
No ICD Code

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



Attendance Entry – CPT Code

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



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

CPT Codes – Timed vs. Untimed

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

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

No CPT Code

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



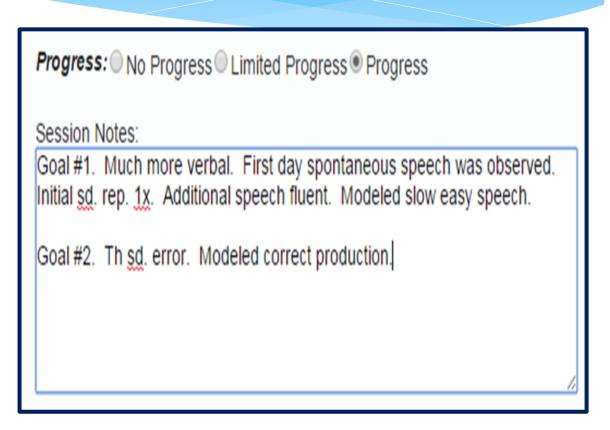
Attendance Entry – Does Not Meet Medicaid Requirements

- * This is NOT about whether the child is Medicaid eligible or not.
- * This is to indicate that this particular session does not meet all the requirements that Medicaid requires. Examples could include...
 - * The session was not provided per the IEP because:
 - * The duration was less than the IEP (20 minutes instead of 30)
 - * The setting/location was different than specified in the IEP
 - * The IEP was for group, but there was only one child in session
 - * The IEP is for 2x30 per week, but this was the third session this week (makeup)
- * Any other possible reason that it would not meet Medicaid standards.



Attendance Entry – Session Note

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



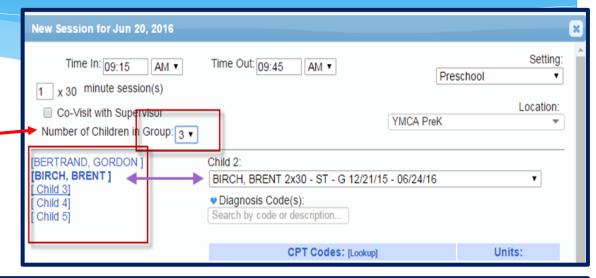
Editing an Existing Attendance

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



Group Attendance

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





09:15 am to 09:45 am
GRP BERTRAND, BIRCH

Creating Defaults for Session Notes

Creating Defaults

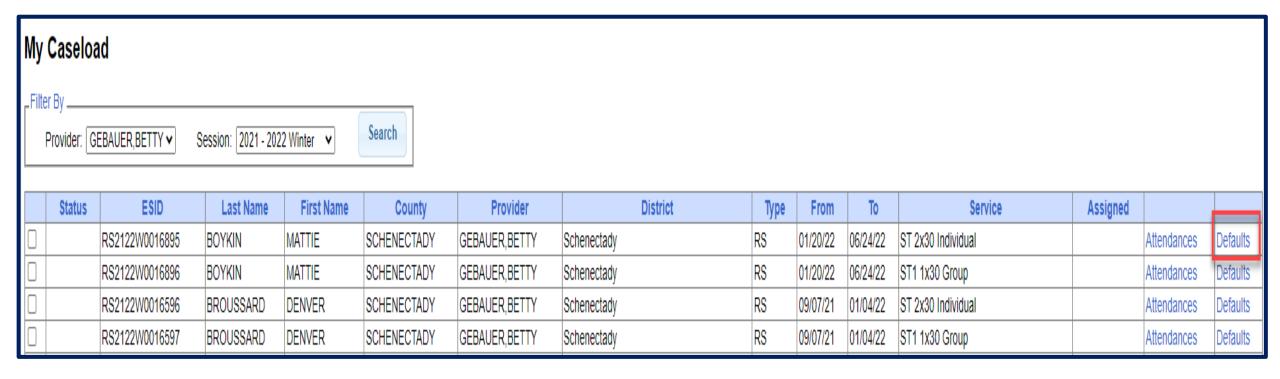
- * You can create defaults for your session notes / attendances that can include:
 - * Service Setting,
 - * Location,
 - * Default CPT Code,
 - * Default ICD 10 Code.





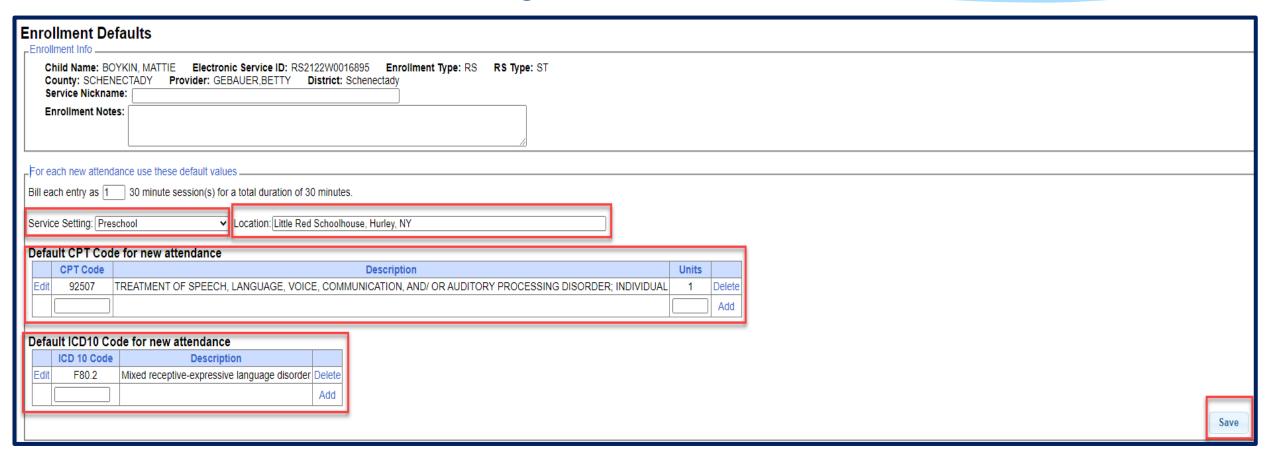
Creating Defaults

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



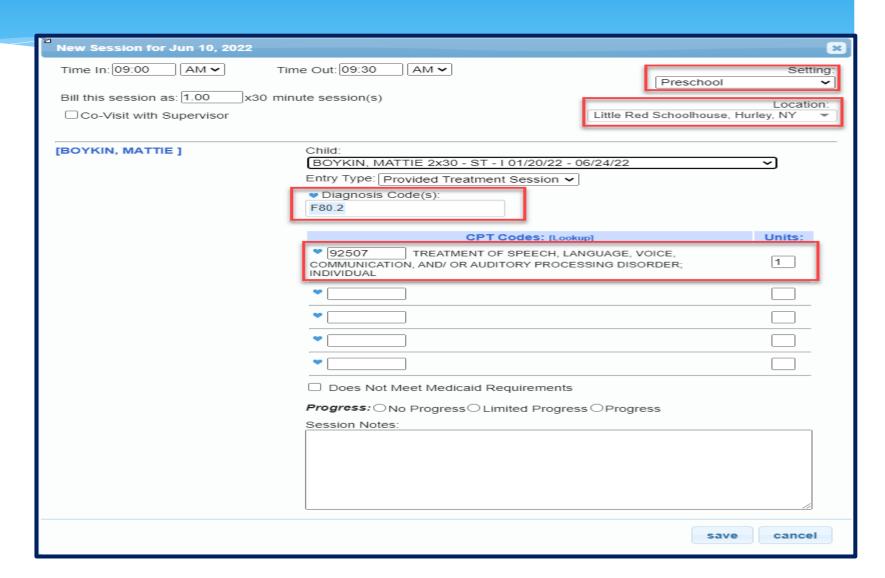
Creating Defaults

* Now you will enter: Service Setting, Location, Default CPT Code & Default ICD 10 Code.



Creating Defaults

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



Signing Attendance / Review and Sign

Signing Attendance

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

Choosing / Changing Your Pin

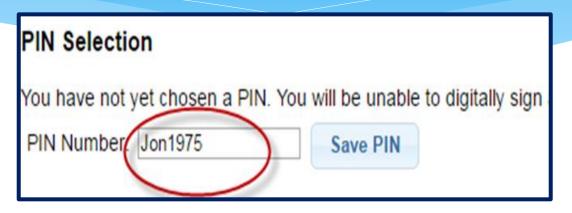
- * Go to My Account -> My Pin
- * Your PIN can be numbers, letters or both.
- * Choose a PIN and click "Save PIN".
- * The screen will prompt you to enter your log on password.
- * This is NOT your PIN, this is the password you use to login to CPSE Portal.
- * Click "Proceed".





PIN Problems

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





Signing Your Attendance

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

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

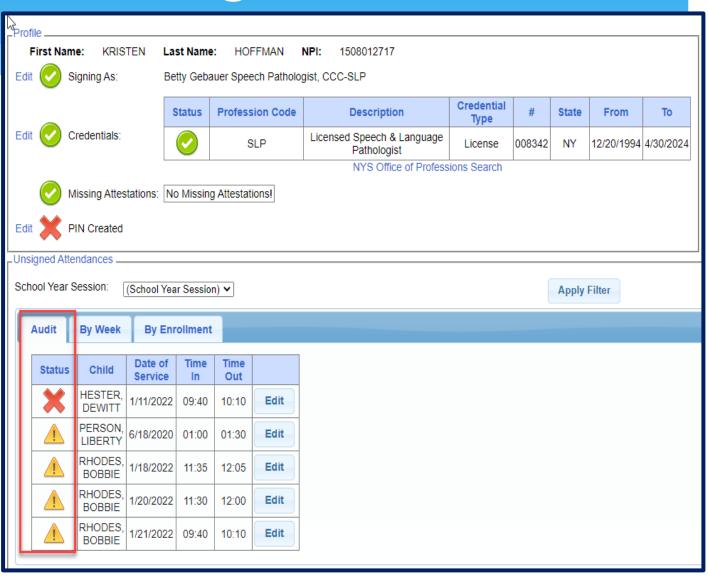


* Within the unsigned attendances, there will also be icons listed under the Audit tab in the "Status" column:

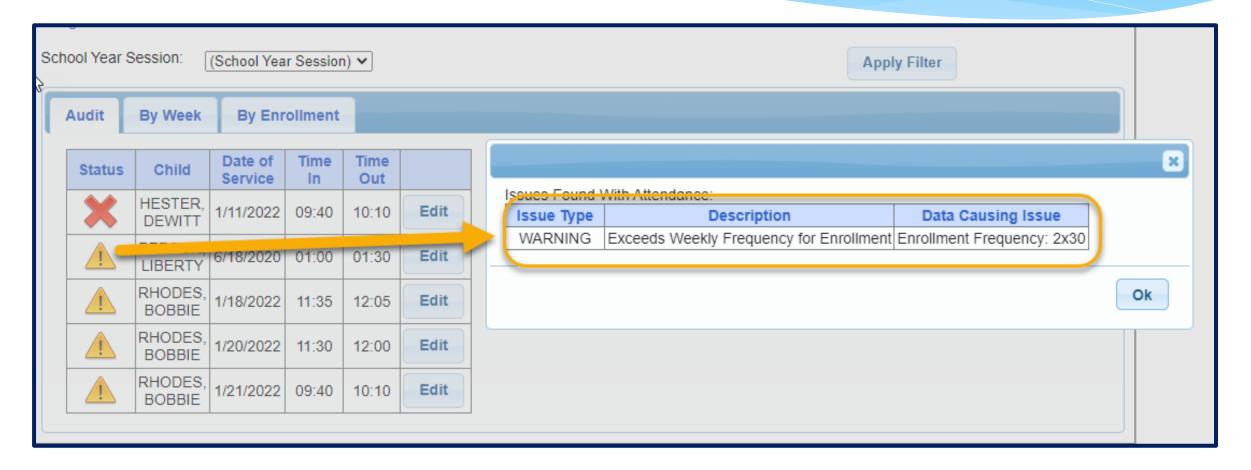
A green check means there are no errors

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

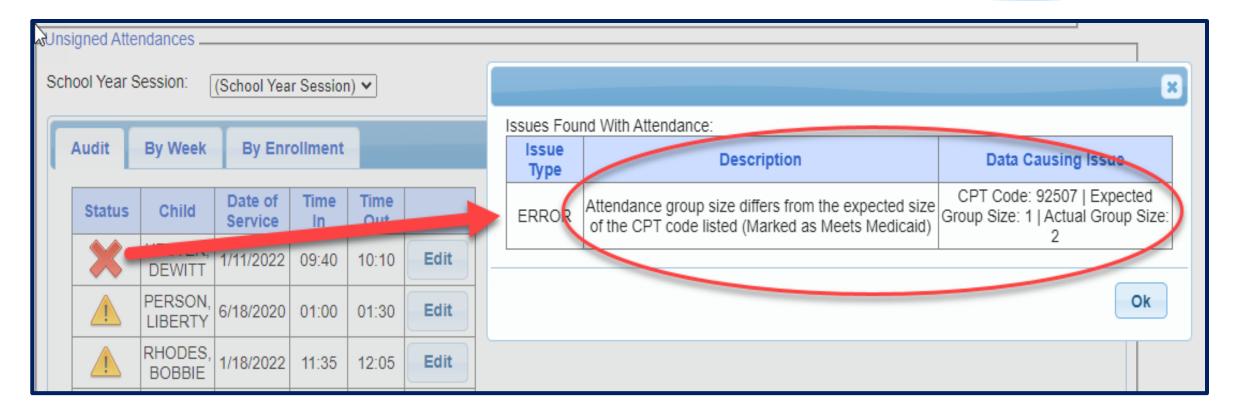
XA red "X" means there is an error that will prevent signing.



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



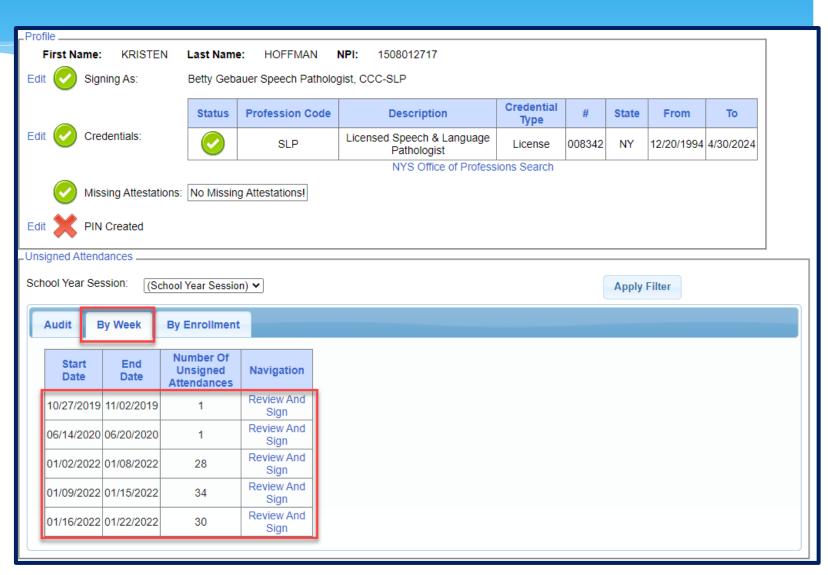
* Click "Edit", and make appropriate changes to session note.



Review and Sign by Week

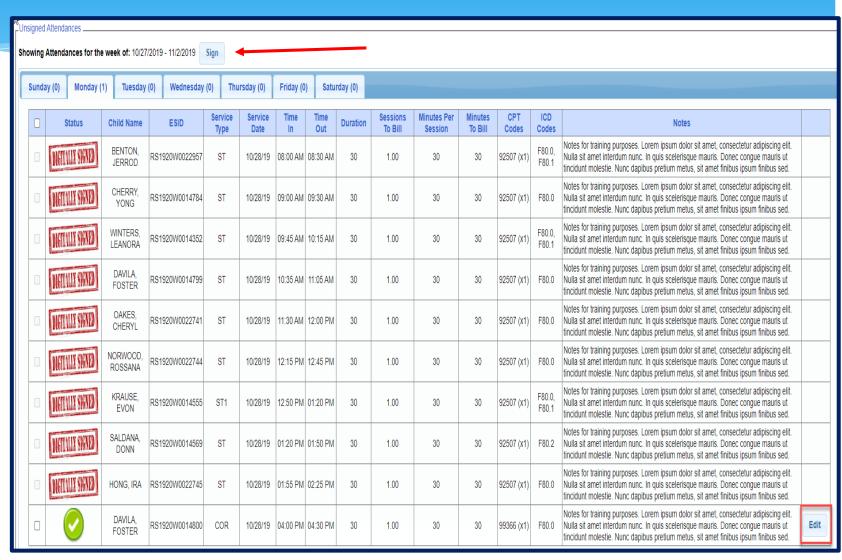
* By Week:

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



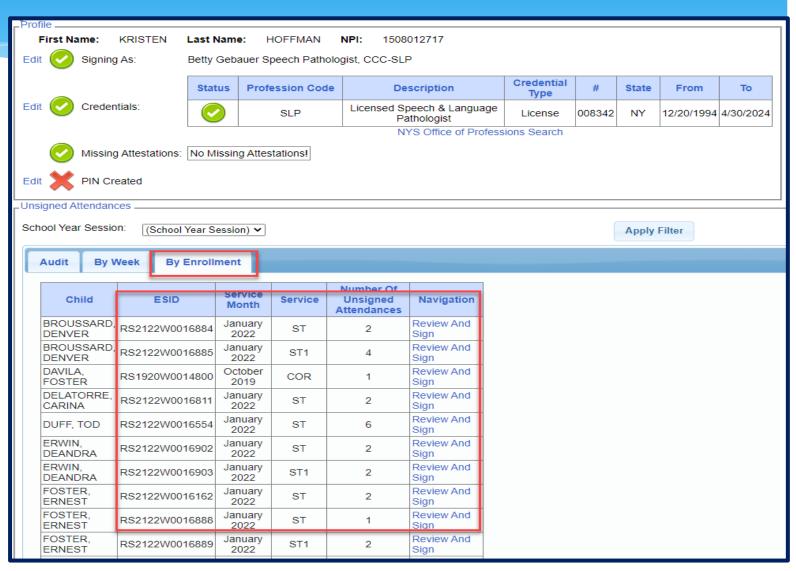
Review and Sign by Week

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



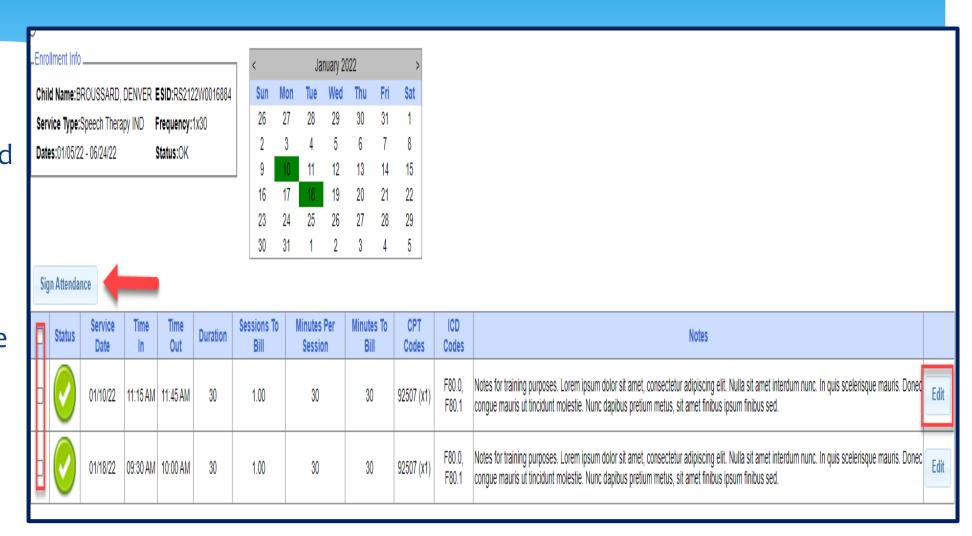
Review and Sign by Enrollment

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



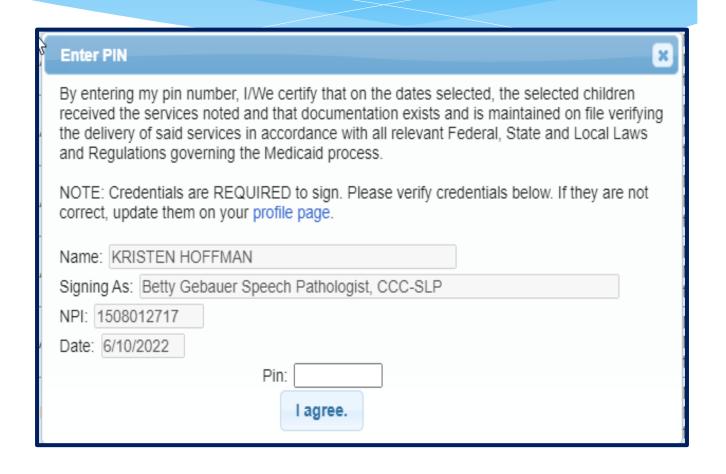
* To sign:

- * Check the desired boxes & click "Sign Attendance".
- * If there is a problem with the attendance that you'd like to correct, use the "Edit" button.



Sign By Entering PIN

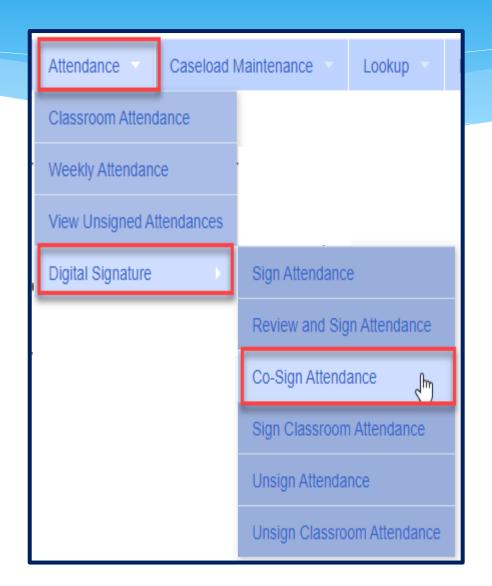
- * In the box that appears:
 - * Confirm your information
 - * Enter your PIN
 - * Click "I Agree" to certify that you have reviewed the information and you are signing attesting that everything is correct



Sign Frequently

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

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



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



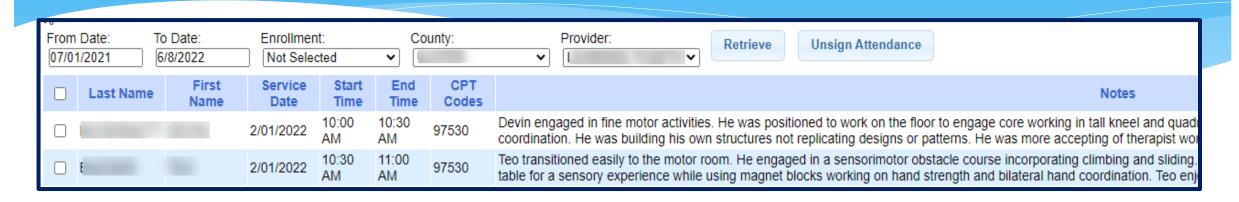
Un-signing Attendance / Making Corrections After Signed

Un-signing Attendance – Making Corrections After Attendance is Signed

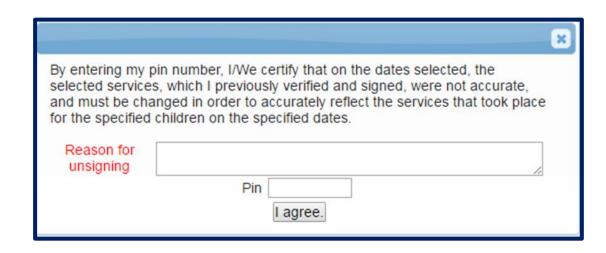
- * If after you reviewed and signed attesting that everything was accurate, a mistake is noticed, the process to correct is as follows:
 - * If the entry is on a voucher to be billed (but hasn't been paid), it needs to be removed from the voucher.
 - * You will unsign your attendance, make correction,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



Un-signing Attendance

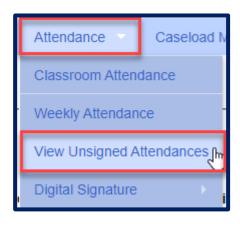


- * Use Filter to search for attendances.
- * Click check box on rows to unsign.
- * Click "Unsign Attendance".
- * Enter the reason (ex. entered wrong time).
- * Enter your PIN.
- * Click "I Agree" attesting that you previously verified signed but are inaccurate.



View Unsigned Attendance

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

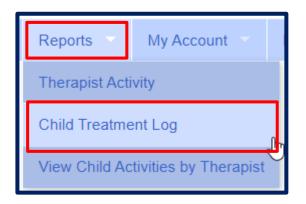




Printing Logs

Child Treatment Log

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





Child Treatment Log





Child Treatment Log

Printed: 5/28/2021 8:25:51 AM

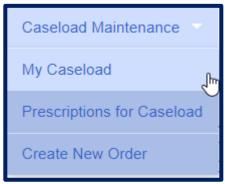
Page 1 of 2

09/01/2020 - 06/30/2021

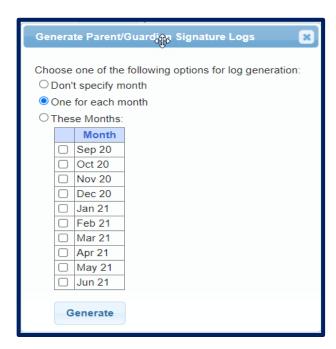
ESID: CBRS2021W Occupational Therapy- Individual										
Child: C		032	Date of Birth: 8	Therapist: Do						
Date / Time	Setting	ICD/CPT Codes	Notes							
04/16/21 In: 10:05AM Out: 10:35AM	Universal Pre-K Classroom	F82 97530x2	Student engaged in fine motor tabletop task tracing three various shapes, triangle, circle and square with modified tripod grasp and 1 vc to stay on boundary line while tracing to increase coordination followed by coloring each shape according to color chart with minimal whole space when coloring and 1 vc to color within boundary lines.	Notes Entered: 5/4/2021 9:12:26 AM Notes Last Modified: 5/4/2021 9:12:26 AM Signed: 5/4/2021 D)TA Cosigned: 5/5/2021 K(MSOTR/L Meets Medicaid Requirements: Yes						
05/04/21 In: 12:00PM Out: 12:30PM	Universal Pre-K Classroom	F82 97530x2	Student engaged in fine motor task tracing various shapes with right modified tripod grasp with 1 vc to stay on boundary lines when tracing followed by coloring each shape with 1 vc to slow down to increase motor coordination in right dominant hand. Composed first three letters in first name independently with visual model of rest of letters in first name due to difficulty with formation of letter y with directionality.	Notes Entered: 5/7/2021 11:00:51 AM Notes Last Modified: 5/7/2021 11:00:51 AM Signed: 5/7/2021 Dc A Cosigned: NOT COSIGNED Meets Medicaid Requirements: Yes						

Print Parent Signature Log

- * Go to Caseload Maintenance > My Caseload
- * Choose the Enrollment needed, and click Generate Blank Signature Logs for Selected Enrollment.
- * On Generate Parent/Guardian Signature Logs, choose month, and click Generate.







Print Parent Signature Log

	ADY Count	Ly	Service Month							
hild's Name IATTIE BOYKIN		ров 12/06/2016	Type of Service Speech Therap		Frequency & Duration 2x30					
gency Name		NPI#	School District	2,30						
EBAUER, BETTY ame of Individual Service F		1508012717	,							
ame of Individual Service F RISTEN HOFFMAN			ech & Language	Patholc 008342	1508012717					
Date of service	Start time	End time	End time Session Code: Parent/Guard P, CA, TA, MU Wit							

Support@CPSEPortal.com

Reports

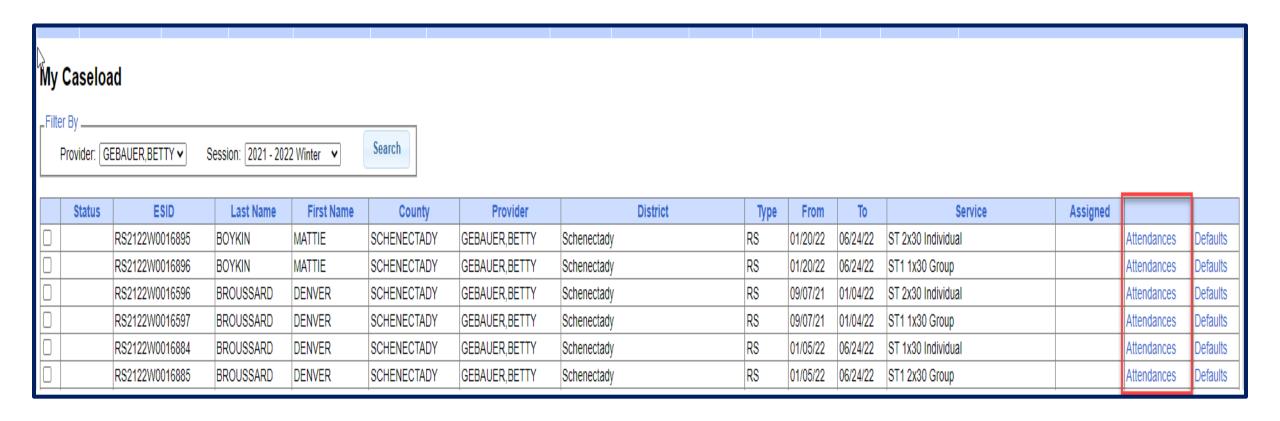
View Caseload – For Service Providers

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



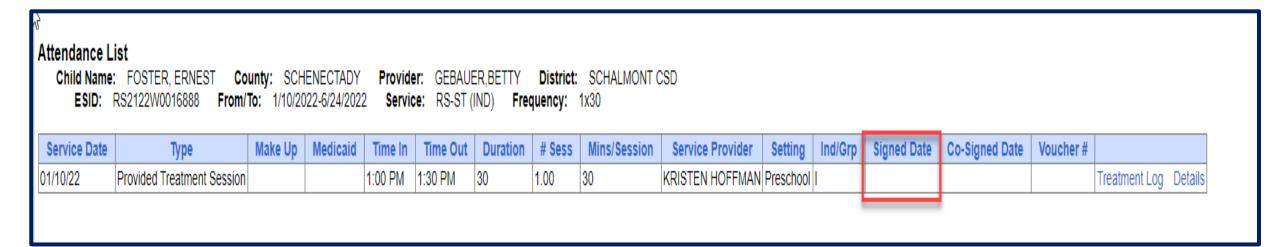
View Caseload

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



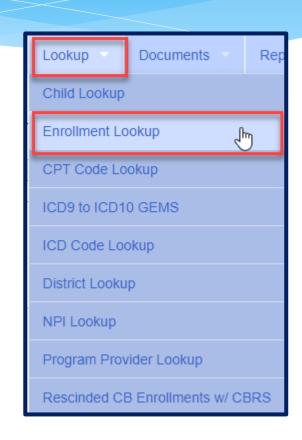
View Caseload

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



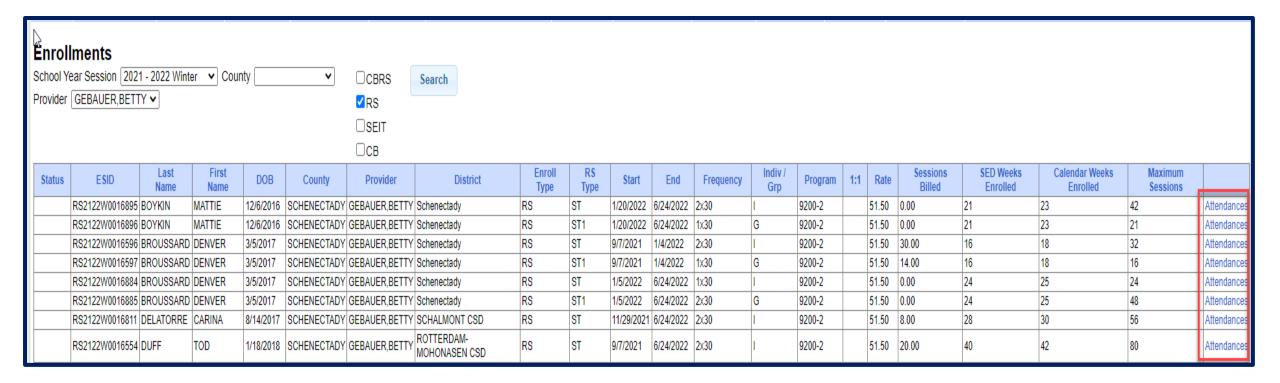
Enrollment Lookup – For Agency Staff or Independent Providers

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



Enrollment Lookup

- * Filter the School Year Session, County, and what enrollment type you are looking for.
- * Click on Attendances to see all attendances entered on the enrollment.



Enrollment Lookup – Attendance List

- * This will also show if the attendances have been billed, and what Voucher # they have been billed on.
- * Click on Treatment Log to see the actual session note.

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

Closing

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

Upcoming Webinars

CPSE Portal Billing Using the CPSE Portal: Independent Providers:

- Wednesday, July 27, 2022 @ 4:00PM https://attendee.gotowebinar.com/register/1689973983981907472
- Thursday, July 28, 2022 @ 10:00AM https://attendee.gotowebinar.com/register/6992705259489814542
- Thursday, September 29, 2022 @ 4:00PM **Refresher** https://attendee.gotowebinar.com/register/2998072863151745291

Topics Covered During This Webinar:

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

Knowledge Base Articles

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

Closing Remarks

* CPSE Portal Address (you may want to bookmark): 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