

CPSE Portal Session Notes

8/2/2022 & 8/3/2022

Questions & Answers

Topic/Category	
CLASSROOM ATTENDANCE	
Q	Can agency billing person unassign attendance for classroom and related service provider or do the teacher and RS provider have to unassign and fix them?
A	You can only unassign the classroom attendance if you signed the classroom attendance. You the agency, will never be able to unassign a service providers session note to make corrections. Only the service provider can unassign and correct note.
Q	How do you remove a student from the classroom attendance after they have left the school for good?
A	You will go to Attendance -> Classroom Management , and find the classroom that the child is in. You will then click "Assign Children", and move that child from the "Assigned to Classroom" list (on left side) to the "Not Assigned" column (on right side). You will choose the child's name and click "Unassign". This will move the child out of the classroom.
SESSION NOTES	
Q	Where do we enter a supervision note as the supervisor? We have been entering them under activities.
A	You can create a session note for the child. Enter NOCPT, NOICD & mark note "Does Not Meet Medicaid Requirements". You will then sign this note.
Q	Supervisory notes sometimes include meeting with the PTA/COTA without the student present for example reviewing the IEP with the COTA.
A	This is an example of when you would mark the note NOCPT, NOICD, and mark note "Does Not Meet Medicaid Requirements". You will then sign this note. This note is not a session that can be billed to Medicaid.
Q	When signing the supervisory session notes - does the PT or PTA write the billable note?
A	If this is a co-visit with the supervisor, then the PTA will write & sign their note and supervisor will co-sign note. If the supervisor is creating an additional note, then the PT would write and sign their note.
Q	When entering missed sessions, if you mark it as missed session note do you still need to enter it under activities?
A	No. We do not suggest using the activities, as activities are not signed by the therapist.

Q	If the missed session was in the same week as the make-up session, then this would be billable so this box should not be checked, right?
A	Correct. If the child was absent, and your make-up is within the current week as the absence, then that make-up can be billed to Medicaid. Therefore, you will not mark the make-up as not Medicaid billable. If the make-up is for a prior week, then you will mark the note " <i>Does Not Meet Medicaid Requirements</i> ".
Q	What is you have multiple makeups in a week due to a child missing because of illness?
A	Example: If the IEP is 2x30, and you service the child 5x30 that week, then three of those sessions would be marked as make-ups, and mark those three notes as " <i>Does Not Meet Medicaid Requirements</i> ".
Q	Do session notes need to be written in a particular way?
A	According to SED site, a session note is a "Brief description of the student's progress made by receiving the service during the session".
Q	When can I start putting in session notes if I am waiting for the enrollment?
A	If you work for an agency, the agency can create an Unmatched Enrollment, and you can enter your session notes. If the child is not in your dropdown list of children, then contact your agency. If you are an Independent Provider, you can create your own Unmatched Enrollments.
Q	Do we put "therapist unavailable" or "student absent" in the missed session note?
A	Yes, you can enter why the session was missed.
Q	If the number of weekly sessions administered is greater than IEP mandated, then we must mark the session as not Medicaid billable?
A	Yes, this is correct. Example: If the IEP is 2x30, and you serviced the child three times that week, then one of those sessions is not Medicaid billable.
Q	With the 15 minute increments on the Weekly Attendance Calendar, do you choose before or after the session begins (i.e. - if a session was from 8:10 to 8:55, should we put 8:15 to 9)?
A	No, you do not change the time of when you serviced the child. Since the Weekly Attendance Calendar is in 15 minute increments, you are simply choosing a timeframe. Therefore, if you choose 8:00, then on your session note you should change the time to 8:10- 8:55.
Q	If I see a child from 8:11am to 8:43am, do I put 8:10 to 8:40 or can I put the time as an exact?
A	You will enter the exact time that you serviced the child.

Q	For the category “Not Medicaid eligible”, for make ups, does that mean I won’t get paid if the county does not or if I saw one kid who was supposed to be in a group of 2.
A	You will get paid for that session. Not Medicaid eligible is just so the County does not bill Medicaid erroneously.
Q	If at the end of the school year, a provider leaves and a correction is needed, who can make the changes?
A	Only a service provider can make changes/corrections to their session notes. This is the same as if the provider turned in paper notes, and changes needed to be made. Only the provider can make those changes.
Q	For goals- will goals for the child pre-populate in the program or can we copy/paste into the default options?
A	The goals do not populate. You would need to copy and paste or write the goals in the defaults for each child.
Q	I am a provider of Behavior Consultation and Parent Training, but I do not have an NPI #, and I am not a licensed provider. That means that my services will never been Medicaid billable. Once my credentials are in the program, will the program auto-fill that my services are non-billable or do I need to indicate that the service is not Medicaid eligible for each entry?
A	You will need to mark each session note as “ <i>Does Not Meet Medicaid Requirements</i> ”.
Q	When entering the setting, can you use Therapy Room?
A	If “Therapy Room” is denoted on the IEP then yes you can use Therapy Room.
Q	What if you meet at a park or library?
A	Under the location, you will put the name of the library or park.
Q	What do you do for service coordination?
A	Service Coordination is a 1x30 monthly billable service. If you are designated as the Service Coordinator, you will coordinate with the parents, teachers, or other service providers each month regarding the child, and their progress.
Q	For “under the direction of” supervision of clinical fellows/COTAs, is there a need to enter what sessions were directly supervised? We maintain written records using the forms obtained from the CPSE protocol manual. Do we also need to enter supervision on the portal?
A	The CFY/COTA/PTA will check the checkbox for each session note when the session was a co-visit with the supervisor. At this time, you can continue to use the forms provided.
Q	What if the other children in the group live in a different county and are not in the system?
A	This child is still included in the group size. You will not be able to pick this child’s enrollment as you are doing a paper note for this child.

Q	We have students with AAC and their IEP states 1xmonth consult for AAC. Can we put that into the portal? Is there a specific enrollment for it?
A	You can check with your county to see if they are going to enter an enrollment in the Portal for consults.
Q	It is our understanding they must follow the IEP and not reduce sessions to 30 minutes if 45 minutes. Is this not true?
A	Yes this is true, but there may be a time when the therapist cannot finish the session (I.E.- the therapist was sick and had to leave). We do not want the county to bill Medicaid for a 45 minute session that was not completed. The therapist can mark this session as " <i>Does Not Meet Medicaid Requirements</i> ".
A	You can check with your county to see if they are going to enter an enrollment in the Portal for consults.
ICD/CPT CODES	
Q	What if the doctor gives an ICD-10 code that is not billable, as we can't change ICD-10 codes?
A	You are allowed to use an ICD-10 code that is in the same family of codes. If the doctor writes R62.5 on the script, you are allowed to use R62.50.
Q	Why do I put 92507 for a group of 1? At the school level we put in 92508 and mark that it is not billable if I see one student who is supposed to be grouped?
A	Medicaid does not recognize a group of 1. Therefore, we use group of 1 with the individual CPT code if the second child is not available.
Q	If it is a group session, but you only see one student or if the session ends early for some reason do we still get paid? Or is this a county question?
A	If it is a group of 2, and the other student is absent, you will get paid for the service. You are always welcome to contact your County.
Q	If you have a group of 2 but one of those children is from a County that does not use the system how do you indicate that there is a second child in that group?
A	If the second child is from another County, then you will still enter that there were 2 children in that group. The Portal will just not reflect that second child's name.
PARENT SIGNATURE LOGS	
Q	Is there a way to electronically populate the signature log with dates and times before printing?
A	No, we do not populate dates and times, as we do not know when you will be servicing the child.
Q	Does Ontario County require parent signature log?
A	Yes.

Q	Does Allegany County require parent signature log?
A	No.
PRESCRIPTIONS	
Q	Regarding the Medicaid requirements box, can PT or OT providers see a child for a session within the frequencies listed in the IEP without script from a physician, as long as we are checking the 'Does not meet Medicaid requirements' box?
A	If your profession allows you to service a child without a prescription, then you will enter NOICD, and check off " <i>Does Not Meet Medicaid Requirements</i> ". If your profession does not allow you to service a child without a prescription, then you can enter a note of "No prescription on file". You will need to enter NOCPT, NOICD, and mark the note " <i>Does Not Meet Medicaid Requirements</i> ". This is treated as a missed session.
Q	Regarding the Medicaid requirements box, can PT or OT providers see a child for a session within the frequencies listed in the IEP without script from a physician, as long as we are checking the 'Does not meet Medicaid requirements' box?
A	If your profession allows you to service a child without a prescription, then you will enter NOICD, and check off " <i>Does Not Meet Medicaid Requirements</i> ". If your profession does not allow you to service a child without a prescription, then you can enter a note of "No prescription on file". You will need to enter NOCPT, NOICD, and mark the note " <i>Does Not Meet Medicaid Requirements</i> ". This is treated as a missed session.
REPORTS	
Q	How do see how many sessions were approved for the child and how many sessions have been done?
A	You can go to Lookup -> Enrollment Lookup , and this report will show the sessions billed, SED weeks enrolled and maximum sessions. You can also go to Reports -> Submitted Session Listing and this report will show the # of provided sessions, the # of missed sessions, and the reasons why.