GUINNESS ATES INC. 1ts AMES McG ASSOCIA + nsu

CPSE Portal Session Notes



Classroom Attendance

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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.

Session: 2019 - 2020 V	Vinter Vinter	Active During (Select Month & Year):					
Attendance	Class	Description	School Year	Program	# Students	# Teachers	# Aides		
Attendance Attendance	Class AQ - 1 AM (29:0:0)	Description AQ - 1 AM	School Year 2019 - 2020 Winter		# Students 8	# Teachers 1		Edit Classroom	Assign Children
		AQ - 1 AM		9100		# Teachers 1 1	0		Assign Children Assign Children

AttendanceCaseload IClassroom AttendanceImage: Classroom AttendanceWeekly AttendanceImage: Classroom AttendanceView Unsigned AttendancesImage: Classroom AttendanceDigital SignatureImage: Classroom Attendance

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 										
	Enroliment	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

Attendance	Caseload N	laintenance	Lookup 🔻				
Classroom Attend	lance						
Weekly Attendand	ce i						
View Unsigned A	ttendances						
Digital Signature		Sign Attendance	е				
		Review and Sig	n Attendance				
		Sign Classroom	Attendance				
		Unsign Attenda	nce				
		Unsign Classro	om 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:		~	Cou RO	nty: CKL4	ND			רכ	Provid J.	der:), IN	С	~		Re	triev	e	5	Sign	Atter	ndan	nce							
	Child Name	1 2	3	4	5 6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	r																													
	,																													

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."

Class	sroom: Month: Apr 2021		~		inty:)CKL/	ND				rovia J.	der:), IN	С	~		Re	triev	e		Sign	Atte	ndar	nce							
	Child Name	1 2	3	4	5 6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T																													



Attendance Entry / Record

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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
- * Co-Visit with Supervisor
- * Setting

* Location

- * Entry Type: Provided, Missed or Make-Up
- * ICD 10 Codes
- * CPT Codes
- * Does Not Meet Medicaid Requirements
- * Progress
- * Notes also referred to as session notes, treatment notes or treatment logs.



- * 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

vinday 04, 2023	Jump To: 06/04/23 S Monday Jun 05, 2023	Save Tuesday Jun 06, 2023	Jun 04, 2023 - Jun 10, 2 Wednesday Jun 07, 2023	2023 Thursday Jun 08, 2023	Friday Jun 09, 2023	Saturday Jun 10, 2023
unday 04, 2023	Monday Jun 05, 2023	Tuesday Jun 06, 2023			Friday Jun 09, 2023	Saturday Jun 10, 2023
unday 04, 2023	Monday Jun 05, 2023	Tuesday Jun 06, 2023			Friday Jun 09, 2023	Saturday Jun 10, 2023
unday 04, 2023	Monday Jun 05, 2023	Tuesday Jun 06, 2023	Wednesday Jun 07, 2023	Thursday Jun 08, 2023	Friday Jun 09, 2023	Saturday Jun 10, 2023
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				Image: Section of the section of th		Image: state stat

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.

Weekly Atte	endance			
HOFFMAN,	KRISTEN	✓ Jump To: 02/28/21 Sav	re	
< 🏦 toda	y 🔛 🥠			Feb 28, 2021 - Mar 06,
	Sunday Feb 28, 2021	Monday Mar 01, 2021	Tuesday Mar 02, 2021	Wednesday Mar 03, 2021
7ам				
8ам				
			08:45 am to 09:15 am	
9ам		09:00 am to 09:30 am DUDLEY HARDEN	JERROD BENTON	09:00 am to 09:30 am DUDLEY HARDEN
		09:30 am to 10:00 am PRUDENCE THORNTON		09:30 am to 10:00 am PRUDENCE THORNTON
10ам		10:05 am to 10:35 am FREDRICK POWERS	10:05 am to 10:35 am TAD STOVALL	10:10 am to 10:40 am FREDRICK POWERS
11 AM		10:45 am to 11:15 am ERNEST FOSTER	10:45 am to 11:15 am LOWELL HOLBROOK	
		11:40 am to 12:10 pm	11:20 am to 11:50 am PAULINE PEOPLES	11:15 am to 11:45 am JERROD BENTON

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
- * Does Not Meet Medicaid Requirements
- Progress indicator
- * Notes

New Session for Mar 13, 2023		×
Time In: 08:00 AM • Tim	e Out: 08:30 AM 🗸	Setting: Not Selected
Bill this session as: 1 x minute	session(s)	Location:
[Child 1]	Enrollment: Not Selected ESID Nickname Service Type Frequency Entry Type: Piagnosis Code(s): Search by code or description	~
	CPT Codes: [Lookup]	rogress
	Signature: Kelly Knowles CoSignature Requ Profession: License: NPI:	ired

Attendance Entry – Time, Setting & 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.

New Session for Mar 5, 2021	×
Time In: 11:15 AM Time Out: 11:30 AM	Setting: Daycare
Bill this session as: 1 x30 minute session(s)	Location: Little Red Schoolhouse, Hurley, NY

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Setting & Location

- * The **"Setting"** on the session note is where the service was rendered. (School, Clinic, Other).
- * How specific do you need to be when indicating the "Setting?"
 - * The <u>setting</u> indicated on session notes should be <u>reflective of the actual location</u> in which the service was delivered. For example...
 - * Public School
 - * Private Preschool or Daycare Setting
 - * BOCES Classroom

If there is more than one location associated with the same name, then the setting must uniquely be identified in the session note.

(e.g., the <u>physical address</u> could be recorded as the specific "<u>location</u>" for the BOCES Classroom).

* Entering both the <u>Setting & Location</u> on the session note will ensure that all the required Medicaid components are entered and you won't have to un-sign the note and add it as a correction.

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.

New Session for Mar 5, 2021	×
Time In: 11:15 AM Time Out: 11:30 AM	Setting: Daycare 🗸
Bill this session as: 1 x30 minute session(s)	Location: Little Red Schoolhouse, Hurley, NY 💌

Attendance Entry – Selecting the Child / Enrollment

- The "Child" list are all enrollments assigned to you.
- * Each enrollment entry list includes:
 - * 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.

New Session for Mar 5, 2021			×
Time In: 11:15 AM 🗸 Tim	e Out: 11:30 AM 🗸	Daycare	Setting:
Bill this session as: 1 x30 minu	Ite session(s)		Legation
Co-Visit with Supervisor		Little Red Schoolhou	Location: ise, Hurley, NY 💌
	Child		
[AYERS, ISABELL]	AYERS, ISABELL 2x30 - ST - I 09/09/20 -	06/25/21	~
	Not Selected	00/20/21	Q
	AYERS, ISABELL 2x30 - ST - I 09/09/20 -	06/25/21	
	BENTON, JERROD 3x30 - ST - I 09/09/20		
	DAVILA, FOSTER 2x30 - ST - I 12/08/20 -		
	FOSTER, ERNEST 2x30 - ST - I 09/08/20 HARDEN, DUDLEY 2x30 - ST - I 09/08/20		
	HOLBROOK, LOWELL 2x30 - ST - I 02/09		
	MONTALVO, ROLLAND 2x30 - ST - I 02/0		
	OTT, DION 2x30 - ST1 - G 09/08/20 - 03/2		
	PARSONS, JUNIOR 2x30 - ST - I 01/19/2	1 - 06/23/21	
New Session for Mar 13, 2023			×
Time In: 08:00 AM 🗸 Tim	e Out: 08:30 AM 🗸		Setting:
		Daycare	~
Bill this session as: 1.00 x30 minu	ite session(s)		Location:
Co-Visit with Supervisor		Little Red Schoolhouse,	
[ADAM, ENRIQUE]	Enrollment:		
	ADAM, ENRIQUE 2x30 - ST - I 09/07/22 -	06/23/23 Daycare	~
	ESID CBRS2223W0101481 N	ickname	
	Service Type ST Fr	requency 2 x 30	

Attendance Entry – Entry Type

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

[AYERS, ISABELL]	Child:	
	AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21	۷
	Entry Type: Provided Treatment Session 🗸	

[AYERS, ISABELL]	Child:	
	AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21 Entry Type: Missed Treatment Session V	•

[AYERS, ISABELL]	Child:		
	AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21		
	Entry Type: Make Up Session 🗸 Make Up for:		

Attendance Entry – Provided Treatment Session

- Session Notes must include "Progress" made. In addition to checking the radio buttons for No Progress, Limited Progress or Progress, the session note description should include progress for the session.
- * For example, a speech provider might enter the following note:

Session Notes: Activity Related to IEP Goals (including objectives and measures of success) and response(s) of child

was engaged and attentive throughout the session. and the clinician targeted basic concepts and responding to "wh" questions. Given picture cards, he was able to identify appropriate responses when choices were provided with 70% accuracy given moderate cues. He accurately differentiated between items that were the "same" and "different" with 70% accuracy. Therapy will continue to target expanding utterances and responding to "wh" questions.

Example of Medicaid Session Note

- * Medicaid does not allow you to use canned session notes.
- * Below is an example of a Medicaid session note from the Medicaid handbook:

Student Name: John Smith	Service Type: Speech Theropy
Date: December 10, 2015	Location: Springdale Elementary
Time in/Time out: 10:00am /10:30am	Indiv (I) Group (G) (incl # in group): I
Practitioner Name: Montho Clork	
	ed initial, medial, and final /1/ with 80% accuracy in words
	ontinues to improve his production of the /1/ in all
positions in single words.	A
Red TLA TSHH	2Keng Emer. SLP 1/8/16
Practitioner's signature, title, and credentials	Dated supervising signature and credentials if UDO required

Attendance Entry – Missed Treatment Session

- * The Missed Treatment Session is used when the child or the service provider is absent.
- * Your session note should contain who was absent:
 - * The child or
 - * The therapist
- * If you know why the child was absent then write a reason why.
- * Once you choose Missed Treatment Session, the below items now populate:
 - * NOICD
 - * NOCPT
 - * The box for Does Not Meet Medicaid Requirements will be checked.

Attendance Entry – Missed Treatment Session

[ADAM, ENRIQUE]	Enrollment:	
	ADAM, ENRIQUE 2x30 - ST - I 09/07/22 - 06/23/23 Daycare	~
	ESID CBRS2223W0101481 Nickname	
	Service Type ST Frequency 2 x 30	
	Entry Type: Missed Treatment Session	
	Diagnosis Code(s):	
	NOICD	
	CPT Codes: Il ookun]	Units:
	NOCPT No CPT Code for this service	1
	*	
	Does Not Meet Medicaid Requirements	

Attendance Entry – Missed Treatment Session

- * The Missed Treatment Session will appear in red on the Weekly Attendance screen.
 - * You can have 2 children in the same time slot, as 1 is provided & 1 is missed.

Weel	Weekly Attendance							
	wles, Kelly	✓ Jump To: 03/12/23 Sav	re					
~	★ today →			Mar 12, 2023 - Mar 18, 2	2023			
	Sunday Mar 12, 2023	Monday Mar 13, 2023	Tuesday Mar 14, 2023	Wednesday Mar 15, 2023	Thursday Mar 16, 2023	Friday Mar 17, 2023	Saturday Mar 18, 2023	
7 AN	n		/					
8 AN	A							
9 AN	A	09:00 am to 09:30 09:00 am to 09:30 am ANTENNO HILLEARY						
10 A	M							
11 A	M							
12 P								
1ZP								

Attendance Entry – Make Up Session

- * 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.
 - * If a session is made up in the same week, it is **NOT** a make-up.
 - If a session is not made up in the same week, then it should be entered as a "Make-Up" with a "Make-up for Date".

New Session for Mar 13, 2023		×
Time In: 10:00 AM • Tim	me Out: 10:15 AM 🗸	Setting: Not Selected
Bill this session as: 0.25 x60 min	nute session(s)	Location:
Co-Visit with Supervisor		
[, HILLARY]	Enrollment:	
	HILLARY 1x60 MON	THLY - PNT - I 01/03/23 - 06/23/23 🗸
	ESID CBRS2223W0106721	Nickname
	Service Type PNT	Frequency 1 x 60
	Entry Type: Make Up Session	✓ Make Up for: 03/09/2023

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.

Diagnosis Code(s):	_
84.0	
	_

Diagnosis Code(s):	
F84.0 F84.5	
F84.5	
Asperger's syndrome	1

Diagnosis Code(s):				
F84.0 F84.5				
·				

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.....

Or a missed session will be NOICD.



ICD Codes

Billable versus Non-Billable Codes

- * Medicaid does not accept all ICD Codes for Medicaid reimbursement purposes.
- * The Portal has an ICD Code Lookup feature (Lookup -> ICD Code Lookup) where you can enter a specific ICD Code to see if the code will meet Medicaid requirements for billing.
- * The list will tell you whether the code is **OK** or if the code **Requires additional digits**.

Version	O ICD9 . IC	D10		
ICD Cod	de begins with	82 5	Short description contains	Search
Versio	n ICD Code	Specific Epouph	Short Description	Long Description
10	R62	Requires additional digits	Lack of expected normal physiol dev in childhood a	Lack of expected normal physiological development in childhood and adults
10	R62.0	OK	Delayed milestone in childhood	Delayed milestone in childhood
10	R62.5	Requires additional digits	Oth and unsp lack of expected normal physiol dev i	Other and unspecified lack of expected normal physiological development in childhoo
10	R62.50	OK	Unsp lack of expected normal physiol dev in childh	Unspecified lack of expected normal physiological development in childhood
10	R62.51	OK	Failure to thrive (child)	Failure to thrive (child)
	R62.52	OK	Short stature (child)	Short stature (child)
10		OK	Oth lack of expected normal physiol development in	Other lack of expected normal physiological development in childhood
	R62.59			

ICD Codes Billable versus Non-Billable

F80 – <u>Specific development disorders of</u> <u>speech and language</u> requires more specificity for reimbursement purposes.

> • **F80.0 through F80.4** shows additional digits and additional specificity so these codes are Medicaid reimbursable.

F80.8 – <u>Other developmental disorders of</u> <u>speech and language</u> **also requires more specificity** for reimbursement purposes.

• **F80.81 through F80.89** shows additional digits and additional specificity so these codes are Medicaid reimbursable.

Version	ICD Code	Specific Enough	Short Description
10	F80	Requires additional digits	Specific developmental disorders of speech and lan
10	F80.0	OK	Phonological disorder
10	F80.1	OK	Expressive language disorder
10	F80.2	OK	Mixed receptive-expressive language disorder
10	F80.4	ок	Speech and language development delay due to hear
10	F80.8	Requires additional digits	Other developmental disorders of speech and langua
10	F80.81	OK	Childhood onset fluency disorder
10	F80.82	OK	Social pragmatic communication disorder
10	F80.89	OK	Other developmental disorders of speech and langua
10	F80.9	ОК	Developmental disorder of speech and language, uns

Specific developmental disorders of speech and language F80-

Codes F80 Specific developmental disorders of speech and language F80.0 Phonological disorder F80.1 Expressive language disorder F80.2 Mixed receptive-expressive language disorder F80.4 Speech and language development delay due to hearing loss F80.8 Other developmental disorders of speech and language F80.81 Childhood onset fluency disorder F80.82 Social pragmatic communication disorder F80.89 Other developmental disorders of speech and language F80.9 Developmental disorder of speech and language

ICD Codes Non-Billable ICD Codes on Prescriptions

- * Typically, the diagnosis on a written order is determined by the ordering practitioner.
- * If the diagnosis on the written order is not specific enough (a non-billable code), there are several options for the provider to determine which billable code to enter on the session note.
 - The Service provider's education and training
 - Evaluation Reports may provide diagnostic information
 - The ordering practitioner can provide guidance
 - The provider can consult the governing agency for their discipline, or
 - The provider can reach out to SED

Attendance Entry –

CPT (Current Procedural Terminology) Codes

- * CPT Codes (Current Procedural Terminology) is a uniform language for coding medical services and procedures. Using CPT Codes increases the accuracy and efficiency of reporting medical treatments.
- * CPT codes are used to identify reimbursement rates. Claims that are submitted to Medicaid must include an appropriate CPT code.
- * CPT Codes are either **timed** or **untimed**. Timed codes require the **entry of units**, which must be indicated on the session note. (e.g., PT service (97532) is being billed for 30 minutes <u>two units</u> would need to be billed because 97532 is a 15-minute CPT code.)



* Untimed codes are used on a **one-per-session/per day** basis.

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.

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 CPT Codes: [Lookup]
 Units:

 • 92507
 TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL
 •

 1

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 a missed session will be NOCPT.

AT CPT Codes: [Lookup]	Units:
NOCPT No CPT Code for this service	1

When To Use "Does Not Meet Medicaid Requirements"

* If a service provider provides a session that does not meet Medicaid requirements, the, "Does Not Meet Medicaid Requirements" box on the session note should be checked.

Does Not Meet Medicaid Requirements

Progress: O Regression O No Progress O Limited Progress O Progress

- * The checkbox should be checked for situations where the provided session does not meet Medicaid requirements. Such as...
 - The child is sleeping during the session.
 - The child was picked up by the parent in the middle of the session.
 - The child's behavior did not allow the session to be completed in its entirety; goals could not be met.
 - The service provider and child were outside for a fire drill and as a result the session was not provided.
 - The IEP was for group, but there are more than 5 students in the group. If the group exceeds 5 students, then the whole group will be marked as "Does Not Meet Medicaid Requirements".

The checkbox does not need to be checked for the following circumstances:

- Is not necessary for a "Group of 1." Billing edits will not allow Medicaid to be billed for a group of one.
- Is not necessary for Make-up sessions if the session is marked specifically as a Make-up.

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".

Progress: No Progress Limited Progress Progress

Session Notes:

Goal #1. Much more verbal. First day spontaneous speech was observed. Initial sd. rep. 1x. Additional speech fluent. Modeled slow easy speech.

Goal #2. Th sd. error. Modeled correct production.

A Completed & Signed Session Note

- 1) Student's Name
- 2) Service
- 3) Individual/ Group & Group Size
- 4) Setting (*Location Recommended)
- 5) Time In / Time Out
- 6) Brief Description
- 7) Name/Title/Signature of provider

UDO/USO Supervisor

QA Review

- 8) Dated Signature & Credentials
- 9) CPT Code(s)
- 10) ICD Code(s)

Child Name					DOB	Billing Pro	ovider			NPI
CURRIE, QU	ENTIN 1)				12/12/17	ACHIEVE	MENTS			1316190903
Service			Individual/Group	IEP From	IEP To	District				County
Speech Thera	apy 2)		 Individual 	09/07/22	06/23/23	ROTTER	DAM-MOHONASE	N CSD		SCHENECTADY
Frequency			ESID			Renderin	g Provider		License	NPI
2x30			RS2223W0017241			ADELAID	E CARVER		030860	1811511298
Date Of Servi	ce		Time In 5) Time Out	Duration	# in Group	Supervisi	ng Provider (UDO/	'USO)	License	NPI
	09/12/22		02:30 PM 03:00 PM	30						
Setting 4)			Location 苯	-	-	Referring	Provider			NPI
Preschool			123 Main Street, Schenec	tady, NY						
CPT Uni	its Minutes	Descriptio	on			ICD	Description			
92507 1	9)	TREATME	NT OF SPEECH, LANGU	JAGE, VOICE	i, <u>10)</u>	F80.1	Expressive language	e disorder		
	_									
Session Notes	s: Activity Re	lated to IEF	P Goals (including obje	ectives and r	measures of suc	ccess) and	response(s) of chil	d		
	-								ropriate res	sponses when
Quentin	was engag	ed and att	tentive throughout th	e session	. Given pictur	e cards, l	he was able to id	lentify app		
Quentin 6) choices	was engag were provid	ed and att ded with 7	tentive throughout th '0% accuracy given	e session	. Given pictur	e cards, l	he was able to id	lentify app		
Quentin 6) choices	was engag	ed and att ded with 7	tentive throughout th '0% accuracy given	e session	. Given pictur	e cards, l	he was able to id	lentify app		
Quentin 6) choices	was engag were provid	ed and att ded with 7	tentive throughout th '0% accuracy given '.	e session	. Given pictur cues. He acc	e cards, l	he was able to id ifferentiated betw	lentify app		the "same" and

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.

	New Session for Jun 20, 2016		×
١	Time In: 09:15 AM ▼	Time Out: 09:45 AM ▼	Setting:
	■ Co-Visit with Supervisor Number of Children in Group: 3 ▼	YMCA F	Location:
	[BERTRAND, GORDON] [BIRCH, BRENT] [Child 3] [Child 4] [Child 5]	Child 2: BIRCH, BRENT 2x30 - ST - G 12/21/15 - 06/24/ Diagnosis Code(s): Search by code or description	16 •
		CPT Codes: [Lookup]	Units:
	3]	1 3: Selected agnosis Code(s): rch by code or description	τ.



Group Attendance

- * If you have 2 or more children and one child is from a county that does not use the Portal:
 - * Enter the # of children in the Group.
 - * Select the other children in the group.
 - * The selected child is in bold.
 - The child who is from the county that doesn't use the Portal will not appear in your drop down of children.
 - * This child will be done on a paper session note.
- * On your weekly calendar, only 2 children will appear as the third child is on a paper note.

	New Session for Jun 20, 2016		×
5	Time In: 09:15 AM V 1 x 30 minute session(s) Co-Visit with Supervisor Number of Children in Group: 3 V [BERTRAND, GORDON] [BIRCH, BRENT] [Child 3] [Child 4] [Child 5]	Time Out: 09:45 AM ▼ Child 2: BIRCH, BRENT 2x30 - ST - G 12/21/15 ♥ Diagnosis Code(s): Search by code or description	Setting: Preschool Location: YMCA PreK V - 06/24/16 V
	3]	CPT Codes: [Lookup] 3: Selected agnosis Code(s): ch by code or description	Units:



Co-Treatments

- * Can more than one therapist providing co-treatment bill for the same session? No.
 - * Co-Treatment consists of more than one professional providing treatment at the same time. Therapists, or therapy assistants, working together as a "Team" to treat one or more individuals cannot bill separately for the same (or different) service provided at the same time to the same individual. For co-treatments only one CPT code may be billed per session.
- * Both therapists should complete a session note for the co-treatment, but one therapist should mark their session as, "Does Not Meet Medicaid Requirements."
 - * If speech is one treatment, then generally speech is billable & the other service will mark as not billable.

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.

Monday	Tuesday	Wednesday	Thursday	
May 02, 2016	May 03, 2016	May 04, 2016	May 05, 2016	
			09:00 am to 09:30 am	
		09:20 am to 09:50 am	MAGDALENA DELONG	
		JOSEFA LEVINE		
	09:45 am to 10:15 am	SUSERALEVINE		
	TRACY CRAIN		10:00 am to 10:30 am	
		10:10 am to 10:40 am	TRACY CRAIN	
		MAGDALENA DELONG		
			10:35 am to 11:05 am	
			TRACEY FELICIANO	
	11:00 am to 11:30 am	11:00 am to 11:30 am		
	BRAIN LEVY	BRAIN LEVY		
			11:30 am to 12:00 pm	
			BRAIN LEVY	
	12:00 pm to 12:30 pm TRENT MCCORMACK	12:00 pm to 12:30 pm TRENT MCCORMACK		
	TRENT MCCORMACK	TRENT MCCORMACK		
			12:45 pm to 01:15 pm	
	01:00 pm to 01:30 pm	01:00 pm to 01:30 pm	JOSEFA LEVINE	
	MAGDALENA DELONG	TRACEY FELICIANO	Construction of the second of	
		01:35 pm to 02:05 pm		
		TRACY CRAIN		
	02:30 pm to 03:00 pm	02:30 pm to 03:00 pm		
	RENE ORTEGA	RENE ORTEGA		

Contemporaneous

- Session Notes must be completed by all qualified providers furnishing the services authorized in a student's IEP for each Medicaid service.
- * Service providers must maintain <u>contemporaneous</u> records.
- What is the suggested time frame for completing contemporaneous Sessions Notes for Medicaid purposes? Sessions should be documented as close to the conclusion of the session as practicable. For <u>supervising clinicians</u> the session note must be signed within <u>45 days</u>.

Back-To-Back Sessions

- * Back-to-back sessions are Medicaid reimbursable. How should time in/time out be documented in the session note? (e.g., Student A – 12:00 to 12:30 / Student B – 12:30 to 1:00)
 - Back-to-back sessions <u>are</u> Medicaid reimbursable. If sessions were delivered consistent with the written order, IEP and Medicaid policy then Medicaid may be billed for the sessions. The session note must reflect the "exact" time that the session was provided.



Creating Defaults for Session Notes

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

* Go to Caseload Maintenance -> My Caseload.

Caseload Maintenance	Lookup	Docur
CBRS Enrollments		
My Caseload	ĥ	
Prescriptions for Caseload		

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

M	y Caseloa	ad												
F	ilter By Provider: [d	v S	ession: 2021 - 202	2 Winter 🔻	Search									
	Status	ESID	Last Name	First Name	County	Provider	District	Туре	From	То	Service	Assigned		
		RS2122W0016895	BOYKIN	MATTIE	SCHENECTADY		Schenectady	RS	01/20/22	06/24/22	ST 2x30 Individual		Attendances	Defaults
		RS2122W0016896	BOYKIN	MATTIE	SCHENECTADY		Schenectady	RS	01/20/22	06/24/22	ST1 1x30 Group		Attendances	Defaults
		RS2122W0016596	BROUSSARD	DENVER	SCHENECTADY		Schenectady	RS	09/07/21	01/04/22	ST 2x30 Individual		Attendances	Defaults
		RS2122W0016597	BROUSSARD	DENVER	SCHENECTADY		Schenectady	RS	09/07/21	01/04/22	ST1 1x30 Group		Attendances	Defaults

- * Now you will enter:
 - * Service Setting
 - * Location
 - * Default CPT Code
 - * Default ICD 10 Code
- * You can also enter an enrollment note. Here you can enter the goals off of the IEP, and the goals will then populate to each session note. You can then adjust as needed.

Enrollment Defaults Enrollment Info Child Name: BOYKIN, MATTIE Electronic Service ID: RS2122W0016895 Enrollment Type: RS RS Type: ST County: SCHENECTADY Provider: District: Schenectady Service Nickname: Enrollment Notes:	
"For each new attendance use these default values	
Bill each entry as 1 30 minute session(s) for a total duration of 30 minutes.	
bin cach chay as 1 of hinduc session(s) for a total databoli of of hinducs.	
Service Setting: Preschool Location: Little Red Schoolhouse, Hurley, NY	
Default CPT Code for new attendance	
CPT Code Description	Units
Edit 92507 TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDU	DUAL 1 Delete
	Add
Default ICD10 Code for new attendance ICD 10 Code Description Edit F80.2 Mixed receptive-expressive language disorder Delete Add Add Add	
	Save

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

New Session for Jun 10, 2022		
Time In: 09:00 AM 🗸	Time Out: 09:30 AM 🗸	Preschool
Bill this session as: 1.00 x3	0 minute session(s)	Location
Co-Visit with Supervisor		Little Red Schoolhouse, Hurley, NY
[BOYKIN, MATTIE]	Child: BOYKIN, MATTIE 2x30 - ST - I 01/20/22 Entry Type: Provided Treatment Session Diagnosis Code(s): F80.2	
	CPT Codes: [L	ookup] Units:
	♥ 92507 TREATMENT OF SPEECH, COMMUNICATION, AND/ OR AUDITORY PRO INDIVIDUAL	LANGUAGE, VOICE,
	▼ []	
	▼	
	<	
	•	
	Does Not Meet Medicaid Requirement	nts
	Progress: No Progress Climited Prog	ress O Progress
	Session Notes:	
		save cancel



Signing Attendance / Review and Sign

Support@CPSEPortal.com

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.

Support@CPSEPortal.com

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 Selection

You have not yet chosen a PIN. You will be unable to digitally sign attendance until you do so. Please create one now.

Save PIN

PIN Number: Jon1975

Password Verification	×
For additional security, please re-enter your I	ogin password.
Password	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.

PIN Selection	
You have not yet PIN Number Jo	n1975 Save PIN
PIN Selection You have not yet cho PIN Number: 1234	Save PIN Password Verification For additional security, please re-enter your login password. Password

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.

Therapist Signature In Portal

- * The Portal Signature shown on the <u>My Profile</u> (My Account>My Profile) screen is used on session notes and digital speech recommendations.
- * The screenshot below shows the proper credentials for an SLP. If the Provider's credentials are not listed in the signature, a prescription or session note is signed with just a name.
 - * Sarah Brown is not the same as Sarah Brown, Speech Pathologist, CCC-SLP.
- Medicaid states that the provider's Name, Title, Signature and Credentials must be listed on a Medicaid Session Note.

ersonal and Profe	essional	User Information	Favorites 💌	
Information in CPS	E Database -			
Last Name	Brown			
First Name	Sarah			
NPI	173027	78607		

- * 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.

Pro	file											
	First Nam	ne: KRIS	TEN L	ast Name	HOF	FFMAN	NPI: 1508012717					
Edi	t ⊘ s	igning As:	E	Betty Geba	auer Spee	ech Patholo	gist, CCC-SLP					
				Status	Profess	ion Code	Description	Credential Type #		State	From	то
Edi	t 🕑 c	redentials:		\bigcirc	s	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024
							NYS Office of Profess	ions Search				
	N	lissing Attes	stations:	No Missin	g Attestat	ions!						
		-	L									
Edi	t 🔀 P	IN Created	-									
Uns	igned Atte	endances										
Sch	iool Year S	Session: [(School Y	ear Sessio	n) 🗸					Apply	Filter	
Γ	Audit	By Week	By E	nrollment	-							
	Status	Child	Date of Service		Time Out							
	HESTER, DEWITT 1/11/2022 09:40 10:10					Edit						
		PERSON, LIBERTY	6/18/202	0 01:00	01:30	Edit						

 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.

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

Profi	le											
F	irst Nam	ne: KRIS	TEN L	ast Name	e: HOF	FFMAN	NPI: 1508012717					
Edit	🥑 s	Signing As:	B	letty Geba	auer Spee	ech Patholo	gist, CCC-SLP					
				Status	Profess	ion Code	Description	Credential Type	#	State	From	То
Edit	V 0	Credentials:		\bigcirc	S	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024
		lissing Attes	tations:	In Miccin	a Attestati	ionsl	NYS Office of Profess	ions Search				
		-		NO IVIISSIII	y Allesidi	101131						
Edit	۹ 💥	PIN Created										
Unsi	gned Atte	endances										
Scho	ool Year S	Session:	(School Ye	ear Sessio	n) 🗸					Apply	Filter	
[Audit	By Week	By Er	nrollment								
	Status	Child	Date of Service		Time Out							
	×	HESTER, DEWITT	1/11/202	2 09:40	10:10	Edit						
	1	PERSON, LIBERTY	6/18/202	0 01:00	01:30	Edit						
	1	RHODES, BOBBIE	1/18/202	2 11:35	12:05	Edit						
	1	RHODES, BOBBIE	1/20/202	2 11:30	12:00	Edit						
	1	RHODES, BOBBIE	1/21/202	2 09:40	10:10	Edit						

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

Sch	iool Year S	Session: ((School Yea	r Sessior	ı) ~					Apply Filter	_
٢	Audit	By Week	By Enr	oliment							
	Status	Child	Date of Service	Time In	Time Out						×
	×	HESTER, DEWITT	1/11/2022	09:40	10:10	Edit		Issue Type	Vith Attendance: Description	Data Causing Issue	
		LIBERTY	6/18/2020	01:00	01:30	Edit	1	WARNING	Exceeds Weekly Frequency for Enrollm	ent Enrollment Frequency: 2x30	
	1	RHODES, BOBBIE	1/18/2022	11:35	12:05	Edit					Ok
		RHODES, BOBBIE	1/20/2022	11:30	12:00	Edit]				
		RHODES, BOBBIE	1/21/2022	09:40	10:10	Edit					
							_				

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

مئUr	nsigned Atte	ndances								
S	chool Year S	Session: [(School Yea	r Sessior) 🗸					×
	-		1				Issu	ues Foun	d With Attendance:	
	Audit	By Week	By Enr	oliment				lssue Type	Description	Data Causing Issue
	Status	Child	Date of Service	Time In	Time Out		E		Attendance group size differs from the expected size of the CPT code listed (Marked as Meets Medicaid)	CPT Code: 92507 Expected Group Size: 1 Actual Group Size: 2
	ו	DEWITT	1/11/2022	09:40	10:10	Edit				2
		PERSON, LIBERTY	6/18/2020	01:00	01:30	Edit				Ok
		RHODES, BOBBIE	1/18/2022	11:35	12:05	Edit				

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.

First Name	KRISTE	N Last Nam	E: HOFFMAN	NPI: 1508012717						
lit 🕑 Sig	ning As:	Betty Geb	auer Speech Patholog	gist, CCC-SLP						
		Status	Profession Code	Description	Credential Type	#	State	From	То	
lit 🕑 Cre	edentials:	\bigcirc	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024	
NYS Office of Professions Search										
Missing Attestations: No Missing Attestations!										
	Orested									
lit 💢 PIN	Created									
signed Atten	dances									
School Year Session: (School Year Session) V										
hool Year Se	ssion: (So	chool Year Sessio	on) 🗸				Apply	Filter		
_							Apply	Filter		
_	ssion: (So By Week	bool Year Session					Apply	Filter		
_							Apply	Filter		
Audit Start Date	By Week	By Enrollment Number Of Unsigned Attendances					Apply	Filter		
Audit E	By Week End Date	By Enrollment Number Of Unsigned Attendances	Navigation Review And				Apply	Filter		
Audit E	By Week	By Enrollment Number Of Unsigned Attendances	t Navigation Review And Sign Review And				Apply	Filter		
Audit E Start Date 10/27/2019 06/14/2020 01/02/2022	End Date 11/02/2019 06/20/2020	By Enrollment Number Of Unsigned Attendances 1 1	t Navigation Review And Sign Review And Sign Review And				Apply	Filter		

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.

Unsig	ned A	Attendances													
Show	ing A	Attendances for the	week of: 10/27/	2019 - 11/2/2019	Sign										
	_		1			1		1							
SL	nday	y (0) Monday (l) Tuesday (0) Wednesday	(0) Thu	rsday (0)	Friday (0) Satu	rday (0)						
	_	Status	Child Name	ESID	Service	Service	Time	Time	Duration	Sessions	Minutes Per	Minutes	CPT	ICD	Notes
	_	Status	Child Name	ESID	Туре	Date	In	Out	Duration	To Bill	Session	To Bill	Codes	Codes	
		DIGITALLY SIGNED	BENTON, JERROD	RS1920W0022957	ST	10/28/19	08:00 AM	08:30 AM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	CHERRY, YONG	RS1920W0014784	ST	10/28/19	09:00 AM	09:30 AM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	WINTERS, LEANORA	RS1920W0014352	ST	10/28/19	09:45 AM	10:15 AM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	DAVILA, FOSTER	RS1920W0014799	ST	10/28/19	10:35 AM	11:05 AM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	OAKES, CHERYL	RS1920W0022741	ST	10/28/19	11:30 AM	12:00 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	NORWOOD, ROSSANA	RS1920W0022744	ST	10/28/19	12:15 PM	12:45 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	KRAUSE, EVON	RS1920W0014555	ST1	10/28/19	12:50 PM	01:20 PM	30	1.00	30	30	92507 (x1)	F80.0, F80.1	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	SALDANA, DONN	RS1920W0014569	ST	10/28/19	01:20 PM	01:50 PM	30	1.00	30	30	92507 (x1)	F80.2	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		DIGITALLY SIGNED	HONG, IRA	RS1920W0022745	ST	10/28/19	01:55 PM	02:25 PM	30	1.00	30	30	92507 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.
		Ø	DAVILA, FOSTER	RS1920W0014800	COR	10/28/19	04:00 PM	04:30 PM	30	1.00	30	30	99366 (x1)	F80.0	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.

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.

First Name:	KRISTEN Las	t Name:	HOFFMAN	NPI: 1508	012717					
idit 📀 Signing	JAS: Bet	y Gebauer \$	Speech Pathol	ogist, CCC-SLI	P					
	S	atus Pro	fession Code	De	scription	Credential Type	#	State	From	То
idit 📀 Creden	itials:		SLP	Licensed Sp Pa	peech & Language athologist	License	008342	NY	12/20/1994	4/30/2024
					YS Office of Profess	sions Search	11		1	1
🥑 Missing	g Attestations: No	Missing Atte	stations!							
dit 🗙 PIN Cr	eated									
· · · ·										
nsigned Attendand	ces									
chool Year Sessio	on: (School Year	Session) 🗸						Apply	Filter	
Audit By V	Neek 📘 By Enro	liment								
	By Elliv	in terre								
				Number Of						
Child	ESID	Service Month	Service	Number Of Unsigned Attendances	Navigation					
		Service Month		Unsigned	Navigation Review And Sign					
Child BROUSSARD,	ESID	4 January 2022		Unsigned Attendances	Review And					
Child BROUSSARD, DENVER BROUSSARD,	ESID RS2122W001688	Service Month 4 January 2022 5 January 2022	ST	Unsigned Attendances 2	Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA,	ESID RS2122W001688 RS2122W001688	Service Month 4 January 2022 5 January 2022 0 October 2019 1 January	ST ST1	Unsigned Attendances 2 4	Review And Sign Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA, FOSTER DELATORRE,	ESID RS2122W001688 RS2122W001688 RS1920W001480	Service Month 4 January 2022 5 January 2022 0 October 2019 1 January 2022	ST ST1 COR	Unsigned Attendances 2 4 1	Review And Sign Review And Sign Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA, FOSTER DELATORRE, CARINA	ESID RS2122W001688 RS2122W001688 RS1920W001480 RS2122W001681	Service Month 4 January 2022 5 January 2022 0 October 2019 1 January 2022 4 January 2022 4 January 2022 4 January 2022 5 January 2022 6 January 2022 7 January 2022	ST ST1 COR ST	Unsigned Attendances 2 4 1 2 2	Review And Sign Review And Sign Review And Sign Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN,	ESID RS2122W001688 RS2122W001688 RS1920W001480 RS2122W001681 RS2122W001655	Service Month January 2022 January 2022 January 2022 OCtober 2019 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022	ST ST1 COR ST ST	Unsigned Attendances 2 4 1 2 2 6	Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN, DEANDRA ERWIN,	ESID RS2122W001688 RS2122W001688 RS1920W001480 RS2122W001681 RS2122W001655 RS2122W001655	Service Month 4 January 2022 5 January 2022 0 October 2019 1 January 2022 4 January 2022 4 January 2022 2 January 2022 3 January 2022	ST ST1 COR ST ST ST ST	Unsigned Attendances 2 4 1 2 6 6 2	Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And					
Child BROUSSARD, DENVER BROUSSARD, DENVER DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN, DEANDRA ERWIN, DEANDRA FOSTER,	ESID RS2122W001688 RS2122W001688 RS1920W001480 RS2122W001681 RS2122W001655 RS2122W001690 RS2122W001690	Service Month 4 January 2022 5 January 2022 0 October 2019 1 January 2022 4 January 2022 2 January 2022 3 January 2022 3 January 2022 2 January 2022 3 January 2022 2 January 2022 3 January 2022 2 January 2022 2 January 2022 2 January 2022	ST ST1 COR ST ST ST ST ST1	Unsigned Attendances	Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And					

	Enro	lment Info													
	- 211/0						<		January 2	022		>			
	Chil	d Name :Bl	ROUSSARD	, Denver	ESID:RS21	22W0016884	Sun	Mon Tue	e Wed	Thu	Fri	Sat			
	Serv	ice Type:	Speech Then	apy IND	Frequency:	1x30	26	27 28	29	30	31	1			
k the desired	Date	s:01/05/22	2 - 06/24/22		Status:OK		2	3 4	5	6	7	8			
							9	10 11	12	13	14	15			
s & click							16	17 18	19	20	21	22			
							23	24 25	26	27	28	29			
ndance".							30	31 1	2	3	4	5			
idance.	Sin	n Attendar													
re is a	Jiy	ΠΑΠΟΠΙΙΟ													
em with the	R	Status	Service	Time	Time	Duration	Sessions To	Minut	es Per	Minutes	To	CPT	ICD	Notes	
	H	Juius	Date	In	Out	Duration	Bill	Ses	sion	Bill	(Codes	Codes	INVES	
idance that													F80.0,	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Doned	
l like to	Ρ	V	01/10/22	11:15 AM	11:45 AM	30	1.00	3	0	30	92	2507 (x1)		congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	Edit
ct, use the	++														_
	h		01/18/22	09:30 AM	10:00 AM	30	1.00	3	0	30	92	2507 (x1)		Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec	Edit
" button.		\lor										1.1	F80.1	congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	
					1					1					

* To sign:

- * Check boxes "Sign Attend
- * If ther proble attend you'd correc "Edit"

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

Enter PIN

By entering my pin number, I/We certify that on the dates selected, the selected children received the services noted and that documentation exists and is maintained on file verifying the delivery of said services in accordance with all relevant Federal, State and Local Laws and Regulations governing the Medicaid process.

NOTE: Credentials are REQUIRED to sign. Please verify credentials below. If they are not correct, update them on your profile page.

Name: KRISTEN HOFFMAN
Signing As: Betty Gebauer Speech Pathologist, CCC-SLP
NPI: 1508012717
Date: 6/10/2022
Pin:
l agree.

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.



Co-Signing Session Notes

Support@CPSEPortal.com

Co-Signing Session Notes

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

Attendance Caseload N	Maintenance Lookup I
Classroom Attendance	
Weekly Attendance	
View Unsigned Attendances	
Digital Signature	Sign Attendance
	Review and Sign Attendance
	Co-Sign Attendance
	Sign Classroom Attendance
	Unsign Attendance
	Unsign Classroom Attendance

Co-Signing Session Notes

- 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.

Support@CPSEPortal.com
Co-Signing Session Notes

Child Servi	BEERON	r: DELISA DAV Ews	IE CREWS - PT - Jan /ISON	nuary 2 🗸 🛛 Re	trieve					
0	Service Date	Service Setting	CoVisit Therapist	Make Up For	Start Time	End Time	CPT Codes	ICD Code	Notes	
٥	1/12/2022	Teletherapy	PLUMMER, SHERILL		12:00 PM	12:30 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
D	1/14/2022	Therapy Room			12:15 PM	12:45 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
D	1/18/2022	Therapy Room			12:30 PM	1:00 PM	97530	R62.50	Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed.	View
Sign	Attendance									



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 un-sign your attendance, make correction, and resign your attendance.
- * Teachers will also need to un-sign their attendance to make a correction, but they will choose "Unsign Classroom Attendance".
- Go to Attendance -> Digital Signature -> Unsign Attendance



Un-signing Attendance

From 07/01		To Date: 6/8/2022	Enrollmen		• Co	unty:	Provider:
	Last Name	First Name	Service Date	Start Time	End Time	CPT Codes	Notes
			2/01/2022	10:00 AM	10:30 AM	97530	Devin engaged in fine motor activities. He was positioned to work on the floor to engage core working in tall kneel and qua coordination. He was building his own structures not replicating designs or patterns. He was more accepting of therapist w
	E	-	2/01/2022	10:30 AM	11:00 AM	97530	Teo transitioned easily to the motor room. He engaged in a sensorimotor obstacle course incorporating climbing and sliding table for a sensory experience while using magnet blocks working on hand strength and bilateral hand coordination. Teo end

- * 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.



Unsigned Enrollment		Provider ▼ Provider	HOFFMA	Ŋ, KRISTEN ✔	From Date 03	/01/2020 To) Date 03/31	/2020 Sea	rch	
Last Name	First Name	Service Date	Start Time	End Time	Attendance Type	Enrollment Type	RS Type	Service Provider	ESID	
AYERS	ISABELL	3/18/2020	11:00 AM	11:15 AM						Delete



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)

Provider Service Provider	Service Dates -	Winter 🗸	County	Children	Print Report
\triangleright	From Date: 9/1/2020	To Date: 6/30/2021			



Child Treatment Log

CP P	ORT	AL	Child Treatment Log	Printed: 5/28/2021 8:25:51 AM Page 1 of 2
			09/01/2020 - 06/30/2021	
		ESID: 0	CBRS2021W Occupational Therapy- Individual	
Child: C	and the second se		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 DTA 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 Cosigned: NOT COSIGNED Meets Medicaid Requirements: Yes

Print Parent Signature Log

* Go to Caseload Maintenance -> My Caseload

My Casel

Filter By ____

Provide

- * Choose the Enrollment needed, and click Generate Blank Signature Logs for Selected Enrollment.
- * On Generate Parent/Guardian Signature Logs, choose month, and click Generate.

	Caseload Maintenance						Ĩ	Gene
	My Caseload							Choos O Do
	Prescriptions for Caseload							⊙ Or ◯ Th
	Create New Order							
eload	Session: 2020 - 2021 Winter V							
CBF CBF	Last Name First Name County Provide 3 C 2 COLUMBIA / 2 3 J COLUMBIA / 2 2			Service OT 2x30 Individual OT 2x30 Individual	Attendances Attendances			
Generate Blank Si	ignature Logs for Selected Enrollments							



Print Parent Signature Log

PORTAL SCHENECTADY County

Preschool Confirmation of Delivery of Services

		·				ervice Month
Child's Name MATTIE BOYKIN		ров 12/06/2016	Type of Service Speech Thera	ру	Freque 2x30	ency & Duration
Agency Name		NPI #	School District			
GEBA		1508012717	Schenectady			
Name of Individual Service F KRISTEN HOFFMAN		Profession Licensed Spe	ech & Language		License 008342	NPI 1508012717
Date of service	Start time	End time	Session Code: P, CA, TA, MU		uardian Sig Witness S	gnature/Verifying ignature



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.

My	Caseloa	d												
Filte	r By Provider: [G]	TY 🗸 S	Session: 2021 - 2022	2 Winter 🔻	Search									
	Status	ESID	Last Name	First Name	County	Provider	District	Туре	From	То	Service	Assigned		
		RS2122W0016895	BOYKIN	MATTIE	SCHENECTADY	(Schenectady	RS	01/20/22	06/24/22	ST 2x30 Individual		Attendances	Defaults
		RS2122W0016896	BOYKIN	MATTIE	SCHENECTADY	(Schenectady	RS	01/20/22	06/24/22	ST1 1x30 Group		Attendances	Defaults
		RS2122W0016596	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	09/07/21	01/04/22	ST 2x30 Individual		Attendances	Defaults
		RS2122W0016597	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	09/07/21	01/04/22	ST1 1x30 Group		Attendances	Defaults
		RS2122W0016884	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	01/05/22	06/24/22	ST 1x30 Individual		Attendances	Defaults
		RS2122W0016885	BROUSSARD	DENVER	SCHENECTADY	(Schenectady	RS	01/05/22	06/24/22	ST1 2x30 Group		Attendances	Defaults

View Caseload

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

	. ist : FOSTER, ERNEST Co RS2122W0016888 From /					IND) Free		SCHALMONT 1x30	CSD							
Service Date	Туре	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #		
01/10/22	Provided Treatment Session			1:00 PM	1:30 PM	30	1.00	30	KRISTEN HOFFMAN	Preschool					Treatment Log D	Details
		-		-		-	•			-						

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.

		ments ear Session 2021	1 2022 W/int	tor Y Cour	ty.	~																
			1 - 2022 Willin			•		Search														
PI	ovider		v				✓RS															
							SEIT															
		Осв																				
9	tatus ESID Last Name DOB County Provider District Enroll Type Start Enroll Type Start End End Frequency Indiv/ Type Start End End Frequency Indiv/ Type Start End End End Frequency Indiv/ Start End End Frequency Indiv/ Start End End Frequency Indiv/ Start End End End Frequency Indiv/ Start End End End Enroll Enrolled Enrolled Enrolled Maximum Sessions																					
		RS2122W0016895	BOYKIN	MATTIE	12/6/2016	SCHENECTADY	(Y Schenectady	RS	ST	1/20/2022	6/24/2022	2x30	l .	9200-2		51.50	0.00	21	23	42	Attendances
		RS2122W0016896	BOYKIN	MATTIE	12/6/2016	SCHENECTADY	(Y Schenectady	RS	ST1	1/20/2022	6/24/2022	1x30	G	9200-2		51.50	0.00	21	23	21	Attendances
		RS2122W0016596	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST	9/7/2021	1/4/2022	2x30	1	9200-2		51.50	30.00	16	18	32	Attendances
		RS2122W0016597	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST1	9/7/2021	1/4/2022	1x30	G	9200-2		51.50	14.00	16	18	16	Attendances
		RS2122W0016884	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST	1/5/2022	6/24/2022	1x30	l .	9200-2		51.50	0.00	24	25	24	Attendances
		RS2122W0016885	BROUSSARD	DENVER	3/5/2017	SCHENECTADY	(Y Schenectady	RS	ST1	1/5/2022	6/24/2022	2x30	G	9200-2		51.50	0.00	24	25	48	Attendances
		RS2122W0016811	DELATORRE	CARINA	8/14/2017	SCHENECTADY	(Y SCHALMONT CSD	RS	ST	11/29/2021	6/24/2022	2x30		9200-2		51.50	8.00	28	30	56	Attendances
		RS2122W0016554	DUFF	TOD	1/18/2018	SCHENECTADY	(ROTTERDAM- MOHONASEN CSD	RS	ST	9/7/2021	6/24/2022	2x30		9200-2		51.50	20.00	40	42	80	Attendances

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.

Attendance Li Child Name: ESID: F				CHENECTAD 3/2019-11/19/					ohonasen (30						
Service Date	9/11/19 9:10 AM 9:40 AM 30 1.00 30 KRISTEN HOFFMAN Preschool I 10/05/19 10/05/19 RS19100510162 Treatment														
09/11/19			9:10 AM	9:40 AM	30	1.00	30	KRISTEN H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	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 H	IOFFMAN	Preschool	1	12/02/19	12/02/19	RS191202143036	Treatment Log
11/13/19			9:10 AM	9:40 AM	30	1.00	30	KRISTEN H	IOFFMAN	Preschool	1	12/02/19	12/02/19	RS191202143036	Treatment Log
11/15/19			10:50 AM	11:20 AM	30	1.00	30	KRISTEN H	IOFFMAN	Preschool	1	12/02/19	12/02/19	RS191202143036	Treatment Log
11/18/19			9:15 AM	9:45 AM	30	1.00	30	KRISTEN H	IOFFMAN	Preschool	I	12/02/19	12/02/19	RS191202143036	Treatment Log



Closing

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 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): <u>https://www.cpseportal.com</u>
- 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