

CPSE Portal Billing for Independent Providers

July 27th, and July 28, 2022

Questions & Answers

Topic/Category	
PRINTING ATTENDANCE	
Q	For Essex County ONLY - Can the attendance be printed individually for each student? The County files the attendance in each child's billing chart. Due to HIPPA the County can't have other children on the attendance.
A	Yes. You can print out each child's sessions individually. Go to Reports -> Child Treatment Log , and filter by the county, date range, and for each child separately.
MAKE-UPS	
Q	Can I make up a session after the enrollment date ends? For instance, summertime session ends Aug 13. Can I still make up a session after that, before the new enrollment period /school year begins?
A	If the enrollment is for 7/1/22-8/31/22 then you can do a make-up and enter the attendance. If the enrollment is ending on 8/13/22, then you cannot enter an attendance after the enrollment date,
Q	Are we able to do makeups in advance? What is the process?
A	This will depend on your county and if they allow make-ups in advance. Contact your county.
VOUCHER ERRORS	
Q	If you upload your attendances and the county has made payment. What is the best way to fix this?
A	You will speak with the County to see how they want to handle this. We could remove the attendance from the voucher, you could correct the attendance, and re-bill the County. The County would then not pay you on the re-billed voucher.