GUINNESS ATES INC. **1**ts AMES McG ASSOCIA + nsul

CPSE Portal Session Notes



Classroom Attendance

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Classroom Attendance – For Teachers, Aides or Office Billing Admins

- * 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, the child's 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	Maintenance 🔹 Lookup 🔻					
Classroom Attend	lance						
Weekly Attendand	ce i						
View Unsigned A	ttendances						
Digital Signature		Sign Attendance					
		Review and Sign Attendance					
		Sign Classroom	Attendance				
		Unsign Attenda	nce				
		Unsign 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".

Classroom:	Month:	County:	Provider:	Retrieve	Sign Attendance
· · ·	Apr 2021 🗸	ROCKLAND V	J.), INC 🗸		oright / the flat inde

Signing Classroom Attendance

- Teachers can delete attendances but 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	~	County:	ND		Prov	vider:), INC	;	•	Ret	rieve		Sign	Atter	ndan	ice							
	Child Name	1 2 3	4 5 6	7	8 9	10 1	1 12	13	14 1	15 16	17	18 1	9 2	0 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

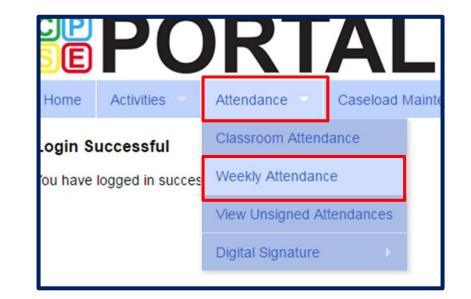
- * Entry Type: Provided, Missed or Make-Up
- * ICD 10 Codes
- * CPT Codes
- * Does Not Meet Medicaid Requirements
- * Progress
- * Notes also referred to as session notes, treatment notes or treatment logs.



- * 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

Weekly Atte	ndance						
HUFF, AGUS	TIN	✔ Jump To: 05/26/24 Sa	ve				
< 🏦 today	Þ			May 26, 2024 - Jun 01, 2	2024		
	Sunday May 26, 2024	Monday May 27, 2024	Tuesday May 28, 2024	Wednesday May 29, 2024	Thursday May 30, 2024	Friday May 31, 2024	Saturday Jun 01, 2024
7ам							
8am							
9ам							
10ам							
11ам							
12рм							
1рм							
2рм							
Зрм							
4рм							

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 1
- * Setting / Location 2
- # 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) 3
- * Co-Visit with Supervisor 4
- * Child (enrollment) 5
- * Entry Type 6
- * ICD Codes 7
- * CPT Codes 8
- * Does Not Meet Medicaid Requirements 9
- Progress indicator 10
- * Notes 11

New Session for May 28,	2024					×
Time In: 09:00 AM 🗸	- 1 Tim	ne Out: 09:30	AM 🗸			Setting:
				Ľ	Not Selected	~
Bill this session as: 1		e session(s) 3			2	Location:
Co-Visit with Supervise	or 4					•
[Child 1]		Enrollment:				
	5	Not Selected				~
		ESID	Nickname			
		Service Type	Frequency			
	6	Entry Type: 🗸				
	7	 Diagnosis Co 				
	,	Search by code	or description			
			CPT Codes: [Lookup]		Units:	
	8	•				
	-		·			
		•				
		•				
		•				
	9	Does Not Me	eet Medicaid Requirements			
	10	Progress: ORe	gression ONo Progress OLi	mited Progres	ss⊖Progress	
		Session Notes:				
	11					
Signature:						
Profession: SLP Licen	se:	NPI:				
					save	cancel

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

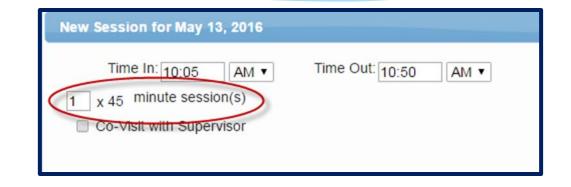
If there is more than one location associated with the same name, then the setting must uniquely be identified in the session note.

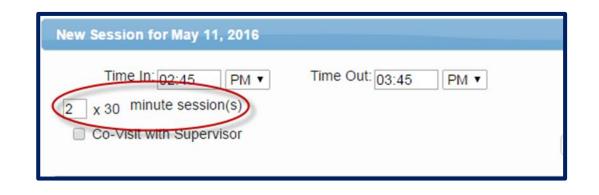
(e.g., the <u>physical address</u> could be recorded as the specific "<u>location</u>" for the BOCES Classroom).

* 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 with Supervisor

- 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 the therapist.
- * Each enrollment entry list includes:
 - * Child's Name
 - * Frequency
 - * Service Type
 - * Individual vs. Group
 - * Date range
- * Select the appropriate child
- * Warning! Be careful when selecting if there are multiple lines for a child when:
 - * You provide both therapy and service coordination.
 - * The child has both individual and group enrollments.

New Session for Mar 5, 2021			×
Time In: 11:15 AM • Tim	ne Out: 11:30 AM 🗸	Daycar	Setting:
Bill this session as: 1 x30 min	ute session(s)		Location:
Co-Visit with Supervisor		Little Red Schoolho	
[AYERS, ISABELL]	Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 Not Selected AYERS, ISABELL 2x30 - ST - I 09/09/20 BENTON, JERROD 3x30 - ST - I 09/09/2 DAVILA, FOSTER 2x30 - ST - I 09/08/20 FOSTER, ERNEST 2x30 - ST - I 09/08/20 HARDEN, DUDLEY 2x30 - ST - I 09/08/20 HOLBROOK, LOWELL 2x30 - ST - I 02/0 MONTALVO, ROLLAND 2x30 - ST - I 02/0	- 06/25/21 0 - 06/25/21 - 06/25/21 0 - 06/25/21 0 - 06/25/21 9/21 - 03/26/21	
	OTT, DION 2x30 - ST1 - G 09/08/20 - 03/ PARSONS, JUNIOR 2x30 - ST - I 01/19/2	22/21	
New Session for Mar 13, 2023			×
Time In: 08:00 AM • Tim	ne Out: 08:30 AM 🗸	Daycare	Setting:
Bill this session as: 1.00 x30 min	ute session(s)		Location:
Co-Visit with Supervisor		Little Red Schoolhous	
[ADAM, ENRIQUE]		lickname	~
	Service Type ST F	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:	

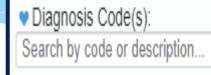
Attendance Entry -Provided Treatment Session

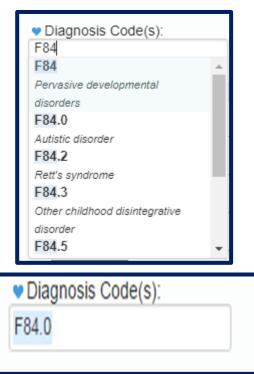
* Under Entry Type, select Provided Treatment Session,

New Session for May 16, 2023			(
Time In: 09:00 AM 🗸 Tim	e Out: 09:30 AM 🗸	Preschool	Setting:
	ute session(s)		Location:
Co-Visit with Supervisor		Learning Together	•
BEST, ELMO]	Enrollment: BEST, ELMO 3x30 - ST - I 09/06/22 - 00 ESID CBRS2223W0036890 Service Type ST Entry Type: Provided Treatment Session © Diagnosis Code(s): F80.2	Nickname Frequency 3 x 30	~
	CPT Codes: [L 92507 TREATMENT OF SPEECH COMMUNICATION, AND/ OR AUDITORY PRO INDIVIDUAL	, LANGUAGE, VOICE,	Units:
	• •		
	Does Not Meet Medicaid Requirement	nts	
	Progress: O Regression O No Progress	⊖Limited Progress⊖Progress	
	Session Notes:		

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	
	_

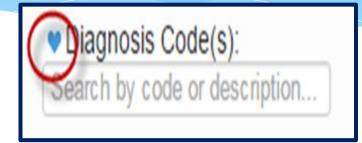
Diagnosis Code(s):	
F84.0 F84.5	
F84.5	
Asperger's syndrome	1

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.





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**.

				*
ICD Code	begins with	82	Short description contains	Search
Version	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 childhout
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)
10	R62.52	OK	Short stature (child)	Short stature (child)
	000 50	OK	Oth lack of expected normal physiol development in	Other lack of expected normal physiological development in childhood
10	R62.59	UN	our lack of expected normal physiol development in	other men of expected former prijereregien derereprisen in ermanoed

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 – Other developmental disorders of speech and language 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
17	10	F80.0	ок	Phonological disorder
	10	F80.1	ок	Expressive language disorder
	10	F80.2	ок	Mixed receptive-expressive language disorder
	10	F80.4	ок	Speech and language development delay due to hear
1	10	F80.8	Requires additional digits	Other developmental disorders of speech and langua
1	10	F80.81	ок	Childhood onset fluency disorder
	10	F80.82	ок	Social pragmatic communication disorder
	10	F80.89	ок	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

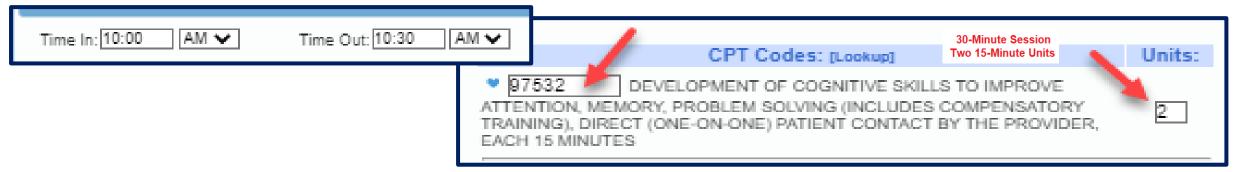
ICD Codes Non-Billable ICD Codes on Prescriptions

- * 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.

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 – Progress

 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.

New Session for May 16, 2023			
	e Out: 09:30 AM 🗸	Preschool	Setting:
Bill this session as: 1.00 x30 minu	te session(s)	Learning Together	Location:
[BEST, ELMO]	Enrollment: BEST_ELMO 3x30 - ST - L0	9/06/22 - 06/23/23 Preschool	~
	ESID CBRS2223W		
	Service Type ST	Frequency 3 x 30	
	Entry Type: Provided Treatm	ent Session 🗸	
	Diagnosis Code(s):		
	F80.2		
	0.0		Units:
		T Codes: [Lookup] OF SPEECH, LANGUAGE, VOICE,	onits.
		DITORY PROCESSING DISORDER;	1
	•		
	•		
	•		
	•		
_	Does Not Meet Medicaid	Requirements	_
	Progress: ORegression ON	o Progress⊖Limited Progress⊖Progres	s
-	Session Notes:		

Attendance Entry – Session Note

- * In the notes, you can record your notes per policies and regulations.
- According to SED, 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.

Attendance Entry -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	
Session Note: During this session John produce	ed initial, medial, and final /1/ with 80% accuracy in words
	ontinues to improve his production of the /l/ in all
positions in single words.	A
Red You TSHH	2Kang Emer. SLP 1/8/16
Practitioner's signature, title, and credentials	Dated supervising signature and credentials if UDO required

A Completed & Signed Session Note

- 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

OA Review

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

Child Name						DOB Billing Pro		ovider		NPI	
CURRIE, QUENTIN 1)						12/12/17	ACHIEVEMENTS				1316190903
Service				Individual/Group	IEP From	IEP To	District				County
Speech Therapy 2)				 Individual 	09/07/22	06/23/23	ROTTERDAM-MOHONASEN CSD				SCHENECTADY
Frequency				ESID		Rendering Provider License		License	NPI		
2x30				RS2223W0017241		ADELAIDE CARVER 030860			030860	1811511298	
Date Of Service				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 *					-	Referrir		g Provider			NPI
Preschool				123 Main Street, Schenec	tady, NY						
СРТ	Units	Minutes	Description				ICD	Description			
92507	1	9)	TREATME	REATMENT OF SPEECH, LANGUAGE, VOICE, 10) F80.				30.1 Expressive language disorder			
Session N	Notes: A	ctivity Re	ated to IEP	Goals (including obje	ctives and r	measures of suc	cess) and	response(s) of chi	ild		
		-									
				entive throughout th							
				0% accuracy given	moderate	cues. He acc	curately d	ifferentiated bei	tween item	is that were t	he "same" and
"diffe	erent" v	with 70%	accuracy								
Gint	Name, Title and Cre										
Gint				Name, Title	e and Crede	ntials		NPI	License	Date Signed	Signature Method
enderin				Name, Title		ntials		NPI	License 030860	Date Signed 8)10/04/22	Signature Meth DIGITAL

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.



- * If you are entering a Missed Treatment Session for the future:
 - * The NOICD code and the NOCPT code will not automatically prefill for you.
- * Therefore, make sure you enter these codes so you do not get an error when signing your attendance.

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 in the example below, one session is provided & one session is missed.

Weekly Attendance										
Knowles, Kelly	✓ Jump To: 03/12/23 Sav	/e								
 ✓ today ⇒ 	✓ <u>A today</u> → Mar 12, 2023 - Mar 18, 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				
Там										
8am										
9ам	09:00 am to 09:30 am ANTONIO HILLEADY									
10ам										
11ам										
12рм										

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

When to Use NOICD 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.



When to Use NOCPT 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.

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



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.



- * 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:



 If you have a group of two, and one child is absent, you cannot enter as a group of two.

- Child who is present will
 be entered as a group of one.
- The child who is absent will be entered as a _____
 Missed Treatment Session.

New Session for Feb 14, 2023			
Time In: 09:15 AM • Time	e Out: 09:45 AM 🗸	Preschool	etting:
Bill this session as: 1.00 x30 minu	ite session(s)	·	ation:
Number of Children in Group This Ses	sion: 1 🗸		
[DELANEY, VIVAN] [Child 2] [Child 3] [Child 4] [Child 5]	Enrollment: DELANEY, VIVAN 1x30 - ST1 - G 12/12 ESID CBRS2223W0037494 Service Type ST1 Entry Type: Provided Treatment Session Diagnosis Code(s): F80.0 F80.2	Nickname Frequency 1 x 30	
Γ	CPT Codes: [92507] TREATMENT OF SPEECH COMMUNICATION, AND/ OR AUDITORY PRO INDIVIDUAL	I, LANGUAGE, VOICE,	iits:

[№] New Session for Feb 14, 2023			
New Session for Feb 14, 2023			×
Time In: 10:00 AM 🗸 Ti	me Out: 10:30 AM 🗸		Setting:
		Preschool	~
Bill this session as: 1.00 x30 mi	nute session(s)		
		Learning Together	Location:
Co-Visit with Supervisor		Learning rogenier	· · · · · ·
Number of Children in Group This S	ession:		
[DIETZ, LONI]	Enrollment:		
Child 2]	DIETZ, LONI 1x30 - ST1 - G 09/06/22	2 - 06/23/23 Preschool	~
[Child 3] [Child 4]	ESID CBRS2223W0036979	Nickname	
[Child 5]	Service Type ST1	Frequency 1 x 30	
-	Entry Type: Missed Treatment Session		
	 Diagnosis Code(s): 		
	NOICD		
	CPT Codes: [Lo	ookup]	Units:
	NOCPT No CPT Code for this ser	vice	1



Co-Treatments

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 Existing Attendances

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 Records

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

- * 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 Do					
CBRS Enrollments						
My Caseload						
Prescriptions for Caseload						

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

My Caseloa	ıd												
Filter By Provider: LE	ARNING TOGETHER, INC. 🗸 St	ession: 2023 - 2024	Winter 🗸	Search									
Status	ESID	Last Name	First Name	County	Provider	District	Туре	From	То	Service	Assigned		
UnMatched		AMBROSE	FREDRIC	ULSTER	LEARNING TOGETHER, INC.	HIGHLAND CSD	СВ	09/05/23	06/21/24			Attendances	Defaults
	CPSECBRS0000124607	AMBROSE	FREDRIC	ULSTER	LEARNING TOGETHER, INC.	HIGHLAND CSD	CBRS	09/05/23	06/21/24	PT 2x30 Individual		Attendances	Defaults
	CPSECBRS0000124608	AMBROSE	FREDRIC	ULSTER	LEARNING TOGETHER, INC.	HIGHLAND CSD	CBRS	09/05/23	06/21/24	OT1 1x30 Group		Attendances	Defaults
	CPSECBRS0000124609	AMBROSE	FREDRIC	ULSTER	LEARNING TOGETHER, INC.	HIGHLAND CSD	CBRS	09/05/23	06/21/24	ST 4x45 Individual		Attendances	Defaults
	CPSECBRS0000124610	AMBROSE	FREDRIC	ULSTER	LEARNING TOGETHER, INC.	HIGHLAND CSD	CBRS	09/05/23	06/21/24	PNT 1x30 MONTHLY Individual		Attendances	Defaults
UnMatched		COTTRELL	MELISSA	ULSTER	LEARNING TOGETHER, INC.	MARLBORO CSD	СВ	09/05/23	06/21/24			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



Service Coordination Notes For SEIT ONLY

SEIT Service Coordination Notes

- If you are a SPED/SEIT teacher and are required by your agency to write a Service Coordination note:
 - * Go to Activities -> Activity Management,
 - * A three month calendar will then populate.

										-											
	0		Mar	ch 20	24					Ар	ril 20	24					Ma	ay 202	4		0
	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
						1	2		1	2	3	4	5	6				1	2	3	4
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
	24	25	26	27	28	29	30	28	29	- 30					26	27	28	29	- 30	31	
	31																				
					_			_				_									
		SI	nov	ving	Ac	tiv	ties	8 & A	\tte	nda	ance	es f	or t	5/31/	/202	4	A	dd Act	ivity		
ities											_										
ties found.																					
											At	tenda	ances	5							
											N	o atte	ndan	ces fo	und.						

SEIT Service Coordination Notes

- * You will select the day that you wish to enter an activity for, and then select the "Add Activity" button.
- * Now the activity screen will populate.
 - * In the dropdown under "Activity", you will choose Coordination Activities.
 - * Choose the "Enrollment" in the dropdown menu.
 - * Enter your start and end times.
 - * Enter your coordination note in the "Notes" box, and click Save.
- * These notes are not signed and are not sent to the county. This is just for your records for SEIT service coordination.

SEIT Service Coordination Notes

J	0		Mar	ch 20	24					Ар	ril 202	24					Ma	ay 202	24		
	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
Γ.						1	2		1	2	3	4	5	6				1	2	3	4
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	Ę	6	7	8	9	10	11
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	- 14	15	16	17	18
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	- 19	20	21	22	23	24	25
	24	25	26	27	28	29	30	28	29	30					- 26	27	28	29	30	31	
	31																				
		Ch			A a	4 1															
		Sn	IOW	ing	AC			0 1	44				0	EIA	C IDC	24			_		
				<u> </u>	~~	uvi	ties	& A	tter	nda	nce	s fo	or O	5/1	6/20	24	-	Add A	ctivity	/	
				0	70	uvi	ties	& A	tter	nda	nce	s fo	or 0	5/1	6/20	24	4	Add A	ctivity		
								& A	tter	ıda	nce	s fo	or 0	5/1	6/20	24	4	Add A	ctivity		×
		ctivi		or 05/	16/2	2024		8 A	tter	nda	nce	s fo	or O	5/1	6/20	24	A	Add Ad	ctivity		×
	A	ctivity	Cod	or 05/	16/2 tion A	2024 Activit	lies		tter	nda	nce	s fo	or 0	5/1	6/20	24	4	Add Ad	ctivity		×
	A(ctivity Enrollr	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	24		Add A	ctivity		×
	A(ctivity	Coo nent	or 05/	tion /	2024 Activit	lies	cted 🗸	Time	3	nce		or 0		6/20	24		Add A	ctivity		×
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add Ad	ctivity		×
	A E St	ctivity Enrollr	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		×
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		*
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		×
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		×
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		×
	A E St	ctivity Enrollr tart Ti	Coo nent	or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		
	A E St	ctivity Enrollr tart Ti	Coo nent me: [or 05/	tion /	2024 Activit	ies Selee	cted 🗸	-	3					6/20	024		Add A	ctivity		



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 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	Brow	n		
First Name	Saral	h		
NPI	1730	278607		



Review and Sign

Review and Sign - Profile

- * 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.

-Prot	īle											
	First Nam	e: 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	sion 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			-	
	📿 м	lissing Attes	tations:	No Missin	g Attestat	ions!						
		0	L									
Edi	t 💥 P	IN Created	-		_							
Uns	igned Atte	ndances										
Sch	ool 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	1/11/202	2 09:40	10:10	Edit						
	1	PERSON, LIBERTY	6/18/202	0 01:00	01:30	Edit						

Review and Sign – Audit Tab

 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.

F	le irst Nam	e: KRIS	TEN La	st Name	. ног	FFMAN	NPI: 1508012717					
dit		igning As:					gist, CCC-SLP					
		5 5										1
				Status	Profess	sion Code	Description	Credential Type	#	State	From	То
dit	(credentials:		\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	tations: N	o Missing	g Attestat	tions!						
dit	V .	IN Created										
uit	~ [IN Created										
	anod Atte	endances										
nsig	gneu Alle											
	ool Year S		(School Yea	ar Sessio	n) 🗸					Apply	Filter	
	-		(School Yea	ar Sessio	n) 🗸					Apply	Filter	
cho	-			ar Sessio rollment						Apply	Filter	
cho	ool Year S	Session: (Apply	Filter	
cho	ool Year S Audit	Session: (By Week	By En	rollment Time In	Time	Edit			(Apply	Filter	
cho	Audit Status	By Week Child HESTER,	By En Date of Service	Time In 09:40	Time Out	Edit			(Apply	Filter	
cho	Audit Status	By Week Child HESTER, DEWITT PERSON,	By En Date of Service 1/11/2022	Time In 09:40 01:00	Time Out 10:10				(Apply	Filter	
cho	Audit Status	By Week Child HESTER, DEWITT PERSON, LIBERTY RHODES,	By En Date of Service 1/11/2022 6/18/2020	Time In 09:40 01:00 11:35	Time Out 10:10 01:30	Edit				Apply	Filter	

Review and Sign - Warnings

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

Sch	iool Year (Session: [(School Yea	r Sessior	n) 🗸			Apply Filter	
٢	Audit	By Week	By Enr	ollment					
	Status	Child	Date of Service	Time In	Time Out				×
	×	HESTER, DEWITT	1/11/2022	09:40	10:10	Edit		Issue Type Description Data Causing Issue	
		LIBERTY	6/18/2020	01:00	01:30	Edit	1	WARNING Exceeds Weekly Frequency for Enrollment Enrollment Frequency: 2x30	_
		RHODES, BOBBIE	1/18/2022	11:35	12:05	Edit		0	0k
		RHODES, BOBBIE	1/20/2022	11:30	12:00	Edit			
	1	RHODES, BOBBIE	1/21/2022	09:40	10:10	Edit			

Review and Sign - Errors

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

Ju	nsigned Atte	ndances						
s	chool Year S	Session: [(School Yea	r Sessior	I) 🗸			×
	Audit	By Week	By Enr	oliment			Issues Found With Attendance: Issue Type Description Data Causing Issue	
	Status	Child	Date of Service	Time In	Time Out		ERROR 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		
		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 Name	: HOFFMAN	NPI: 1508012717					
it ⊘ Sigr	ning As:	Betty Geba	uer Speech Patholo	gist, CCC-SLP					
		Status	Profession Code	Description	Credential Type	#	State	From	То
it 🕜 Cree	dentials:	\bigcirc	SLP	Licensed Speech & Language Pathologist	License	008342	NY	12/20/1994	4/30/2024
		L L		NYS Office of Profess	ions Search				
🔣 Miss	sing Attestati	ions: No Missing	Attestations!						
it 💢 PIN	Created								
signed Attend	lances								
hool Year Ses	ssion: (Sc	chool Year Sessio	n) 🗸				Apply	Filter	
_						(Apply	Filter	
_	ssion: (So Sy Week	chool Year Session By Enrollment					Apply	Filter	
_							Apply	Filter	
Audit B	By Week End Date	By Enrollment Number Of Unsigned					Apply	Filter	
Audit B Start Date	By Week	By Enrollment Number Of Unsigned Attendances	Navigation Review And			(Apply	Filter	
Audit E Start Date 10/27/2019	End Date 11/02/2019 06/20/2020	By Enrollment Number Of Unsigned Attendances	Navigation Review And Sign Review And			(Apply	Filter	
Audit E Start Date 10/27/2019 06/14/2020	End Date 11/02/2019 06/20/2020 01/08/2022	By Enrollment Number Of Unsigned Attendances 1 1	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.

Unsigne	d Attendances													
Showing	Attendances for the	week of: 10/27/	2019 - 11/2/2019	Sign										
Sund	ay (0) Monday (1) Tuesday (0) Wednesday	(0) Thu	sday (0)	Friday (0) Satur	day (0)						
	-) (-)	.,	-,,	(-/	j (-)		/ _							
	Status	Child Name	ESID	Service Type	Service Date	Time In	Time Out	Duration	Sessions To Bill	Minutes Per Session	Minutes To Bill	CPT Codes	ICD Codes	Notes
	DIGTINUT 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.
	DIGITALIA 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.
	DIGITALIA 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.
	DIGITALIA 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.
	DIGITALIN 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.
	DIGTINUM 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.
	0	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 Last	Name:	HOFFMAN	NPI: 1508	012717					
Edit ⊘ Signing	JAs: Bett	/ Gebauer S	peech Patholo	gist, CCC-SLI	P					
-	St	atus Prof	fession Code	De	scription	Credential Type	#	State	From	То
Edit 🕜 Creden	itials:	2	SLP		peech & Language athologist	License	008342	NY	12/20/1994	4/30/2024
_				N	YS Office of Profess	ions Search				
🥑 Missing	Attestations: No I	Missing Atte	stations!							
dit 🗙 PIN Cr	eated									
Insigned Attendand										
School Year Sessio	on: (School Year	Session) 🗸						Apply	Filter	
Audit By V	Veek By Enro	Umont								
Addit By V	Veek By Ellio	intent								
		Service		Number Of						
Child	ESID	Month	Service	Unsigned Attendances	Navigation					
BROUSSARD, DENVER	RS2122W001688	4 January 2022	ST	2	Review And Sign					
BROUSSARD,		lanuany								
DENVER	RS2122W001688	5 January 2022	ST1	4	Review And Sign					
DENVER DAVILA, FOSTER	RS2122W001688	2022 0ctober	ST1 COR	4						
DAVILA,		0 2022 0 October 2019			Sign Review And					
DAVILA, FOSTER DELATORRE,	RS1920W001480	 2022 October 2019 January 2022 	COR	1	Sign Review And Sign Review And					
DAVILA, FOSTER DELATORRE, CARINA	RS1920W001480	 2022 October 2019 January 2022 January 2022 January 2022 	COR ST	1	Sign Review And Sign Review And Sign Review And					
DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN,	RS1920W001480 RS2122W001681 RS2122W001655	2022 October 2019 January 2022 January 2022 January 2022 January 2022	COR ST ST	1 2 6	Sign Review And Sign Review And Sign Review And Sign Review And					
DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN, DEANDRA ERWIN,	RS1920W0014800 RS2122W001681 RS2122W001655 RS2122W001650	2022 October 2019 January 2022 January	COR ST ST ST	1 2 6 2	Sign Review And Sign Review And Sign Review And Sign Review And					
DAVILA, FOSTER DELATORRE, CARINA DUFF, TOD ERWIN, DEANDRA ERWIN, DEANDRA FOSTER,	RS1920W0014800 RS2122W001681 RS2122W001655 RS2122W001690 RS2122W001690	2022 October 2019 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022 January 2022	COR ST ST ST ST ST1	1 2 6 2 2	Sign Review And Sign Review And Sign Review And Sign Review And Sign Review And					

Review and Sign – By Enrollment

* 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.

-LIIIV	ollment Info					<		Jar	nuary 20)22		>			
Chil	Id Name: B	ROUSSARD	DENVER	ESID:RS212	200016884	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Ser	vice Type:	Speech Thera	apy IND	Frequency:	1x30	26	27	28	29	30	31	1			
Date	es:01/05/2/	2 - 06/24/22		Status:OK		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	1	2	3	4	5			
Sig	gn Attenda	nce													
Sig	gn Attendar Status	nce Service Date	Time In	Time Out	Duration	Sessions Bill	To I	Minutes I Sessio		Minute Bil		CPT Codes	ICD Codes	Notes	
Sig		Service	In		Duration 30		To I						Codes F80.0,	Notes 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.	Ed

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.

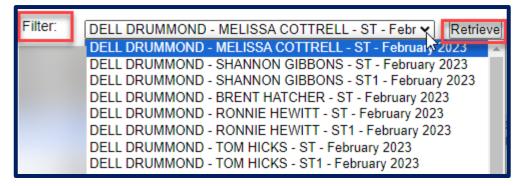
Name: KRISTEN HOFFMAN
Signing As: Betty Gebauer Speech Pathologist, CCC-SLP
NPI: 1508012717
Date: 6/10/2022
Pin:
l agree.

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.



- Go to Attendance -> Digital Signature -> Co-Sign Attendance
- * Use your filter to select date range, therapist or a specific enrollment.



Attendance 🔻	Caseload N	laintenance		Lookup		
Classroom Atten	dance					
Weekly Attendan	се					
View Unsigned A	ttendances					
Digital Signature	E.	Review an	d Sig	n Attendar	nce	
		Co-Sign At	ttend	ance "h	IJ	
		Sign Class	room	Attendan	ce	
		Unsign Atte	enda	nce		
		Unsign Cla	assro	om Attenda	ance	

- After reviewing the 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.

Filter	DELL DR	UMMOND - MELIS	SA COTTRELL - ST	Γ-Febr 🖌 🛛 R	etrieve					
Child: Servio	ice Provider : MELISSA CO ce Type: ST h: February 20		MOND							
	Service Date	Service Setting	CoVisit Therapist	Make Up For	Start Time	End Time	CPT Codes	ICD Code	Notes	
	2/01/2023	Preschool			10:30 AM	11:00 AM	92507	F80.4	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
	2/02/2023	Preschool			1:30 PM	2:00 PM	92507	F80.4	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
	2/03/2023	Preschool			12:30 PM	1:00 PM	92507	F80.4	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
	2/07/2023	Preschool			10:30 AM	11:00 AM	92507	F80.4	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
	2/08/2023	Preschool			10:00 AM	10:30 AM	92507	F80.4	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
	2/09/2023	Preschool			2:00 PM	2:30 PM	92507	F80.4	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
	2/10/2023	Preschool			12:30 PM	1:00 PM	92507	F80.4	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
	2/15/2023	Preschool			10:00 AM	10:30 AM	92507	F80.4	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 🔸									



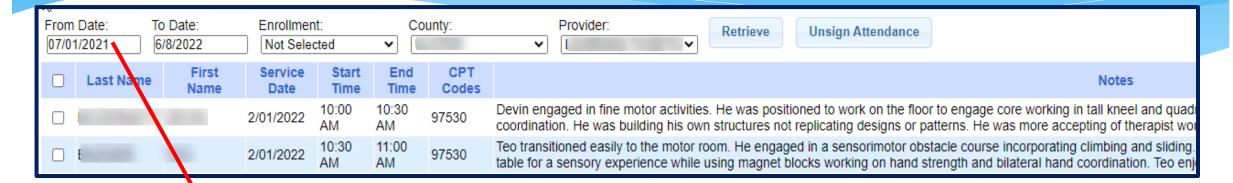
Un-signing Attendance / Making Corrections After Signed

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



- * Use Filter to search for attendances. You may need to change the date and filter back further for attendance.
- 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.

By entering my pin number, I/We certify that on the dates selected, the selected services, which I previously verified and signed, were not accurate, and must be changed in order to accurately reflect the services that took place for the specified children on the specified dates.

Reason for unsigning		1.
	Pin	
	I agree.	
	l'agree.	



Unsigned Attendances

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.

	Attendance	Caseload N
	Classroom Attend	dance
·	Weekly Attendan	ce -
	View Unsigned A	ttendances 🖟
1	Digital Signature	⊢ i

Unsigned Enrollment		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

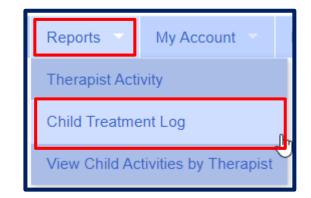


Printing Logs

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



Parent Signature Logs

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		Frequency & Duration 2x30				
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		Guardian Signature/Verifyin Witness Signature					



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	rovider: GTY V Session: 2021 - 2022 Winter V 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	1 2022 W/int	tor Y Cour	ty	~																
		ool Year Session 2021 - 2022 Winter V County CBRS Search																				
PI	ovider																					
		OSEIT																				
		Осв																				
9	Status	ESID	Last Name	First Name	DOB	County	Provider	District	Enroll Type	RS Type	Start	End	Frequency	Indiv / Grp	Program	1:1	Rate	Sessions Billed	SED Weeks Enrolled	Calendar Weeks Enrolled	Maximum Sessions	
		RS2122W0016895	BOYKIN	MATTIE	12/6/2016	SCHENECTADY	(Y Schenectady	RS	ST	1/20/2022	6/24/2022	2x30	I.	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.

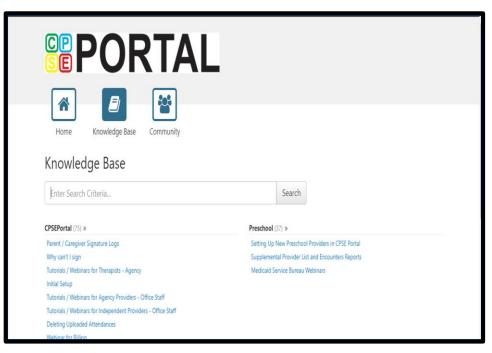
Child Name:	Attendance List Child Name: CHERRY, YONG County: SCHENECTADY Provider: GEE District: Mohonasen ESID: RS1920W0014784 From/To: 9/3/2019-11/19/2019 Service: RS-ST (IND) Frequency: 2x30														
Service Date	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service P	rovider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #	
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		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