

## CPSE Portal Case Management for Independent Providers

May 21, 2025

### Questions & Answers

Topic/Category	
UNMATCHED ENROLLMENTS	
<b>Q</b>	Is this something that we will need to do for each student we service, or does the county typically do this for us?
<b>A</b>	The county will upload the enrollments once they come over from eSTACs. If the district has not completed the entry work in eSTACs, then you will create an unmatched enrollment to enter your session notes / attendances on. The County cannot create unmatched enrollments.
<b>Q</b>	How about Coordination of Services? Would that be under Related services too?
<b>A</b>	<b>YES.</b> Coordination will be listed in the dropdown as COR.
<b>Q</b>	If the from and to dates do not match the county enrollment, do you need to change the dates?
<b>A</b>	You will review the IEP first to see if the dates that you entered are correct. If your dates are wrong, then you can edit the start/end dates. If the County enrollment dates are wrong, then reach out to the school district to amend those dates.
PRESCRIPTIONS	
<b>Q</b>	When can we complete the digital order? Do we have to see the child first?
<b>A</b>	<b>YES,</b> you must see the child first unless you did the evaluation for the child or have previously serviced the child.
<b>Q</b>	The digital signature is ok for Medicaid?
<b>A</b>	<b>YES.</b>
MISCELLANEOUS	
<b>Q</b>	Will we use Kinney for entering Compensatory Services for the 24-25 school year?
<b>A</b>	<b>NO.</b> As of 7/1/25 all sessions will be entered into the CPSE Portal, this includes Compensatory Services.