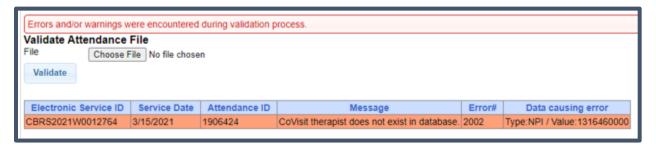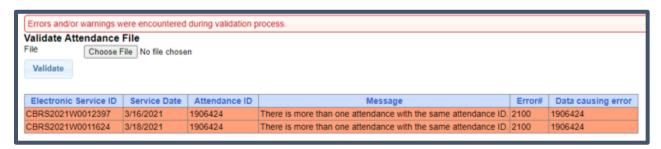# Common Validation Attendance Errors

* Service Provider does not exist in database:

    * *The therapist is not in the Portal. Add therapist to the Portal.*

* CoVisit therapist does not exist in database:

    * *The CoVisiting therapist is not in the Portal. Add CoVisiting therapist to the Portal.*

* There is more than one attendance with the same attendance ID:

    * *Check ESID # listed to see if duplicate attendance exists.*

* Electronic Service ID does not exist in CPSE Postal:

    * *Check the Portal to see if the County has uploaded the child to the Portal. Also check to see if the ESID # of the child matches the County record.*

* Attendance does not fall within enrollment date range:

  * *Attendance is outside of the enrollment dates. Check the attendance dates.*

* Specified Service Setting in not valid:

  * *Check the Service Setting of the attendance date listed. The Service Setting should match the IEP.*

* Future attendance is not allowed for County:

  * *Check attendance and remove future attendances listed.*

* This County does not allow weekend attendance to be entered:

    * *Check attendance and remove all attendances on weekend dates listed.*
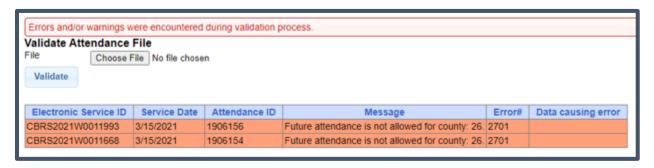
Errors and/or warnings were encountered during validation process.

Validate Attendance File

File   Choose File No file chosen

Validate

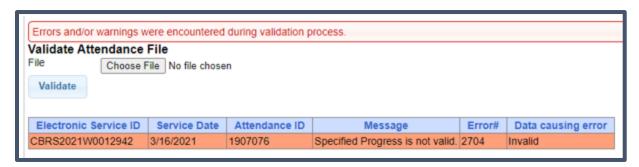| Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0011993	3/14/2021	1906156	This county does not allow weekend attendance to be entered.	2702	
CBRS2021W0011668	3/14/2021	1906154	This county does not allow weekend attendance to be entered.	2702	

* User does not have access to service or service does not exist in CPSE Portal:

    * *Check Portal to ensure that the County has uploaded the service to the Portal.*

Errors and/or warnings were encountered during validation process.

Validate Attendance File

File   Choose File No file chosen

Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012764	3/15/2021	1906424	User does not have access to service, or service does not exist in CPSEPortal.	2201	CBRS2021W0012764
CBRS2021W0012397	3/16/2021	1907305	User does not have access to service, or service does not exist in CPSEPortal.	2201	CBRS2021W0012397
CBRS2021W0011624	3/18/2021	1908785	User does not have access to service, or service does not exist in CPSEPortal.	2201	CBRS2021W0011624
CBRS2021W0012418	3/18/2021	1909252	User does not have access to service, or service does not exist in CPSEPortal.	2201	CBRS2021W0012418
CBRS2021W0012066	3/18/2021	1908964	User does not have access to service, or service does not exist in CPSEPortal.	2201	CBRS2021W0012066

* Invalid time entered. Time in must be before time out:

    * *Correct "time in" on attendance.*

Errors and/or warnings were encountered during validation process.

Validate Attendance File

File   Choose File No file chosen

Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012942	3/16/2021	1907076	Invalid time entered. Time in must be before time out.	2703	

* Specified Progress is not valid:

    * *Check attendance and correct progress.*

Errors and/or warnings were encountered during validation process.

Validate Attendance File

File   Choose File No file chosen

Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012942	3/16/2021	1907076	Specified Progress is not valid.	2704	Invalid

* There is not a classroom entered for SED Program Code 9100 for ESID #:

    * *Assign CB child to classroom in the Portal.*

* There already exists a duplicate/overlapping attendance on 3/15/2021 for ESID #........:

    * *Check Portal attendance for date given in error message. The attendance has already been uploaded and you are uploading a duplicate attendance for that day.*

* The file contains a duplicate/overlapping attendance on 3/16/2021 for ESID #......:

    * *Check your file for ESID # and delete any duplicate attendance on the date given in error message.*

Common Validation Group Attendance Errors

* You have added a group session to an invalid enrollment:

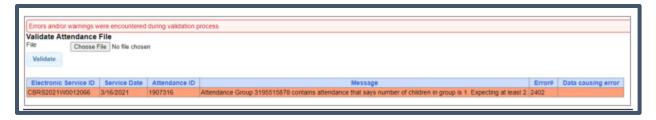   * Check enrollment to ensure that the group session is on a group ESID # and not an individual ESID enrollment.

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012764	3/15/2021	1906424	You have added a group session to an invalid enrollment.	2400	
CBRS2021W0012764	3/16/2021	1907340	You have added a group session to an invalid enrollment.	2400	
CBRS2021W0012764	3/18/2021	1908962	You have added a group session to an invalid enrollment.	2400	

* The enrollment is for a group session, but Number Of Children In Group was not specified:

    * *Add # of children to group session.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012764	3/15/2021	1906424	The enrollment is for a group session, but NumberOfChildrenInGroup was not specified.	2400	

* The enrollment is for a group session, but attendance is missing the group identifier:

    * *Check attendance and enter group identifier.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012764	3/15/2021	1906424	The enrollment is for a group session, but attendance is missing the group identifier.	2401	

* Attendance Group # contains attendance that says number of children in group is 1. Expecting at least 2:

    * *Check group attendance, as there must be at least 2 children chosen with possibly one child marked as absent.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012066	3/16/2021	1907316	Attendance Group 3195515878 contains attendance that says number of children in group is 1. Expecting at least 2.	2402	

* Attendance group contains attendance with date of service different than group or times different than group:

    * *Check all times and dates of service for children in group and make sure they are the same date & time.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012066	3/16/2021	1907316	Attendance Group 3195515878 contains attendance with date of service different than group. Date is3/16/2021. Expecting 3/15/2021.	2403	
CBRS2021W0012066	3/16/2021	1907316	Attendance Group 3195515878 contains attendance with times different than group. Times are 3/16/2021 2:30:00 PM - 3/16/2021 3:00:00 PM. Expecting 3/15/2021 2:30:00 PM - 3/15/2021 3:00:00 PM.	2404	

* Attendance Group contains attendance with enrollment type CBRS. Expecting RS.

    * *Check the enrollment types.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012066	3/16/2021	1907316	Attendance Group 3195515878 contains attendance with enrollment type CBRS. Expecting RS.	2401	
CBRS2021W0012066	3/18/2021	1908966	Attendance Group 3157534849 contains attendance with enrollment type CBRS. Expecting RS.	2401	

* Attendance Group contains attendance with service type OT1. Expecting PT1.

    * *Check the enrollment types.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012066	3/16/2021	1907316	Attendance Group 3195515878 contains attendance with enrollment type CBRS. Expecting RS.	2401	
CBRS2021W0012066	3/18/2021	1908966	Attendance Group 3157534849 contains attendance with enrollment type CBRS. Expecting RS.	2401	

* Attendance Group contains more than 5 attendances. This is not allowed.

    * *Group attendance cannot be more than 5 students.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
RS2021W0024805	6/9/2021	0	Attendance Group 2347253579 contains more than 5 attendances. This is not allowed.	2403	

* Attendance Group contains attendances that indicate differing numbers of children in group. They must all match:

    * *Check each attendance for children in group for specific date. All attendances for that group session must contain the same number of children.*

Common Validation Signature Errors

* Digital signature signed therapist identifier does not match service provider for attendance.

    * *Check identifier for therapist who signed attendance for this service.*

* Digital co-signature signee does not exist in database.

    * *Check Portal and verify that the therapist cosigning session notes is in the Portal.*

* External signature OR co-signature signature OR QA signature signee does not exist in database:

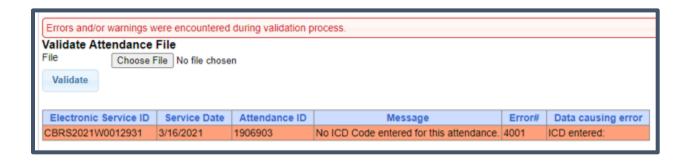   * *The therapist, supervisor or quality assurance supervisor who signed note is not in the Portal.*

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012942	3/16/2021	1907076	External signature signee does not exist in database.	3002	Type:NPI / Value:1336738086

Errors and/or warnings were encountered during validation process.

Validate Attendance File
File   Choose File   No file chosen
Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012942	3/16/2021	1907076	External cosignature signee does not exist in database.	3003	Type:NPI / Value:1336738000

Errors and/or warnings were encountered during validation process.

Validate Attendance File
File   Choose File   No file chosen
Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012942	3/16/2021	1907076	External QA signature signee does not exist in database.	3004	Type:NPI / Value:1336738000

Common Validation Code Errors

∗ CPT Code does not exist in CPSE Portal:

  ∗ Check CPT Code entered on attendance, and change if necessary. If CPT Code is correct, then contact the CPSE Portal help desk at **support@CPSEPortal.com**.

Errors and/or warnings were encountered during validation process.

Validate Attendance File
File   Choose File   No file chosen
Validate

Electronic Service ID	Service Date	Attendance ID	Message	Error#	Data causing error
CBRS2021W0012931	3/16/2021	1906903	CPT Code 6784511 does not exist in CPSEPortal.	4000	6784511

∗ No ICD Code entered for this attendance:

  ∗ *Check attendance service date of ESID #, and enter ICD Code.*

* ICD Code does not exist in CPSE Portal. Contact your county representative if you believe it should be added:

   * *Contact the County*