

## CPSE PORTAL KICK OFF

April 26, April 27, May 4, May 5

### Questions & Answers

Topic/Category	
LOGGING INTO PORTAL	
<b>Q</b>	If the agency already has log in from another county, will we have received a different log in from our county?
<b>A</b>	NO. You will log in using the same User Name & Password. The county will link you to their Preschool system.
<b>Q</b>	We will get these invites electronically?
<b>A</b>	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.
<b>Q</b>	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?
<b>A</b>	YES. You will have one log-in and from there you will have dropdown menus to choose yourself or the agency.
MISCELLANEOUS QUESTIONS	
<b>Q</b>	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?
<b>A</b>	YES. The school district would be the “agency”, and you would be the provider.
<b>Q</b>	Will we need to continue using verification forms to get signatures proving attendance?
<b>A</b>	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.
<b>Q</b>	If a child misses an entire month and gets no services do we still record absences and assign them to the monthly billing?
<b>A</b>	YES. The county will still need to know that there are absences. This will be covered in future webinars.
<b>Q</b>	If we are doing an evaluation as part of a team, is there a shared form that we access on this?
<b>A</b>	NO. Currently the Portal does not handle evaluations. This is being considered for the future.
<b>Q</b>	Will non-billable services be able to be submitted, such as parent training?

[illegible]

