

CPSE Portal Session Notes
September 25th & September 28, 2023

Questions & Answers

Topic/Category	
SESSION NOTES	
Q	Why is time needed for a missed session if it didn't take place?
A	It's not that the time is needed, but will populate on the note. You need to choose a time slot on your Weekly Calendar to enter the note.
Q	Can a missed session be entered without a time? In the past when using the attendance calendar for a missed session, it populates as a unit on billing end, which is incorrect as it is not a billable session
A	NO, a missed session cannot be entered without a time. The missed sessions will never appear on a voucher to be billed to the County.
Q	If there is a missed session on the attendance calendar, why does it block the time if the session did not occur? Why does it need to be moved to a different time?
A	The new session note does need to be moved to a different time. You will need to click into a different 15 minute block to bring up your session note, and then change the time to reflect the correct time.
Q	The IEP gives the setting (ex: classroom, therapy room). Locations are generic (ex: daycare, UPK). So it is the provider who is solely responsible for entering the specific location?
A	YES.
Q	Can you please review what we should put if there is a child absent during a group session? Do I still bill the group code?
A	NO, as when you choose a Missed Treatment Session, the ICD and CPT codes will populate with NOICD and NOCPT.
Q	If you shadow the student during a fire drill that typically displays transition issues of adversions to auditory input, would it still not be Medicaid eligible?
A	If there is a fire drill and your session is not completed, you will mark your note "Not Medicaid billable".
Q	To enter goals to automatically show when you write your note it needs to manually in session notes?
A	You will need to type out the goals in your Defaults. The goals will then populate onto each of your session notes.

Q	If the code is R62.5 on the script, we can enter R62.50 into the portal without having a Dr. update the code since it's in the family?
A	YES, that is correct.
Q	If a child is out M-Th and they have 2x week mandate, you are saying it is ok to see them twice on Friday? Whether back to back or not?
A	YES. If they are back-to-back, make sure to enter them as 2 separate sessions.
Q	I will be doing the billing for my Agency, I do not have the tab classroom attendance under Attendance.
A	You will need to enter an "Unknown" profession on your account (My Account -> My Profile). This will then give you access to the Sign Classroom Attendance tab.
Q	For SEIT, do we need to also sign printed session notes/treatment logs and obtain signature from school?
A	SEIT providers will enter session notes into the Portal. You can check with your County to see if they require the Parent Signature Log for your service.
Q	Is there a place for parent/guardian signatures or will we not have them sign? Or will they continue to sign paper/pencil? if so, do we submit them to the county as previously done?
A	In the Portal, you can print out the Parent Signature Logs with the header completed. You will then have them signed and sent in with the billing vouchers to the County.
Q	Is this what teacher would sign too?
A	YES, the teacher can sign the Parent Signature Logs.