JAMES McGUINNESS & ASSOCIATES INC. Consultants

MCGUINNESS CPSE PORTAL GUIDE
Submitting Voucher Errors
For Billing Admins

TABLE OF CONTENTS

Items Not Ready To Be Billed Report	**3**
Why Don't Attendances Appear To Be Added To A Voucher	**4**
Problems on Center Based (CB) Voucher	**5**
Problems on CBRS, RS & SEIT Vouchers	**6**
Session Note / Enrollment Issues	6
Therapist / Signature Errors	8
Medicaid Signature / Location Errors	10
Group Billing Errors	11
SEIT Billing Errors	11
Supervision Billing Errors	12
Attendance Correction By Billing Admin	**13**
Does Not Meet Medicaid Requirement Corrections	13
CPT Code Corrections	14

Medicaid Support: Medicaid@cpseportal.com
CPSE Portal Support: Support@cpseportal.com
CPSE Portal Knowledge Base: Support@cpseportal.com/Main/

ITEMS NOT READY TO BE BILLED REPORT

On a weekly basis, the billing admin should go to ***Billing -> Items Not Ready To Be Billed*** and review this report. Filter for the County, School Year Session and Enrollment Type.

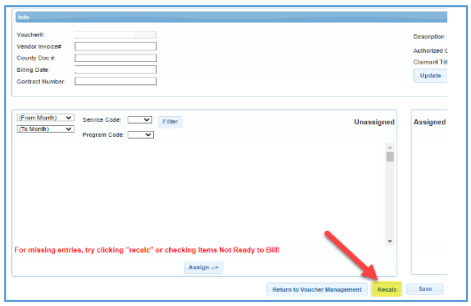
This report will contain the following items:

- **Attendances not signed or not co-signed:**
  - Contact the therapist(s) to have them sign their attendances ASAP. Therapists should be signing their notes after they enter them, and not waiting until the end of the month.
- **Center Based classroom attendance not signed:**
  - Teachers or billing admins must sign classroom attendance.
- **Unmatched child or unmatched enrollment:**
  - You cannot bill for an unmatched child or unmatched enrollment.
  - Go to ***Caseload Maintenance -> Unmatched Children or View Unmatched Enrollments*** and try to match the child and/or enrollment.
  - If there is a potential or no match, go to ***Reports -> Enrollments Uploaded By County***. Change the filter to the current school year, and see if the county has uploaded the child and/or enrollments to the Portal.
  - If the child is not on the report, then you can contact the district (if they use eSTACs) or the county to see when the child and/or enrollment will be uploaded.
  - If the child is on this report, make sure that you have the correct spelling of the child's name, correct school district and DOB.
  - If any of these items are wrong, you will not be able to match the child. You will then need to go ***Caseload Maintenance -> Unmatched Children*** and edit your child to match the counties entry. If the county entry is wrong, then contact the district/county to make necessary changes.
- **Attendances are outside of the enrollment dates:**
  - If there are attendances outside of the enrollment dates, those attendances will need to be moved over to the proper enrollment.
  - Below is a link to the Knowledge Base article on ***How to Move Attendances Between Enrollments:http://support.cpseportal.com/kb/a444/how-to-move-attendances-between-enrollments.aspx?KBSearchID=23237***
- **Enrollment is rescinded:**
  - If the county has rescinded an enrollment the attendances on the rescinded enrollment can be moved over to the new county enrollment. Follow the steps in the link above on ***How to Move Attendances Between Enrollments.***

WHY DON'T ATTENDANCES APPEAR TO BE ADDED TO A VOUCHER

When you create your voucher and the child does not appear on the "Unassigned" column, below are some reasons why you cannot bill for the child:

- **Any attendances that do not have a rate cannot be billed.**
  - Go to ***Lookup -> Enrollment Lookup***, and filter for the current school year and county. On this report there is a column labeled "Rate". If your student is missing a rate then contact the county to upload the rate.
- **Any Center Based (CB) children who have not had their classroom attendances entered and signed will not be able to be added to the voucher.**
  - Most counties require an attendance for every day of the month.
- **If attendance is on an Unmatched Enrollment you will need to match the enrollment first.**
  - Go to ***Caseload Maintenance -> View Unmatched Enrollments***, and match enrollments.
- **If attendances are missing a Signed Date or Cosigned Date, they will need to be signed first before you can bill for child.**
  - This list will appear under ***Billing -> Items Not Ready To Be Billed*** report.
- **Attendances could already be on another voucher.**
  - Go to ***Lookup -> Child Lookup*** and search for child. Locate the correct enrollment line and press the blue "Attendances". If there is a voucher # in the Voucher # column, then those attendances are on the listed voucher #. If that area is blank, then the attendances are not on a voucher.
- **Any attendances that have been added or modified (matched, signed/co-signed, moved over to another enrollment or the rate was added) after the voucher was created will require the voucher to be refreshed and a *"Recalc"* will be needed.**
  - With the appropriate voucher pulled up, press the "Recalc" button which is found at the bottom of the screen.
  - The newly added or modified attendances should now appear in the Unassigned grid on the Voucher Details Screen.
  - Now you can assign child to the voucher.



PROBLEMS ON CENTER BASED (CB) VOUCHERS

1) **County requires for CB enrollments, at least one day of attendance entered for the month.**
    a. If your county requires one attendance, then enter one attendance.
2) **County requires for CB enrollments, at least one day of attendance for the month where the child is present.**
    a. If your county requires one attendance, then there needs to be one present attendance for the month.
3) **County requires an CB enrollment attendance entry record for every weekday of the month.**
    a. Most Full-Service Medicaid counties require an attendance for every weekday of the month. Review attendances for any missing present/absent days.
4) **CB Rescinded.**
    - These attendances cannot be billed due to the county rescinding the enrollment. Check to see if there is a new enrollment to move attendances to, if not, then create an unmatched enrollment. Follow instructions on ***How to Move Attendances Between Enrollments:*** ***http://support.cpseportal.com/kb/a444/how-to-move-attendances-between-enrollments.aspx?KBSearchID=23237***
5) **CB Unmatched.**
    a. You will need to match the CB enrollment as you cannot bill on an unmatched enrollment.
    b. Go to ***Caseload Maintenance -> View Unmatched Enrollments***, and match enrollments.

PROBLEMS ON CBRS, RS OR SEIT VOUCHERS

SESSION NOTE / ENROLLMENT ISSUES:

1) **Details of Prescription/order not entered for enrollment**.
    a. Upload the prescription and attach necessary enrollment(s).
2) **Enrollment has two voucher enrollments for the same service month on voucher.**
    a. Recalc the voucher.
3) **Invalid Adjustment on bill. Needs Recalc.**
    a. Recalc the voucher.
4) **Attendance was moved between enrollments after voucher was created. Voucher must be recalculated.**
    a. Recalc the voucher.
5) **Duplicate CPT Codes for Attendance.**
    a. Therapist has entered duplicate CPT codes, which Medicaid does not allow. Follow instructions for CPT Code Corrections on page 14 of this guide.
6) **Invalid CPT Code Units: {%d} for code: {%s}**
    a. Therapist has entered invalid CPT codes. Follow instructions for CPT Code Corrections on page 14 of this guide.
7) **Minutes specified on CPT Codes exceeds session duration.**
    a. The therapist has entered more CPT codes than the length of the session. Follow instructions for CPT Code Corrections on page 14 of this guide.
8) **Missing CPT Code.**
    a. Therapist has not entered a CPT code. Follow instructions for CPT Code Corrections on page 14 of this guide.
9) **NOCPT code combined with other code.**
    a. Therapist has entered a CPT code & NOCPT code, which Medicaid does not allow. Follow instructions for CPT Code Corrections on page 14 of this guide.
10) **Untimed CPT code combined with timed CPT code.**
    a. Therapist has entered a timed and untimed CPT code, which Medicaid does not allow. Follow instructions for CPT Code Corrections on page 14 of this guide.
11) **Untimed CPT Code has more than 1 unit.**
    a. Therapist has entered an untimed CPT code with more than 1 unit, which Medicaid does not allow. Follow instructions for CPT Code Corrections on page 14 of this guide to change the unit to 1.

12) Missing a full diagnosis (ICD) code.

a. Remove child from voucher, have therapist unsign and correct ICD code entry for session note. The therapist will then need to resign the session note.
b. Voucher will need a "Recalc".

13) Missing Diagnosis.

a. Same as #12 above.

14) NOICD/NODIAG code combined with other diagnosis.

a. Therapist has entered an ICD code & NOICD code, which Medicaid does not allow.
b. Same as #12 above.

15) Missing Related Service Type

a. Contact the county and CPSE Portal at support@CPSEPortal.com.

16) Missing Service Provider

a. If using an outside billing system, review note(s).

17) Missing Service Provider Attestation

a. If your county requires a Provider Attestation form, then contact your county.

18) Missing Service Location

a. A requirement of Medicaid is to know where the location of the service takes place.
    i. If the setting is Preschool – then what is the location of said Preschool? This can be the name & address of the Preschool. If the setting is daycare, then what is the name & address of the daycare.

19) Missing Service Setting

a. A requirement of Medicaid is the setting of the session.

20) Missing Service Setting and Location

a. A requirement of Medicaid is a setting and a location of the service.

21) Missing Session Notes

a. If using an outside billing system, review note(s).

22) Missing signature information

a. If using an outside billing system, review note(s).

23) Missing time in / time out

a. If using an outside billing system, review note(s).

24) Not Co-Signed.

a. If using an outside billing system, review note(s).

25) Not Signed.

a. If using an outside billing system, review note(s).

26) Non billable attendance has a non zero billing amount. Try recalcing the voucher.

a. Recalc the Voucher

27) Outside Enrollment Dates.

a. These attendances cannot be billed due to the enrollment ending. Check to see if there is a new enrollment to move attendances to. Follow instructions on ***How to Move Attendances Between Enrollments:*** ***http://support.cpseportal.com/kb/a444/how-to-move-attendances-between-enrollments.aspx?KBSearchID=23237***

28) Overlapping Attendance for service provider.

a. Review the children that are overlapping.
b. Remove the children from the voucher.
c. Contact therapist to make correction. Therapist must unsign session note, correct, and resign session note.
d. Voucher will need a "Recalc".

29) Rescinded.

a. These attendances cannot be billed due to the enrollment being rescinded. Check to see if there is a new enrollment to move attendances to. Follow instructions on ***How to Move Attendances Between Enrollments:*** ***http://support.cpseportal.com/kb/a444/how-to-move-attendances-between-enrollments.aspx?KBSearchID=23237***

30) RS Voucher Needs to be recalculated, some attendances have rate of 0.

a. Recalc the voucher.

31) Service Setting must be "Teletherapy" during COVID-19 closures.

a. The County has specified that during a particular emergency period – the only allowable setting for services was Teletherapy. The therapist has entered something other than teletherapy and must change the setting to Teletherapy. If the therapist provided a session in-person during this emergency period you should reach out to the County for guidance.

32) Voucher Needs to be recalculated.

a. Recalc the voucher.

33) Missing Service Provider Attestation

a. If your county requires a Provider Attestation form, then contact your county.

THERAPIST / SIGNATURE ISSUES:

1) Non-verified credential exists.

a. Go to ***People -> Service Provider Credential Verification Listing***, and verify the therapist's credentials.

2) Non-verified credential exists for co-signer.

a. Same as step above.

3) County has not approved service provider credentials.

a. Click on the "Attendances" to see who the service provider is.
b. For Full-Service Medicaid counties, contact McGuinness at Medicaid@CPSEPortal.com to have credentials approved.

   c. For all other counties, contact your county.

4) **County has not approved cosigners credentials.**
   a. Same as above.
5) **Entry not co-signed within 45 days of service date.**
   a. Some counties will not allow you to bill if the supervisor has not cosigned the notes within 45 days, as this is a Medicaid requirement.
6) **Entry not signed within 45 days of service date.**
   a. Some counties will not allow you to bill if the therapist has not signed their notes within 45 days, as this is a Medicaid requirement. If you believe an exception should be made, please reach out to your county.
7) **Co-signer not valid for cosigning.**
   a. Check the cosigners credentials as their license dates may need to be updated.
8) **Service Provider does not have the credentials to sign for this service.**
   a. Check the credentials of the service provider. Most times a CFY will remove their CFY credentials when they become an SLP. The CFY credentials should stay on their Portal account.
9) **Service Provider is different than signature.**
   a. Review the service provider and their signature for changes.
10) **Service provider missing credentials on profile to provide service; entry is not co-signed.**
   a. Review the service provider and enter necessary credentials.
11) **Service Provider requires cosignature for this service.**
   a. Either the therapist needs to have their notes cosigned or,
   b. The service providers credentials were verified during the month. Follow the steps to do a "Recheck" of the providers credentials and notes. ***http://support.cpseportal.com/kb/a230/cannot-submit-voucher-problem-of-not-co-signed.aspx?KBSearchID=36655***
12) **Provider not valid for service.**
   a. Review credentials of therapist.
   b. Go to ***People -> Service Provider Credential Listing***. If there is an Edit link at the end of the therapist's name, then you can edit their credentials. If there is a View link at the end of their name, then you will need to contact the support team at support@cpseportal.com to make changes.
13) **Missing /Invalid license number for service provider.**
   a. Go to ***People -> Service Provider Credential Listing***. If there is an Edit link at the end of the therapist's name, then you can edit their credentials and enter their license information. If there is a View link at the end of their name, then you will need to contact the support team at support@cpseportal.com to make changes.
14) **Missing/Invalid License for co-signer.**
   a. Same as #12 above.

15) **Missing/Invalid NPI for cosigner.**
    a. Contact the support team at support@cpseportal.com, and give them the therapist's NPI # to add to their Portal account.
16) **Missing/Invalid NPI for service provider.**
    a. Same as #16 above.

MEDICAID SIGNATURE / LOCATION ERRORS:

1) **Approved Therapist Signature Required for Medicaid Services.**
    a. Go to ***People -> Signature Approval Listing***, and select county. You can see a list of therapists that need their signature approved for Medicaid services.
    b. For Full-Service Medicaid counties **ONLY.** Send an email to Medicaid@CPSEPortal.com and we will review and approve or invalidate signature.
2) **Therapist Signature is not valid for Medicaid Services.**
    a. Go to ***People -> Signature Approval Listing***, choose county and check the box for Include Invalid Signatures. You can see what therapists' signatures were invalidated and the reason why.
    b. The signature must be corrected in the Portal or your outside billing system.
3) **Approved Supervisor Signature Required for Medicaid Services.**
    a. Same as #1 under Medicaid Signature Errors.
4) **Supervisor Signature is not valid for Medicaid Services.**
    a. Same as #2 under Medicaid Signature Errors.
5) **Approved Therapist Signature Required for Related Services.**
    a. Same as #1 under Medicaid Signature Errors.
6) **Therapist Signature is not valid for Related Services.**
    a. Same as #2 under Medicaid Signature Errors.
7) **Approved Supervisor Signature Required for Related Services.**
    a. Same as #1 under Medicaid Signature Errors.
8) **Supervisor Signature is not valid for Related Services.**
    a. Same as #2 under Medicaid Signature Errors.
9) **Approved Therapist Signature Required for SEIT.**
    a. Same as #1 under Medicaid Signature Errors.
10) **Therapist Signature is not valid for SEIT.**
    a. Same as #2 under Medicaid Signature Errors.
11) **Service Location Not Approved.**
    a. For Full-Service Medicaid - all service locations must be approved by the Medicaid team. Send an email to Medicaid@CPSEPortal.com for review and approval of locations.
12) **Service Setting required when Service Location Approval is required.**
    a. For Full-Service Medicaid – all session notes must include the setting. The setting cannot be blank.

b. Go to ***Caseload Maintenance -> Service Location Approvals***, and filter for county & school year session. You will see a list of settings/locations that are approved and/or invalidated, and the enrollments.

13) Service Location is not valid for Medicaid Services.

a. For Full-Service Medicaid - all service locations must be approved by the Medicaid team.

b. Go to ***Caseload Maintenance -> Service Location Approvals***, and filter for county & school year session. You will see a list of locations that are approved and/or invalidated, and the enrollments. In the example below, you will see that there is not a location entered for the Preschool. This should be the name & address of the Preschool.

Enrollments for Service Location Approvals

LastName	FirstName	CPSEChildNumber	ESID	EnrollmentType	Service	Setting	Location	Oldest Service Date	Newest Service Date
T		C6200024	CBRS2526S00	CBRS	ST	Preschool		07/22/25	07/22/25

GROUP BILLING ERRORS:

1) Group CPT code used for individual session/group of 1.

b. A group of 1 will need to have an individual CPT code. Follow instructions for CPT Code Corrections on page 14 of this guide to change the CPT code.

2) Attendance is group attendance, but Enrollment is marked as Individual.

a. Remove the child from the voucher.

b. Contact therapist to make correction. Therapist must unsign session note, choose correct enrollment, and resign session note.

c. Voucher will need a "Recalc".

3) Group Enrollment is missing # of children in Group.

a. Remove the child(ren) from the voucher.

b. Contact therapist to make correction. Therapist must unsign session note(s), enter the # of children in the group, and resign session note(s).

c. Voucher will need a "Recalc".

4) Missing Number of Children in Group.

a. Same as #3.

SEIT BILLING ERRORS:

1) SEIT Attendance minutes per session does not match Enrollment.

a. Click on the "Attendances" to see what attendances need to be corrected (see screen shot)

b. Screen shot below shows that the therapist entered two 60 minute sessions instead of 1.

c. Remove attendance from voucher, and notify therapist to correct the attendance.

Last Name	First Name	ESID	From Date	To Date	Service	Frequency	Problem	
E		0085	1/3/2023	6/22/2023	SEIT	2x60	SEIT Attendance minutes per session does not match Enrollment	Attendances

Service Date	Type	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #	
01/06/23	Provided Treatment Session		Not OK	8:00 AM	9:00 AM	60	2.00	30		Preschool	I	01/19/23	01/19/23	SEIT230221153051	Treatment Log
01/19/23	Provided Treatment Session		Not OK	8:00 AM	9:00 AM	60	1.00	60		Preschool	I	01/19/23	01/19/23	SEIT230221153051	Treatment Log
01/20/23	Provided Treatment Session		Not OK	12:45 PM	1:45 PM	60	1.00	60		Preschool	I	01/20/23	01/20/23	SEIT230221153051	Treatment Log

2) **SEIT Rate does not match Enrollment. Recalc voucher.**
   a. Recalc the voucher.
3) **SEIT Units X minutes does not match total minutes.**
   a. Click on the "Attendances" to see what attendances need to be corrected.
   b. Screen shot below shows that the therapist entered one 30 minute session instead of two.
   c. Remove attendance from voucher.
   d. Notify therapist to unsign, correct the attendance and resign attendance.
   e. Voucher will need a "Recalc".

Last Name	First Name	ESID	From Date	To Date	Service	Frequency	Problem	
		307	9/28/2021	6/23/2022	SEIT	4x30	SEIT Units x minutes does not match total minutes	Attendances

02/03/22	Missed Treatment Session		Not OK	3:30 PM	4:30 PM	60	2.00	30		Daycare	I	02/07/22	02/07/22	SEIT220313194306	Treatment Log
02/07/22	Make Up Session	MU 01/13/22		3:10 PM	4:10 PM	60	1.00	30		Daycare	I	02/11/22	02/11/22	SEIT220313194306	Treatment Log
02/08/22	Provided Treatment Session			3:15 PM	4:15 PM	60	2.00	30		Daycare	I	02/11/22	02/11/22	SEIT220313194306	Treatment Log
02/10/22	Provided Treatment Session			3:20 PM	4:20 PM	60	2.00	30		Daycare	I	02/11/22	02/11/22	SEIT220313194306	Treatment Log

SUPERVISION BILLLING ERRORS:

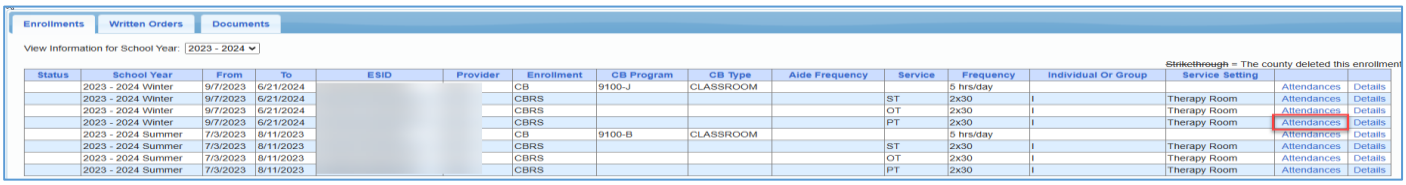
Link to Supervision Quick Reference Guide:
http://support.cpseportal.com/kb/a458/supervision-quick-reference-guide.aspx?KBSearchID=36647
Link to Supervision Billing Errors:
http://support.cpseportal.com/kb/a473/supervision-billing-errors.aspx?KBSearchID=36647

1) **Billable attendance cannot occur prior to first face to face meeting date.**
   a. All session notes prior to the face to face date will need to be marked as Not Medicaid Billable.
   b. Follow instructions for Does Not Meet Medicaid Requirements Corrections on page 13 of this guide.
2) **First Supervisor meeting date required to submit supervision**.
   a. Supervision requires a face to face date between the supervisor, supervisee and the child. Enter the face to face date.
3) **Some attendance for this enrollment has not been assigned to the supervision plan.**
   a. If there is an attendance that is signed & cosigned, the attendance must be assigned to a supervision plan. Follow instructions from the Supervision Billing Errors link listed above.
4) **Supervised attendance requires Supervision Plan.**
   a. A supervision plan will need to be created. Follow instructions from the Supervision Billing Errors link listed above.

ATTENDANCE CORRECTION BY BILLING ADMIN

DOES NOT MEET MEDICAID REQUIREMENTS CORRECTIONS

- If child is on a voucher, you must remove the child from the voucher.
- Go to ***Lookup -> Child Lookup***, and search for the child.
- This will bring up all of the enrollments for the child.
- At the end of the enrollment are the attendances.
- Click on the "***Attendances***" for the enrollment that needs to be corrected.



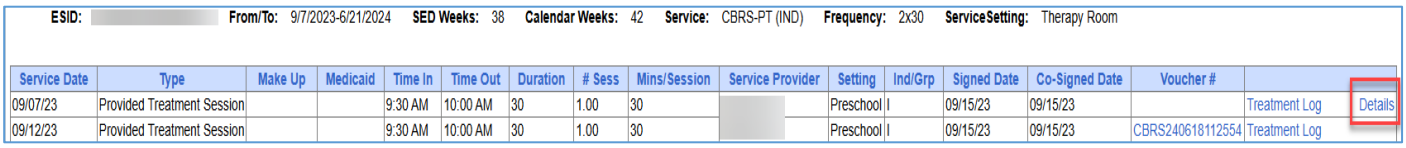
Enrollments | Written Orders | Documents

View Information for School Year: 2023 - 2024

~~Strikethrough~~ = The county deleted this enrollment

Status	School Year	From	To	ESID	Provider	Enrollment	CB Program	CB Type	Aide Frequency	Service	Frequency	Individual Or Group	Service Setting		
	2023 - 2024 Winter	9/7/2023	6/21/2024			CB	9100-J	CLASSROOM			5 hrs/day			Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				ST	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				OT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				PT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CB	9100-B	CLASSROOM			5 hrs/day			Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				ST	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				OT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				PT	2x30	I	Therapy Room	Attendances	Details

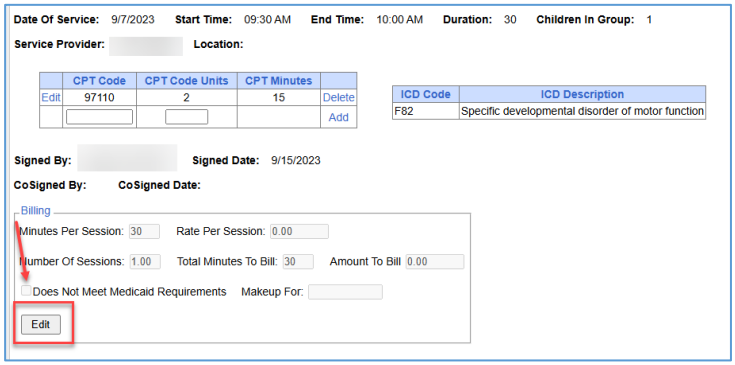
- At the end of each attendance are the Details.
- Click on the "***Details***" for each attendance that needs to be corrected.



ESID: **From/To:** 9/7/2023-6/21/2024 **SED Weeks:** 38 **Calendar Weeks:** 42 **Service:** CBRS-PT (IND) **Frequency:** 2x30 **ServiceSetting:** Therapy Room

Service Date	Type	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #		
09/07/23	Provided Treatment Session			9:30 AM	10:00 AM	30	1.00	30		Preschool	I	09/15/23	09/15/23		Treatment Log	Details
09/12/23	Provided Treatment Session			9:30 AM	10:00 AM	30	1.00	30		Preschool	I	09/15/23	09/15/23	CBRS240618112554	Treatment Log	

- Under the Billing box is Edit.
- Click on the "***Edit***".



Date Of Service: 9/7/2023 **Start Time:** 09:30 AM **End Time:** 10:00 AM **Duration:** 30 **Children In Group:** 1

Service Provider: **Location:**

	CPT Code	CPT Code Units	CPT Minutes	
Edit	97110	2	15	Delete
				Add

ICD Code	ICD Description
F82	Specific developmental disorder of motor function

Signed By: **Signed Date:** 9/15/2023

CoSigned By: **CoSigned Date:**

Billing

Minutes Per Session: 30 Rate Per Session: 0.00

Number Of Sessions: 1.00 Total Minutes To Bill: 30 Amount To Bill 0.00

Does Not Meet Medicaid Requirements Makeup For:

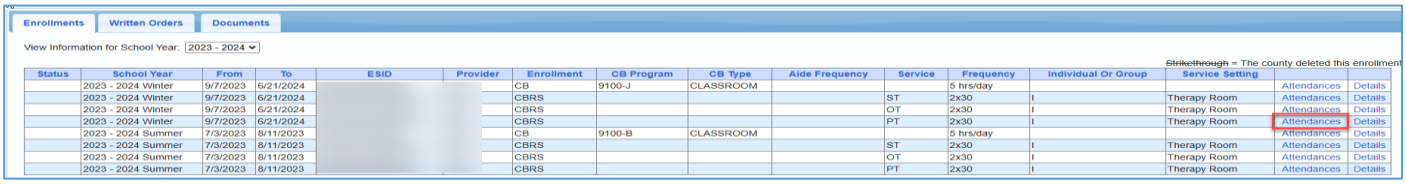
Edit

- Now you can edit that one session.
- You can now check the checkbox for "***Does Not Meet Medicaid Requirements***", and save.
- You will need to do this for each attendance that needs to be corrected.
- When you put the child back on the voucher, "Recalc" the voucher.

CPT CODE CORRECTIONS

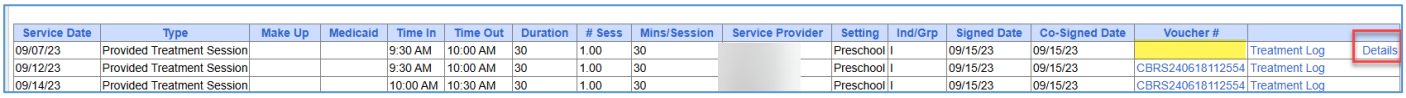
- You can update the CPT Codes that you have received billing errors for.
  - ***Missing CPT Code***
  - ***Duplicate CPT Codes for Attendance***
  - ***Invalid CPT Code Units: 0 for code: 97116 or 97112***

- Either the therapist can correct their own notes, or the billing admin can make the correction(s).
- If child is on a voucher, you must remove the child from the voucher.
- Once the child is off of the voucher, now the therapist can unsign, correct & resign their note(s).
- If the billing admin is going to make the correction(s), follow the steps below.
- Go to ***Lookup -> Child Lookup***, and search for the child.
- This will bring up all of the enrollments for the child.
- At the end of the enrollment are the attendances.
- Click on the "***Attendances***".



Status	School Year	From	To	ESID	Provider	Enrollment	CB Program	CB Type	Aide Frequency	Service	Frequency	Individual Or Group	Service Setting		
	2023 - 2024 Winter	9/7/2023	6/21/2024			CB	9100-J	CLASSROOM			5 hrs/day			Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				ST	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				OT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Winter	9/7/2023	6/21/2024			CBRS				PT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CB	9100-B	CLASSROOM			5 hrs/day			Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				ST	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				OT	2x30	I	Therapy Room	Attendances	Details
	2023 - 2024 Summer	7/3/2023	8/11/2023			CBRS				PT	2x30	I	Therapy Room	Attendances	Details

- At the end of each attendance are the Details.
- Click on the "***Details***" for each attendance that needs to be corrected.



Service Date	Type	Make Up	Medicaid	Time In	Time Out	Duration	# Sess	Mins/Session	Service Provider	Setting	Ind/Grp	Signed Date	Co-Signed Date	Voucher #		
09/07/23	Provided Treatment Session			9:30 AM	10:00 AM	30	1.00	30		Preschool	I	09/15/23	09/15/23		Treatment Log	Details
09/12/23	Provided Treatment Session			9:30 AM	10:00 AM	30	1.00	30		Preschool	I	09/15/23	09/15/23	CBRS240618112554	Treatment Log	
09/14/23	Provided Treatment Session			10:00 AM	10:30 AM	30	1.00	30		Preschool	I	09/15/23	09/15/23	CBRS240618112554	Treatment Log	

- Under the Billing box is Edit.
- Click on the "***Edit***".
- Now you can edit that one session.
- You can now edit the CPT code(s), and save.
- You will need to do this for each attendance that needs to be corrected.
- When you put the child back on the voucher, "Recalc" the voucher.

Examples of CPT code corrections:

Below screen shot shows that the therapist entered duplicate CPT codes which Medicaid does not allow for. You will need to delete the CPT codes and reenter as one CPT code with 2 units.

Date Of Service: 9/7/2023 **Start Time:** 09:30 AM **End Time:** 10:00 AM **Duration:** 30 **Children In Group:** 1

Service Provider: **Location:**

	CPT Code	CPT Code Units	CPT Minutes	
Edit	97110	1	15	Delete
Edit	97110	1	15	Delete
				Add

ICD Code	ICD Description
F82	Specific developmental disorder of motor function

Signed By: **Signed Date:** 9/15/2023

CoSigned By: **CoSigned Date:**

You cannot have duplicate CPT Codes.

Billing

Minutes Per Session: 30 Rate Per Session: 0.00

Number Of Sessions: 1.00 Total Minutes To Bill: 30 Amount To Bill 0.00

Does Not Meet Medicaid Requirements Makeup For:

Edit

Date Of Service: 9/7/2023 **Start Time:** 09:30 AM **End Time:** 10:00 AM **Duration:** 30 **Children In Group:** 1

Service Provider: **Location:**

	CPT Code	CPT Code Units	CPT Minutes	
Edit	97110	2	15	Delete
				Add

ICD Code	ICD Description
F82	Specific developmental disorder of motor function

Signed By: **Signed Date:** 9/15/2023

CoSigned By: **CoSigned Date:**

Now enter 2 units for CPT Code

Billing

Minutes Per Session: 30 Rate Per Session: 0.00

Number Of Sessions: 1.00 Total Minutes To Bill: 30 Amount To Bill 0.00

Does Not Meet Medicaid Requirements Makeup For:

Edit

Below screen shot shows that the therapist entered zero (0) units, which Medicaid does not allow for. You will need to delete the zero (0) unit CPT code(s).

Date Of Service: 3/6/2024 **Start Time:** 01:30 PM **End Time:** 02:00 PM **Duration:** 30 **Children In Group:** 1

Service Provider: **Location:**

	CPT Code	CPT Code Units	CPT Minutes	
Edit	97110	1	15	Delete
Edit	97112	0	15	Delete
Edit	97116	1	15	Delete
Edit	97530	0	15	Delete
				Add

ICD Code	ICD Description
F84.0	Autistic disorder

Signed By: **Signed Date:** 4/18/2024

CoSigned By: **CoSigned Date:**

Delete all CPT Codes with zero units.

Billing

Minutes Per Session: 30 Rate Per Session: 0.00

Number Of Sessions: 1.00 Total Minutes To Bill: 30 Amount To Bill 0.00

Does Not Meet Medicaid Requirements Makeup For:

Edit

Below screen shot that the therapist did not enter any CPT codes. For a missed session, NOCPT with 1 unit is required. You can enter NOCPT as the CPT Code and 1 unit under the CPT Code Units.

Date Of Service: 12/4/2023 **Start Time:** 12:30 PM **End Time:** 01:00 PM **Duration:** 30 **Children In Group:** 1

Service Provider: **Location:**

	CPT Code	CPT Code Units	CPT Minutes	
				Add

ICD Code	ICD Description
F84.0	Autistic disorder

Signed By: **Signed Date:** 12/6/2023

CoSigned By: **CoSigned Date:**

For a missed session, you can add NOCPT with 1 unit

Billing

Minutes Per Session: 30 Rate Per Session: 0.00

Number Of Sessions: 1.00 Total Minutes To Bill: 30 Amount To Bill 0.00

Does Not Meet Medicaid Requirements Makeup For:

Edit