CPSE PORTAL KICK OFF

April 26, April 27, May 4, May 5

Questions & Answers

Topic/Category							
LOGGING INTO PORTAL							
Q	If the agency already has log in from another county, will we have received a different log in from our county?						
Α	NO. You will log in using the same User Name & Password. The county will link you to their Preschool system.						
Q	We will get these invites electronically?						
Α	YES. Your invite will be through email. If you do not get an invite, check your junk/spam folder. Contact the county if you do not receive an email.						
	CHAIL						
Q	Will there also be a single account/log in for those of us who are independent providers as well as provide services through an agency?						
Α	YES. You will have one log-in and from there you will have dropdown menus to choose yourself or the agency.						
	MISCELLANEOUS QUESTIONS						
Q	If I am employed by a school district, am I considered as working for an agency? If yes, then the school district would be responsible for						
	assigning and billing aspects and I would be responsible as provider?						
Α	YES. The school district would be the "agency", and you would be the provider.						
Q	Will we need to continue using verification forms to get signatures proving attendance?						
A	YES. All counties on this training still require the Parent Signature Log. The only county not requiring this log is Allegany County. This will be covered in future webinars.						
Q	If a child misses an entire month and gets no services do we still record absences and assign them to the monthly billing?						
A	YES. The county will still need to know that there are absences. This will be covered in future webinars.						
Q	If we are doing an evaluation as part of a team, is there a shared form that we access on this?						
Α	NO. Currently the Portal does not handle evaluations. This is being considered for the future.						
Q	Will non-billable services be able to be submitted, such as parent training?						

Α	YES. All services will be billed on a voucher. This will be covered in future webinars.						
Q	Can I make a copy of the attendance (billing) for my own records?						
Α	YES. You can always print copies of all paperwork.						
Q	In regards to session times, are the only options for quarter hour. Is there a way to override and put for ex. 10:10 - 10:40?						
Α	YES. This will be covered in future webinars.						
Q	Is there a place to put regression on a session note?						
Α	NO. This is something that I can suggest to our IT department.						
Q	How do the rates get into the Portal?						
Α	Rates are downloaded into the Portal by your County. This will be covered in future webinars.						