

CPSE Portal Session Notes

June 3, 2023

Questions & Answers

Topic/Category	
SESSION NOTES	
Q	If the student is unavailable due to field trip or another reason, should we put child absent.
A	Yes. You will put child absent – field trip in the body of the session note.
Q	Can you please review what we should put if there is a child absent during a group session?
A	You will choose a Missed Treatment Session, the ICD & CPT codes will populate with NOICD & NOCPT. The Not Medicaid Billable box will also be checked off for you. This child will not be part of your group since they are absent. If this is a group of 2, then one child is absent, and the other child is a group of 1.
Q	How do you enter goals to automatically show when you write your note?
A	You will need to type out the goals in your Defaults. The goals will then populate onto each of your future session notes, and you can adjust your goals accordingly to the session.
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	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 in the Portal? 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 by the parent/teacher and sent in with the billing vouchers to the County. At this time, the parent/guardian cannot digitally sign in the Portal.
Q	Why does co-visit with supervisor not appear on the session note?
A	This is something that we can address with our Technical Team to see if this should be added to the session note.
Q	We were told make-ups can only be done in the same week.
A	<p>When there is a missed session, the make-up can be completed within another week.</p> <ul style="list-style-type: none"> • Example: If the enrollment is 2x30: You see the child on Monday & Thursday, and the child is absent on Monday and now you see the child on Wednesday & Thursday. Wednesday is not a make-up, because the enrollment is for 2x30, and you saw the child twice that week which matches the IEP. • Example: If the enrollment is 2x30: You see the child on Monday & Thursday, and child is absent on Monday and you can only see the child on Thursday, then you are only seeing the child 1x30 this week. Therefore, next week you can see the child 3x30, and mark one of those sessions as a make-up for the prior week. You will receive a warning when signing your sessions stating that you are exceeding the enrollment sessions. As long as your note is marked as a make-up, and Not Medicaid Billable, you can sign your notes.