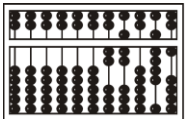


CPSE Portal

Introduction for Cortland Providers



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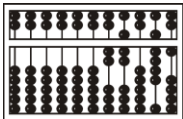
CPSE PORTAL

CPSE Portal

- ▶ CPSE Portal is a web based system that provides a mechanism for exchanging data between the County and providers
- ▶ One component of this system is capturing session notes / treatment logs for provided services
- ▶ Cortland County providers will begin using CPSE Portal for service dates starting July 1st, 2021.

What is the purpose of this webinar?

- ▶ This is not a training
- ▶ We are looking to
 - ▶ Provide an introduction to the system
 - ▶ Communicate what Cortland will be using the system for
 - ▶ Share the timeline for implementing the system
 - ▶ Let you know what you can do to start preparing for the new system

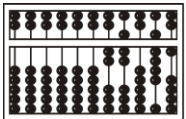


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**CP
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Features

- ▶ What will functionality Cortland County vendors utilize?
 - ▶ Recording Service providers and their credentials (NPI, license, etc.)
 - ▶ Entering Treatment logs for
 - ▶ SEIT services
 - ▶ Related Services including both fee for service as well as services provided as part an approved center based preschool program
 - ▶ Entering attendance (Present/Absent) for children attending a center based preschool program
 - ▶ Generating electronic bills to the county for SEIT, Related Services and Center based Tuition billing.

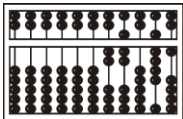


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Three types of Provider users

- ▶ Agency administrators
 - ▶ These individuals work for an agency
 - ▶ They perform tasks as a vendor related to billing
 - ▶ They also perform caseload management tasks such as assigning therapist to children, assigning children to classrooms (for center based children)
- ▶ Agency Service providers
 - ▶ These individuals work for an agency as a therapist
 - ▶ Their role is entering and signing session notes
- ▶ Independent providers
 - ▶ They are a service provider that performs the same tasks as an agency service provider
 - ▶ They are a vendor that contracts directly the county and thus also has the role of billing administrator

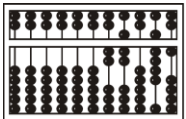


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How do users get logins

- ▶ The process is done by “invitations”
- ▶ An invitation is created to invite the individual to create a login for an agency
- ▶ The individual uses this invitation to create a username and password to the system. This process will be covered at the end of the webinar.
- ▶ For Agencies, the County will create an initial invitation for an administrator. That administrator can then invite additional users for their agency
- ▶ If you are already using CPSE Portal for another County, that same username will be used

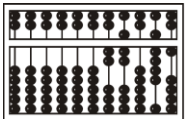


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CPSE PORTAL

Process overview - Independent Provider

- ▶ County uploads list of children and their services (enrollments)
- ▶ Provider enters session notes / treatment logs for the enrollments
- ▶ The provider digitally signs the session notes / treatment logs
- ▶ Billing Provider bundles signed entries into an electronic voucher
- ▶ Billing Provider digitally signs and submits electronic voucher to County



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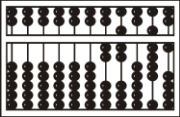
Entering Attendance on Calendar

Weekly Attendance

Doe, Jane - SLP Jump To: 04/05/15 **Save**

<< today >> **Apr 05, 2015 - Apr 11, 2015**

	Sunday Apr 05, 2015	Monday Apr 06, 2015	Tuesday Apr 07, 2015	Wednesday Apr 08, 2015	Thursday Apr 09, 2015	Friday Apr 10, 2015
8AM						
9AM						
10AM			10:15 am to 10:45 am Smith, Mark			
11AM						
12PM						
1PM						
2PM						
3PM						
4PM						



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Session note / treatment log

New Session for Mar 2, 2021

Bill this session as: x30 minute session(s) Preschool

Co-Visit with Supervisor Location: Tumbling Tykes

Child:

Entry Type:

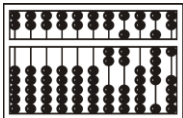
Diagnosis Code(s):

CPT Codes: [Lookup]	Units:
<input checked="" type="checkbox"/> 92507 TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL	<input type="text" value="1"/>
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>

Does Not Meet Medicaid Requirements

Progress: No Progress Limited Progress Progress

Session Notes:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



Digitally Sign Attendance

From Date: To Date: Enrollment: County: Provider:

<input type="checkbox"/>	Last Name	First Name	Service Date	Service Setting	CoVisit	Make Up	Start	End	CPT	ICD	Notes	<input type="button" value="Edit"/>
<input type="checkbox"/>	MANNIX	Klay	5/05/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	MANNIX	Klay	5/07/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/11/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/13/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/18/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/19/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/26/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>
<input type="checkbox"/>	NYAHAY	Mikiala	5/29/2015	Daycare							NOTES ARE FOR DEMONSTRATION USES ONLY.	<input type="button" value="Edit"/>

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.

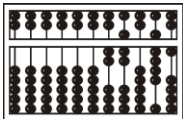
NOTE: Credentials are REQUIRED to sign. Please verify credentials on your [profile page](#).

Name & Credentials:

NPI:

Date:

Pin:



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Voucher Details

Voucher Details

Info

Voucher #: RS160731064142

Billing Date: 8/1/2016

Authorized Claimant: Mary Jones

Voucher header information

Description: July 2016 Occupational Therapy

Claimant Title: Executive Director

Service month filter Service Type filter

Unassigned = not on voucher Assigned = items on voucher

A=Adjustment R=Regular

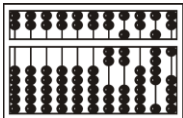
July 2016 Program (Service) 9200 **Unassigned**

<input type="checkbox"/>	Last Name	First Name	Month	Sessions	Amount	Svc	ESID
<input type="checkbox"/>	ASH	SON	July 2016	6	\$300.00 (R)	ST	RS1617S0083825
<input type="checkbox"/>	BERMAN	MARCELINA	July 2016	7	\$350.00 (R)	ST	RS1617S0083262
<input type="checkbox"/>	BLUM	MERYL	July 2016	2	\$100.00 (R)	PT	RS1617S0083935
<input type="checkbox"/>	BRADLEY	GILBERT	July 2016	4	\$200.00 (R)	OT	RS1617S0084047
<input type="checkbox"/>	BREWSTER	RAMON	July 2016	5	\$250.00 (R)	ST	RS1617S0083820
<input type="checkbox"/>	BUSTAMANTE	RICHARD	July 2016	5	\$250.00 (R)	ST	RS1617S0084049
<input type="checkbox"/>	BYRD	BRITTANI	July 2016	1	\$50.00 (R)	ST	RS1617S0084015
<input type="checkbox"/>	CALHOUN	KRISTAL	July 2016	5	\$375.00 (R)	ST	RS1617S0083260
<input type="checkbox"/>	CAMPOS	CAREY	July 2016	4	\$200.00 (R)	ST	RS1617S0083934
<input type="checkbox"/>	CARUSO	LOWELL	July 2016	4	\$200.00 (R)	ST	RS1617S0083928

If you are looking for entries that are not appearing, try clicking "recalc"!

Assigned

Amount Billed: **\$0.00**



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Voucher Summary



Voucher Summary

Printed: 7/31/2016 7:56:15 PM

Page 1 of 1

Provider: HIGHER LEARNING, LLC

Vendor#:

Tax ID:

SED Provider Code:

Bill To County: ERIE

Bill Date: 8/1/2016

Voucher#: RS160731064142

Service Month: July 2016

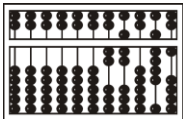
Voucher Description: July 2016 Occupational Therapy

Child Name	ESID	Frequency	Service	Dates Of Service	Rate	Units	Minutes Per Unit	Amount
BRADLEY, GILBERT	RS1617S0084047	2x30 - I	RS - OT	Jul 2016 - 19, 21, 25, 26	\$50.00	4.00	30	\$200.00
DEVRIES, SHAYNA	RS1617S0083923	2x30 - I	RS - OT	Jul 2016 - 12, 13, 19, 21, 26, 28	\$50.00	6.00	30	\$300.00
HEIN, SHEENA	RS1617S0083946	3x30 - I	RS - OT	Jul 2016 - 12, 13, 15, 19, 21, 22, 26, 28	\$50.00	8.00	30	\$400.00
MCCORD, THERON	RS1617S0083270	1x30 - I	RS - OT	Jul 2016 - 6, 19, 26	\$50.00	3.00	30	\$150.00
NIETO, OWEN	RS1617S0083427	2x30 - I	RS - OT	Jul 2016 - 12, 13, 18, 19, 21	\$50.00	5.00	30	\$250.00
VICKERS, KIARA	RS1617S0083792	1x30 - I	RS - OT	Jul 2016 - 21, 26	\$50.00	2.00	30	\$100.00
WHITT, ROLLAND	RS1617S0083265	1x30 - I	RS - OT	Jul 2016 - 6, 22, 25	\$50.00	3.00	30	\$150.00
Grand Total:								\$1,550.00

I certify that on the dates above, the above named child 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.

Authorized Signature: _____

Certification: _____

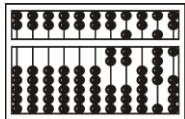


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Process overview - Agency SEIT / Related Service

- ▶ County uploads list of children and their services (enrollments)
- ▶ Agency administrator assigns the children's services to a SEIT / therapist
- ▶ The SEIT / therapist enters session notes / treatment logs for the enrollments
- ▶ The SEIT / therapist digitally signs the session notes / treatment logs
- ▶ Agency administrator bundles signed entries into an electronic voucher
- ▶ Agency administrator digitally signs and submits electronic voucher to County

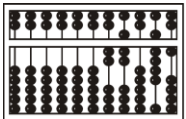


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C**P****S****E** **PORTAL**

Process overview - Approved 4410 Preschool Center based program


- ▶ County uploads list of center based children and their included services (enrollments)
- ▶ Agency administrator assigns children to various classrooms
- ▶ Agency administrator assigns the children's included services to therapist
- ▶ An agency administrator or classroom teacher records children's classroom attendance (present / absent)
- ▶ The therapist enters session notes / treatment logs for the enrollments
- ▶ The therapist digitally signs the session notes / treatment logs
- ▶ An agency administrator or classroom teacher digitally signs a monthly attendance log for the classroom
- ▶ Agency administrator creates an electronic voucher for all center based children
- ▶ Agency administrator creates a zero dollar electronic voucher for all center based children's corresponding included services
- ▶ Agency administrator digitally signs and submits electronic vouchers to County



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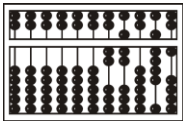
CP
SE **PORTAL**

Classroom Attendance

Current Week 

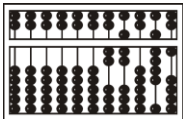
-

Enrollment	Mon <input checked="" type="checkbox"/>	Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thu <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>
	02/01/21	02/02/21	02/03/21	02/04/21	02/05/21
9/09/20-6/24/21 (CB2021W0020658)					
9/09/20-6/24/21 (CB2021W0020738)					
9/09/20-6/24/21 (CB2021W0021332)					
9/09/20-6/24/21 (CB2021W0020660)					
9/09/20-6/24/21 (CB2021W0020991)					
9/09/20-6/24/21 (CB2021W0021327)					
Total Sessions:					<input type="text" value="30"/>



Uploading Attendance / Session notes

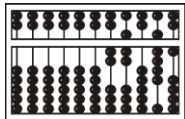
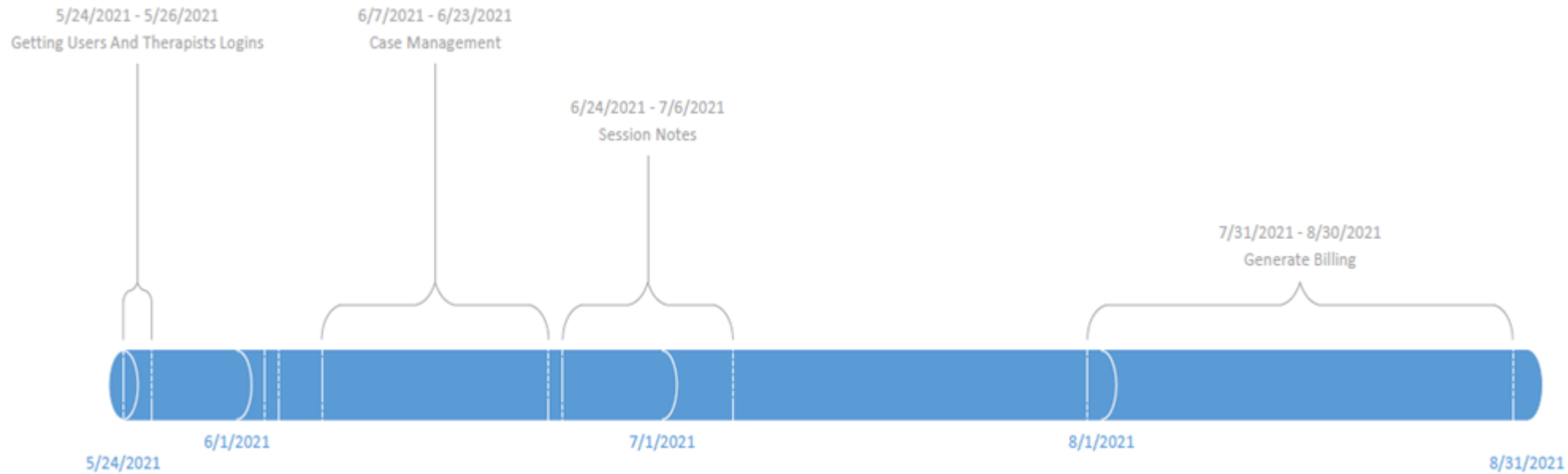
- ▶ Some agencies may already have a system where their providers enter their session notes and digitally sign them.
- ▶ If your agency does use their own system, then CPSE has a mechanism for uploading a file of those entries.
- ▶ Information about that process can be found here
- ▶ <http://support.cpseportal.com/kb/a67/schema-for-attendance-file-upload.aspx?KBSearchID=16206>



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Getting started timeline

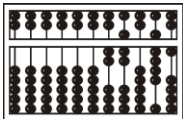


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Training Webinars

- ▶ Over the next few months we will be holding training webinars on various topics.
- ▶ In order to maximize relevancy, the timing of the webinars should correspond to the stage in implementation. For example, we won't be training on how to create a voucher in April, since that won't be used until August
- ▶ Each webinar will have a different target audience such as
 - ▶ Independent Provider
 - ▶ Agency Service Providers
 - ▶ Agency Service Providers and Independent Providers
 - ▶ Agency Administrators
 - ▶ Center based Agency Administrators
 - ▶ Agency Administrators and Independent Providers

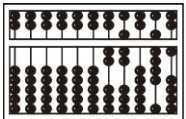


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Next Steps

- ▶ Create an initial administrator login
- ▶ For Agency administrators
 - ▶ Gather a list of your therapists / SEIT teachers, etc. in preparation for adding them to the system. Fields should include
 - ▶ First Name and Last Name
 - ▶ Email
 - ▶ NPI
 - ▶ Profession (OT, PT, SLP, etc.) and NY License #
 - ▶ If you use an external system already, and want to pursue uploading attendance, provide your software vendor with this link so they can get started
<http://support.cpseportal.com/kb/a67/schema-for-attendance-file-upload.aspx?KBSearchID=16206>

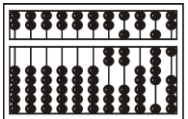


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Accepting invitations

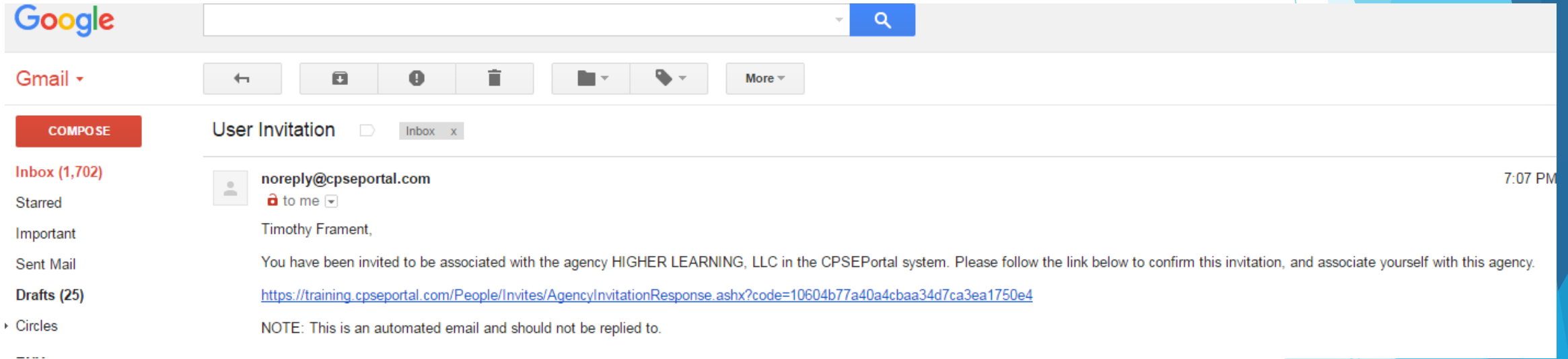
- ▶ <http://support.cpseportal.com/kb/a257/accepting-your-cpse-portal-invitation.aspx?KBSearchID=16202>



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Invitation Email



The screenshot shows a Gmail interface. At the top left is the Google logo. Below it is the Gmail logo and a search bar. The left sidebar contains navigation options: COMPOSE, Inbox (1,702), Starred, Important, Sent Mail, Drafts (25), and Circles. The main content area shows an email titled "User Invitation" from "noreply@cpseportal.com" received at 7:07 PM. The email body contains the following text:

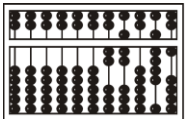
noreply@cpseportal.com
to me

Timothy Frament,

You have been invited to be associated with the agency HIGHER LEARNING, LLC in the CPSEPortal system. Please follow the link below to confirm this invitation, and associate yourself with this agency.

<https://training.cpseportal.com/People/Invites/AgencyInvitationResponse.aspx?code=10604b77a40a4cbaa34d7ca3ea1750e4>

NOTE: This is an automated email and should not be replied to.



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Sample invitations to provider

CPSEPortal Invitation

You have been invited to be associated with **HIGHER LEARNING, LLC** as a service provider user in the CPSEPortal system. Please confirm your details below, select a username and password and then you may log in to the system. If any of your details are incorrect, please let the agency know and they will re-invite you.

Name Confirmation - Confirm this information is correct.

First Name Last Name
Todd Blowers

Service Provider Information - Confirm this information is correct. Please enter your signature information at this time as well.

NPI 1003000340
Profession SLP - Speech & Language Pathologist (058)
NYS License Number 675432

Signature, Title, and Credentials (e.g.: Mary Brown, CCC-SLP)

Email Confirmation - Must match address invitation was sent to. You may update your email address after confirming your invitation, if necessary.

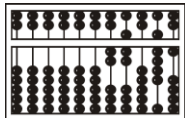
Email

User Account Information

Username

Password Confirm Password
  

[Accept Invitation](#)



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CPSE PORTAL

Choosing username and password

- ▶ Choose a good username that can be remembered (name, email address, first initial + last name, etc.)
- ▶ If your desired username is in use by somebody else, the screen will show you

User Account Information

Username

 ⚠ Taken

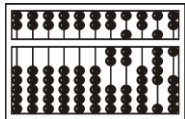
- ▶ If your preferred username is unavailable, try again until you find an available one

User Account Information

Username

 ✔ Available

- ▶ Choose a password that is strong but that you can remember and reenter to confirm it



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Upcoming Webinars

- Initial Set-Up (Agency) 5/24/21 @ 11:00 am

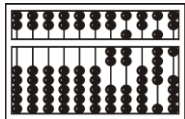
<https://attendee.gotowebinar.com/register/7881340444766090254>

- Initial Set-Up (Independent Provider & Agency Service Providers) 5/26/21 @ 3:00 pm

<https://attendee.gotowebinar.com/register/1008342737561589518>

- Initial Set-Up (Independent Provider & Agency Providers) 6/01/21 @ 11AM

<https://attendee.gotowebinar.com/register/1459254655135806478>



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Upcoming webinars and support

- ▶ Website is www.CPSEPortal.com
- ▶ Has a link to Knowledge Base
- ▶ Questions
 - ▶ Email support@CPSEPortal.com

Home Knowledge Base ←

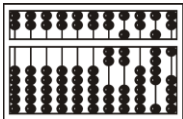
Log In

User Name:

Password:

Remember me next time.

[Forgot your password?](#)



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CPSE PORTAL