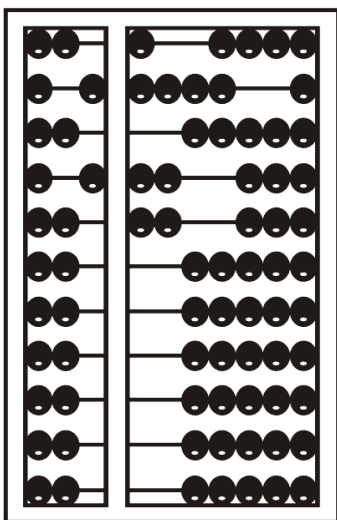


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



CPSE Portal Session Notes

Topics Covered

- * Recap Classroom Attendance
 - * Sign Classroom Attendance
- * Attendance Entry / Record
 - * Recording Attendance/Treatment Logs
 - * Weekly Attendance Calendar
 - * Attendance Entry Screen
 - * Editing an Existing Attendance
 - * Group Attendance
- * Creating Defaults for Session Notes
- * Signing Attendance / Review & Sign
 - * Choosing Your PIN
- * Co-Signing Session Notes
- * Un-signing Attendance / Making Corrections After Signed
 - * View Unsigned Attendances
- * Printing Logs
 - * Child Treatment Log
 - * Parent Signature Log
- * Reports
 - * View Caseload (for Service Providers)
 - * Enrollment Lookup (for Agencies & Independent Providers)
- * Closing



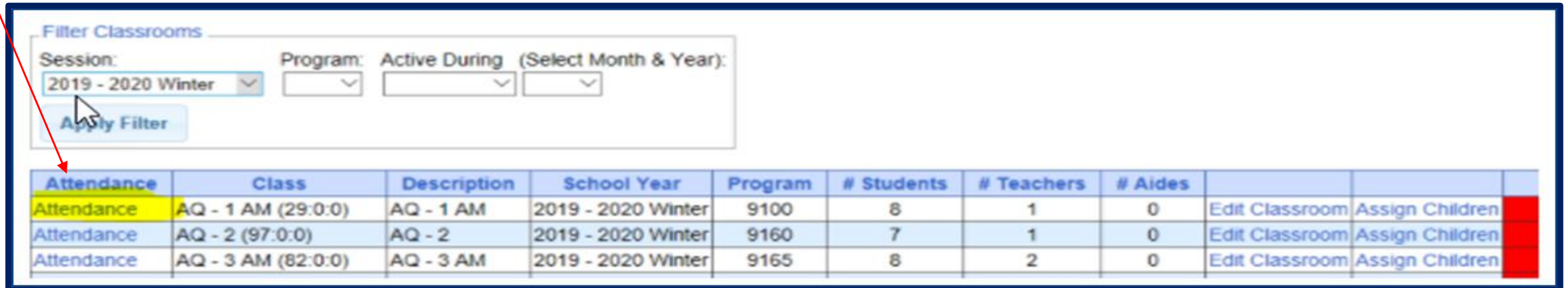
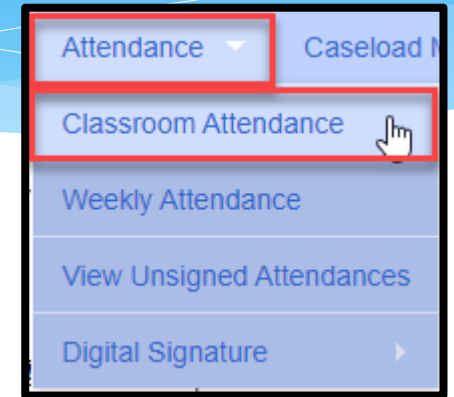
Recap of Classroom Attendance

Recap of Classroom Attendance

- * For children in a Center Based classroom program, their presence is recorded as present or absence.
 - * There is no distinction between why they were not present.
 - * No additional information is entered (times, activities, progress, etc.).
 - * Your agency can create a school schedule that will grey out the days when school is closed.
- * However, their services Center Based Related Services (OT, PT, etc.) are recorded with detailed entries.

Entering Classroom Attendance

- * Go To **Attendance -> Classroom Attendance**
- * Click on “Attendance” to the right of the classroom.



Filter Classrooms


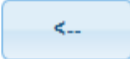
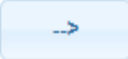
Session: 2019 - 2020 Winter Program: Active During (Select Month & Year):

Apply Filter

| Attendance | Class | Description | School Year | Program | # Students | # Teachers | # Aides | | |
|------------|--------------------|-------------|--------------------|---------|------------|------------|---------|----------------|-----------------|
| Attendance | AQ - 1 AM (29:0:0) | AQ - 1 AM | 2019 - 2020 Winter | 9100 | 8 | 1 | 0 | Edit Classroom | Assign Children |
| Attendance | AQ - 2 (97:0:0) | AQ - 2 | 2019 - 2020 Winter | 9160 | 7 | 1 | 0 | Edit Classroom | Assign Children |
| Attendance | AQ - 3 AM (82:0:0) | AQ - 3 AM | 2019 - 2020 Winter | 9165 | 8 | 2 | 0 | Edit Classroom | Assign Children |

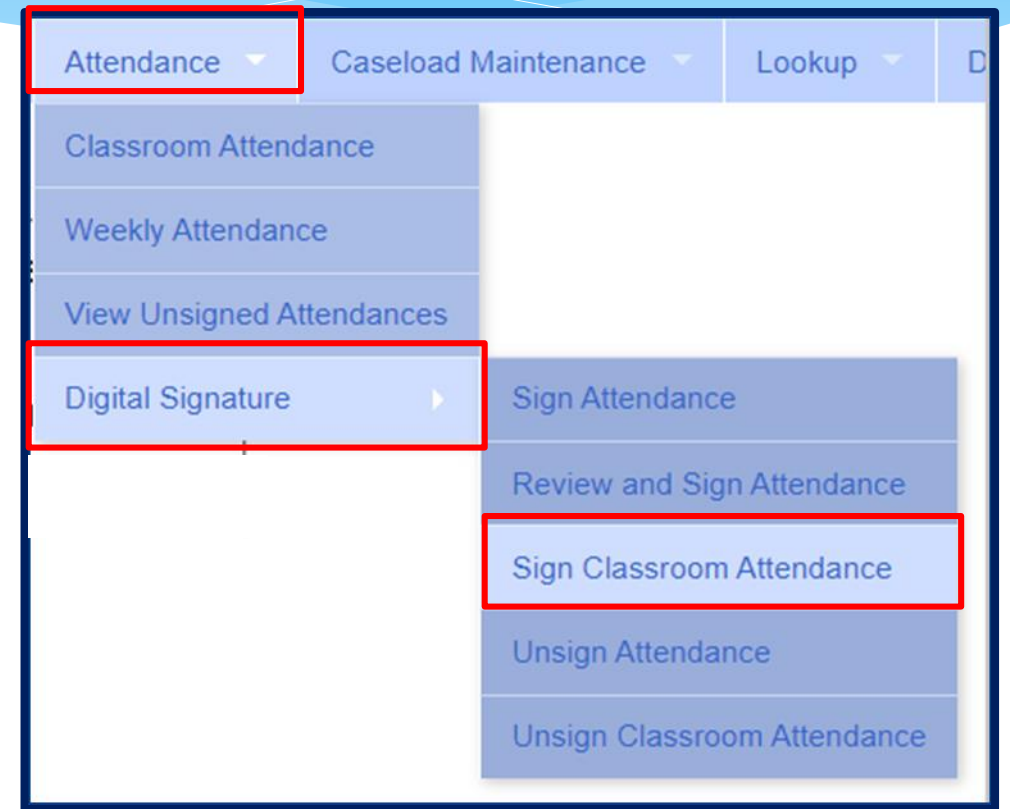
Entering Classroom Attendance

- * If a child is present single click on the day and it will be highlighted in green. Green indicates child was present for that day.
- * If the child was absent double click on the day and it will change to the color Red. Red indicates the child was absent for that day.
- * If school was closed, the date of the closure will be greyed out.

| Current Week  | | | | | | | | | | | |
|---|------------------|---|--|---|--|---|--|---|--|---|--|
| | |  | | 03/06/22 | | - | | 03/12/22 | |  | |
| 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"/> | |
| | | | | | | | | | | | |
| | | 03/07/22 | | 03/08/22 | | 03/09/22 | | 03/10/22 | | 03/11/22 | |
| 1/03/22-6/24/22 | (CB2122W0009637) | signed | | signed | | signed | | signed | | signed | |
| 9/02/21-6/24/22 | (CB2122W0009481) | signed | | signed | | signed | | signed | | signed | |
| 9/20/21-6/24/22 | (CB2122W0009461) | signed | | signed | | signed | | signed | | signed | |
| 9/02/21-6/24/22 | (CB2122W0009629) | signed | | signed | | signed | | signed | | signed | |
| | | | | | | | | | | Total Sessions: 20 | |

Signing Classroom Attendance

- * Go to **Attendance > Digital Signature > Sign Classroom Attendance**



Signing Classroom Attendance

- * This screen shows the attendance you need to review/edit/sign for.
- * You can filter by a classroom, month, the county and provider.
- * Once you have selected your filter, hit “Retrieve”.

[illegible]

Signing Classroom Attendance

- * Teachers can delete attendances but you cannot add them on this screen before you sign your attendances.
- * First, select the attendances you wish to sign for by clicking the box next to each name.
- * Once you have reviewed/edited your attendance, click on “Sign Attendance”.
- * Read the agreement, enter your pin and click “I agree.”

[illegible]



Attendance Entry / Record

Attendance Entry/Record

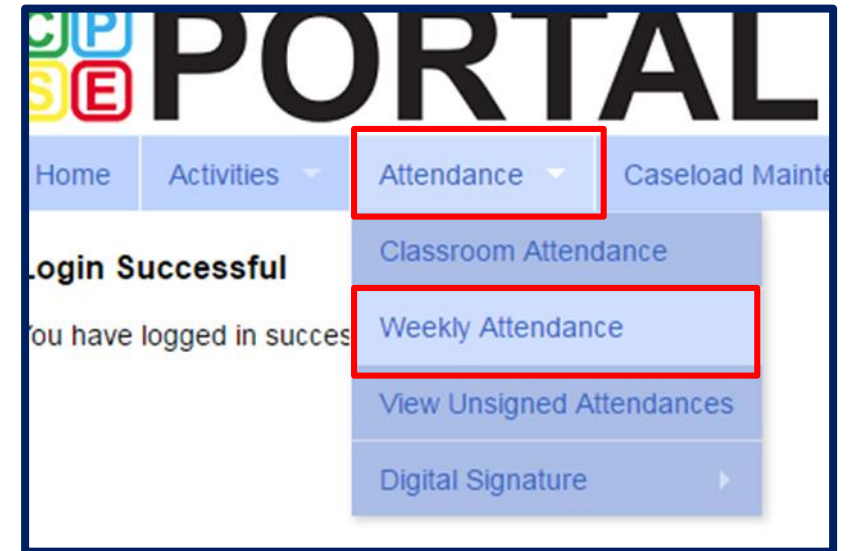
- * For SEIT, fee for Related Services or Related Services as part of a Center Based classroom tuition program, the Attendance Entry or Attendance Record contains:
 - * Child
 - * Service Type
 - * Individual vs. Group
 - * Date of Service
 - * Time In/Time Out
 - * Setting
 - * Location
 - * ICD 10 Codes
 - * CPT Codes
 - * Notes - also referred to as session notes, treatment notes or treatment logs.

Attendance Entry – CBRS (Center Based Related Services)

- * The services provided to a child in a Center Based program is called Center Based Related Services, which is commonly called CBRS.
- * Even though CBRS is included within the cost of the tuition, it is imperative that **ALL** CBRS have attendance/session notes entered into the Portal.
- * **These session notes are needed for the County to be able to bill Medicaid for any services provided for possible reimbursement.**

Recording Attendance / Treatment Logs

- * Used for all services including:
 - * SEIT / SEIS
 - * Fee for service Related Services (OT, PT, etc)
 - * Related Services that are included on the IEP for a child in a Center Based classroom program (OT, PT, etc.)
- * Go to **Attendance -> Weekly Attendance**



Weekly Attendance Calendar

- * The drop down in the upper left (yellow highlight) shows the current therapist.
- * You can change weeks by changing the “Jump to:” date or using the navigation buttons (red arrows).
- * The calendar displays the attendance entries for the current therapist.
- * To add a new entry, click the time slot corresponding to when the session was provided, and this will bring up the Attendance Entry Screen.

Weekly Attendance

HOFFMAN, KRISTEN ▼ Jump To: 02/28/21 Save

<< today >> Feb 28, 2021 - Mar 06, 2021

| | Sunday Feb 28, 2021 | Monday Mar 01, 2021 | Tuesday Mar 02, 2021 | Wednesday Mar 03, 2021 |
|------|------------------------|--|--|--|
| 7AM | | | | |
| 8AM | | | | |
| 9AM | | 09:00 am to 09:30 am DUDLEY HARDEN 09:30 am to 10:00 am PRUDENCE THORNTON | 08:45 am to 09:15 am JERROD BENTON | 09:00 am to 09:30 am DUDLEY HARDEN 09:30 am to 10:00 am PRUDENCE THORNTON |
| 10AM | | 10:05 am to 10:35 am FREDRICK POWERS 10:45 am to 11:15 am ERNEST FOSTER | 10:05 am to 10:35 am TAD STOVALL 10:45 am to 11:15 am LOWELL HOLBROOK | 10:10 am to 10:40 am FREDRICK POWERS |
| 11AM | | 11:40 am to 12:10 pm DOLL AND MONTALVO | 11:20 am to 11:50 am PAULINE PEOPLES | 11:15 am to 11:45 am JERROD BENTON |

Attendance Entry Screen

- * This screen has fields for:
 - * Time In / Time Out
 - * Setting / Location
 - * # of sessions to bill (should be 1 for most related services) SEIT may be in increments of 30 or 60 minute sessions (per IEP) (I.E. – 2x30 or 1x60)
 - * Child (enrollment)
 - * Entry Type
 - * ICD Codes
 - * CPT Codes
 - * Progress indicator
 - * Notes

New Session for Mar 5, 2021

Time In: 11:15 AM Time Out: 11:30 AM Setting: Not Selected

Bill this session as: 1 x minute session(s)

☐ Co-Visit with Supervisor Location:

[Child 1]

Child: Not Selected

Entry Type:

♥ Diagnosis Code(s): Search by code or description...

| CPT Codes: [Lookup] | Units: |
|---------------------|--------|
| ♥ | |
| ♥ | |
| ♥ | |
| ♥ | |
| ♥ | |

☐ Does Not Meet Medicaid Requirements

Progress: ☐ No Progress ☐ Limited Progress ☐ Progress

Session Notes:

save cancel

Attendance Entry – Time & Location

- * You can modify the Time In / Time Out to match exact times.
- * Choose the setting that most closely matches the setting where the service was provided.
- * Provide a description of the location – I.E. : ABC Daycare or address of daycare.

The screenshot shows a web form titled "New Session for Mar 5, 2021". It contains several input fields. A red box highlights the "Time In" field with the value "11:15" and an "AM" dropdown, and the "Time Out" field with the value "11:30" and an "AM" dropdown. Another red box highlights the "Setting" dropdown menu, which currently shows "Daycare". A third red box highlights the "Location" dropdown menu, which currently shows "Little Red Schoolhouse, Hurley, NY". Below the time fields, there is a field for "Bill this session as:" with the value "1" and the text "x30 minute session(s)". At the bottom left, there is a checkbox labeled "Co-Visit with Supervisor" which is currently unchecked.

Attendance Entry - # of Sessions

- * Enter the # of sessions / units to submit to the County.
- * In top example, this entry would be for 1-45 minute session.
- * In bottom example, this would represent a 1 hour SEIT session that would be submitted as 2-30 minute sessions (this will always match the IEP).

New Session for May 13, 2016

Time In: 10:05 AM Time Out: 10:50 AM

1 x 45 minute session(s)

☐ Co-visit with Supervisor

New Session for May 11, 2016

Time In: 02:45 PM Time Out: 03:45 PM

2 x 30 minute session(s)

☐ Co-visit with Supervisor

Attendance Entry – Co-Visit

- * This is for UDO/USO entries where the Supervisor is doing a co-visit with the COTA, PTA, CFY, etc.
- * This is **NOT** for indicating a co-visit with a different discipline.
- * When the check box is marked, a drop down of supervisors will appear to allow the user to specify who the co-visit was with.

New Session for Mar 5, 2021

Time In: 11:15 AM Time Out: 11:30 AM

Setting: Daycare

Bill this session as: 1 x30 minute session(s)

☐ Co-Visit with Supervisor

Location: Little Red Schoolhouse, Hurley, NY

Attendance Entry – Selecting the Child / Enrollment

- * The “Child” list is all enrollments assigned to you.
- * Each enrollment entry lists:
 - * Child’s Name
 - * Frequency
 - * Service Type
 - * Individual vs. Group
 - * Date range
- * Select the appropriate one
- * **Warning!** Be careful when selecting if there are multiple lines for a child when:
 - * You provide both therapy and service coordination.
 - * They have both individual and group enrollments.

New Session for Mar 5, 2021

Time In: 11:15 AM Time Out: 11:30 AM Setting: Daycare

Bill this session as: 1 x30 minute session(s) Location: Little Red Schoolhouse, Hurley, NY

☐ Co-Visit with Supervisor

[AYERS, ISABELL]

Child:

- AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21
- Not Selected
- AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21
- BENTON, JERROD 3x30 - ST - I 09/09/20 - 06/25/21
- DAVILA, FOSTER 2x30 - ST - I 12/08/20 - 06/25/21
- FOSTER, ERNEST 2x30 - ST - I 09/08/20 - 06/25/21
- HARDEN, DUDLEY 2x30 - ST - I 09/08/20 - 06/25/21
- HOLBROOK, LOWELL 2x30 - ST - I 02/09/21 - 03/26/21
- MONTALVO, ROLLAND 2x30 - ST - I 02/09/21 - 06/25/21
- OTT, DION 2x30 - ST1 - G 09/08/20 - 03/22/21
- PARSONS, JUNIOR 2x30 - ST - I 01/19/21 - 06/25/21

Attendance Entry – Entry Type

* This field contains 3 entry types:

- * Provided Treatment Session
- * Missed Treatment Session
- * Make Up Session

[AYERS, ISABELL] Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21 ▼

Entry Type: **Provided Treatment Session ▼**

[AYERS, ISABELL] Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21 ▼

Entry Type: **Missed Treatment Session ▼**

[AYERS, ISABELL] Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21 ▼

Entry Type: **Make Up Session ▼** Make Up for:

Attendance Entry – Missed Treatment Session

- * The Missed Treatment Session is used when the child or the service provider is absent.
- * The Missed Treatment Session will appear in red on the Weekly Attendance screen.

[AYERS, ISABELL] Child: AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21
Entry Type: Missed Treatment Session

Weekly Attendance

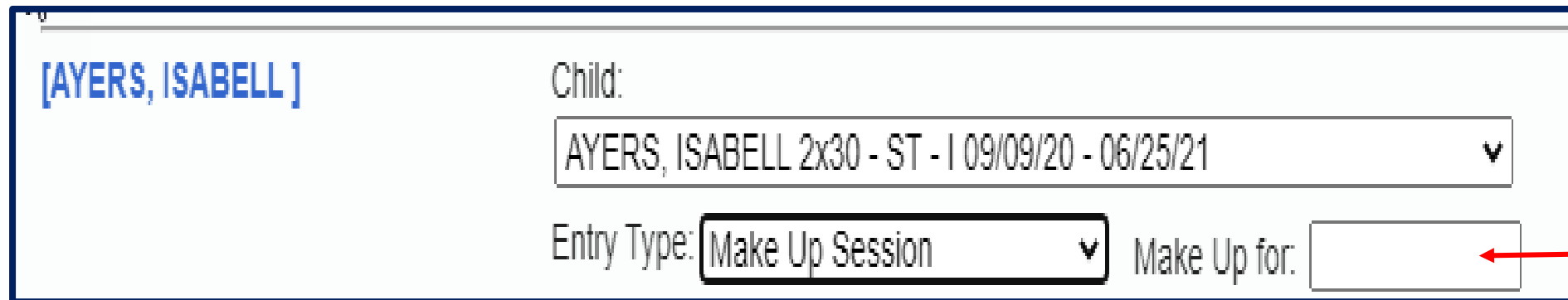
Jump To: 05/16/21 Save

May 16, 2021 - May 22, 2021

| | Sunday May 16, 2021 | Monday May 17, 2021 | Tuesday May 18, 2021 | Wednesday May 19, 2021 | Thursday May 20, 2021 | Friday May 21, 2021 | Saturday May 22, 2021 |
|------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|
| 7AM | | | | | | | |
| 8AM | | | | | | | |
| 9AM | | | | | | | |
| 10AM | | | | | 09:30 am to 10:00 am | | |
| 11AM | | | | | | | |

Attendance Entry – Make Up

- * If session is a makeup:
 - * Choose the Entry Type - Make Up Session.
 - * In the corresponding date box that appears, indicate the date of the missed session that is being made-up.



The screenshot shows a web form for entering attendance. On the left, the name "[AYERS, ISABELL]" is displayed in blue. To the right, under the label "Child:", there is a dropdown menu showing "AYERS, ISABELL 2x30 - ST - I 09/09/20 - 06/25/21" with a downward arrow. Below this, the "Entry Type:" label is followed by a dropdown menu set to "Make Up Session", which is highlighted with a black border. To the right of this is the "Make Up for:" label followed by an empty date input box. A red arrow points to this date box from the right side of the form.

Attendance Entry – Diagnosis Code

- * Type the start of the diagnosis code (or entire code)... pause for a second for list to fill... choose code.
- * Once chosen, the code will show in the text box highlighted in light blue.
- * To add a second code, repeat the process.

♥ Diagnosis Code(s):

Search by code or description...

♥ Diagnosis Code(s):

F84

F84

Pervasive developmental disorders

F84.0

Autistic disorder

F84.2

Rett's syndrome

F84.3

Other childhood disintegrative disorder

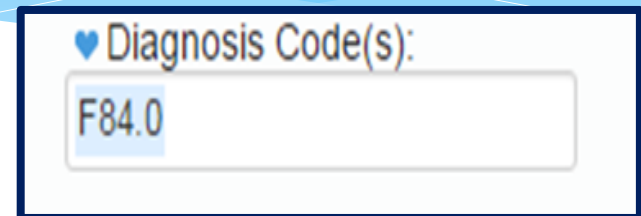
F84.5

♥ Diagnosis Code(s):

F84.0

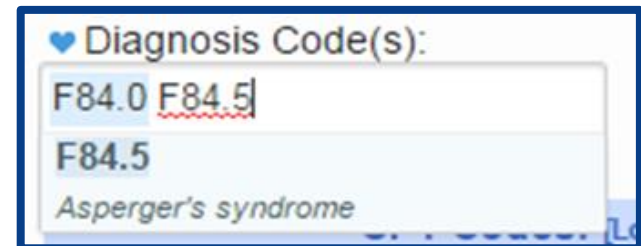
Attendance Entry – Additional Diagnosis Codes

- * To add additional ICD codes:
 - * Click the blank space to the right of the last diagnosis code displayed.
 - * Type the new code... when the list appears... select the correct one.
 - * The additional codes will be displayed in the text box.



♥ Diagnosis Code(s):

F84.0

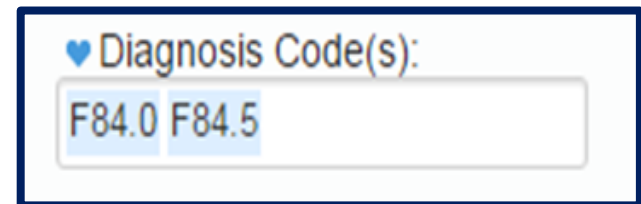


♥ Diagnosis Code(s):

F84.0 F84.5

F84.5

Asperger's syndrome

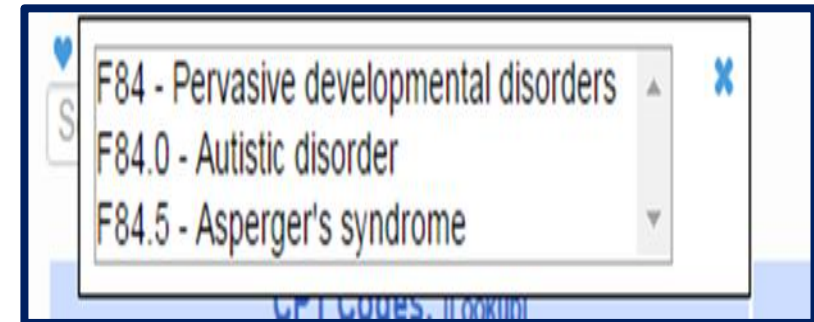
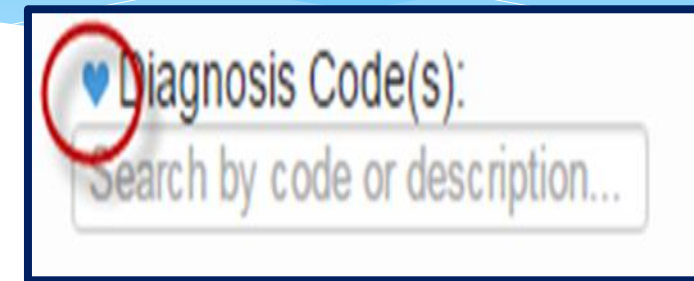


♥ Diagnosis Code(s):

F84.0 F84.5

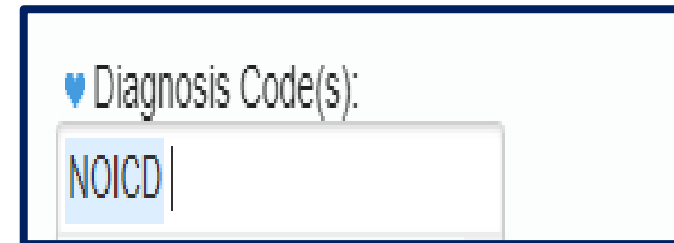
Attendance Entry – Diagnosis Favorites

- * Click the blue heart next to the Diagnosis Code(s) label.
- * A list of the diagnosis that you pre-configured as “favorites” (My Profile screen) will appear.
- * Choose the appropriate diagnosis.



No ICD Code

- * If you are a provider that does not require an ICD Code, then you can enter **NOICD**.
- * SEIT,
- * TOD,
- * TVI etc.....



♥ Diagnosis Code(s):

NOICD |

Attendance Entry – CPT Code

- * Type the CPT Code into the box.
- * The description will appear and the units will default to “1”.
- * If the CPT Code is an untimed code, leave the units as “1” (top example).
- * If the CPT Code is a timed code (typically based in 15 minute units), then change the number of units (bottom example).
- * Click the blue heart next to the CPT Code(s) to create favorites.

| CPT Codes: [Lookup] | | Units: |
|---------------------|---|--------|
| ♥ 92507 | TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL | 1 |
| ♥ | | |

| CPT Codes: [Lookup] | | Units: |
|---------------------|---|--------|
| ♥ 97112 | THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, EACH 15 MINUTES; NEUROMUSCULAR REEDUCATION OF MOVEMENT, BALANCE, COORDINATION, KINESTHETIC SENSE, POSTURE, AND/OR PROPRIOCEPTION FOR SITTING AND/OR STANDING ACTIVITIES | 2 |
| ♥ 97110 | THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, EACH 15 MINUTES; THERAPEUTIC EXERCISES TO DEVELOP STRENGTH AND ENDURANCE, RANGE OF MOTION AND FLEXIBILITY | 1 |
| ♥ | | |

CPT Codes – Timed vs. Untimed

- * From CPT Code list on Resources page of SED Medicaid in Education site (<http://www.oms.nysed.gov/medicaid/resources/>)

CPT codes are either timed or untimed. Timed codes require the entry of units. When the practitioner chooses a code, the number of units must also be indicated. For example, if the physical therapist provided a service (CPT code 97140), and the session lasted 30 minutes, two units would be billed. Untimed codes are used on a one-per-session/per day basis. With one exception, providers should not report more than one physical medicine and rehabilitation therapy service for the same 15 minute time period. The only exception involves a “supervised modality” defined by CPT codes 97010-97028 which may be reported for the same 15 minute time period as other therapy services. For more information on the use of CPT codes and the claiming parameters, please contact your individual professional organizations.

No CPT Code

- * If you are a provider that does not require an ICD Code, then you can enter NOICD.
- * Or for a missed session, you can enter NOCPT.

| CPT Codes: [Lookup] | | Units: |
|---------------------|---|--------------------------------|
| ♥ | <input type="text" value="NOCPT"/> No CPT Code for this service | <input type="text" value="1"/> |
| ♥ | <input type="text"/> | <input type="text"/> |

Attendance Entry – Does Not Meet Medicaid Requirements

- * This is **NOT** about whether the child is Medicaid eligible or not.
- * This is to indicate that this particular session does not meet all the requirements that Medicaid requires. Examples could include...
 - * The session was not provided per the IEP because:
 - * The duration was less than the IEP (20 minutes instead of 30)
 - * The setting/location was different than specified in the IEP
 - * The IEP was for group, but there was only one child in session
 - * The IEP is for 2x30 per week, but this was the third session this week (makeup)
- * Any other possible reason that it would not meet Medicaid standards.



Does Not Meet Medicaid Requirements

Attendance Entry – Session Note

- * You can indicate progress using the progress indicators.
- * In the notes, you can record your notes per policies and regulations.
- * According to SED site, a session note is a “Brief description of the student’s progress made by receiving the service during the session”.

Progress: ☐ No Progress ☐ Limited Progress ☒ Progress

Session Notes:

Goal #1. Much more verbal. First day spontaneous speech was observed. Initial sd. rep. 1x. Additional speech fluent. Modeled slow easy speech.

Goal #2. Th sd. error. Modeled correct production.

Editing an Existing Attendance

- * Click any session on the calendar to edit or view the details of the session.
- * If the fields are greyed out and there is no save button, that means the session is signed and **cannot** be modified without un-signing first.
- * If you cannot unsign your attendance, then the child is likely on a billing voucher, and needs to be removed.

| Monday May 02, 2016 | Tuesday May 03, 2016 | Wednesday May 04, 2016 | Thursday May 05, 2016 | Friday May 06, 2016 |
|------------------------|--|--|--|------------------------|
| | | | | |
| | | | 09:00 am to 09:30 am MAGDALENA DELONG | |
| | 09:45 am to 10:15 am TRACY CRAIN | 09:20 am to 09:50 am JOSEFA LEVINE | | |
| | | 10:10 am to 10:40 am MAGDALENA DELONG | 10:00 am to 10:30 am TRACY CRAIN | |
| | | | 10:35 am to 11:05 am TRACEY FELICIANO | |
| | 11:00 am to 11:30 am BRAIN LEVY | 11:00 am to 11:30 am BRAIN LEVY | | |
| | | | 11:30 am to 12:00 pm BRAIN LEVY | |
| | 12:00 pm to 12:30 pm TRENT MCCORMACK | 12:00 pm to 12:30 pm TRENT MCCORMACK | | |
| | 01:00 pm to 01:30 pm MAGDALENA DELONG | 01:00 pm to 01:30 pm TRACEY FELICIANO | 12:45 pm to 01:15 pm JOSEFA LEVINE | |
| | | 01:35 pm to 02:05 pm TRACY CRAIN | | |
| | 02:30 pm to 03:00 pm RENE ORTEGA | 02:30 pm to 03:00 pm RENE ORTEGA | | |
| | | | | |
| | | | | |

Group Attendance

- * Group attendance is entered using same screen.
- * If the chosen enrollment is for “group” the screen adds:
 - * A field to enter # of children in the Group.
 - * Links to select the other children in the group.
The selected child is in bold.
 - * The child name appears as the generic “Child X” until you select an enrollment for Child X.
- * The screen provides for the ability to enter separate ICD, CPT and notes for each child.
- * On the calendar, they display as “GRP” and then the last names.
- * For a group of 1, you **cannot** use a group CPT code. You must use an individual CPT code.

New Session for Jun 20, 2016

Time In: 09:15 AM Time Out: 09:45 AM Setting: Preschool

1 x 30 minute session(s)

☐ Co-Visit with Supervisor

Number of Children in Group: 3

[BERTRAND, GORDON]
[BIRCH, BRENT]
[Child 3]
[Child 4]
[Child 5]

Child 2: BIRCH, BRENT 2x30 - ST - G 12/21/15 - 06/24/16

♥ Diagnosis Code(s):
Search by code or description...

CPT Codes: [Lookup] Units:

[BERTRAND, GORDON]
[BIRCH, BRENT]
[Child 3]
[Child 4]
[Child 5]

Child 3: Not Selected

♥ Diagnosis Code(s):
Search by code or description...

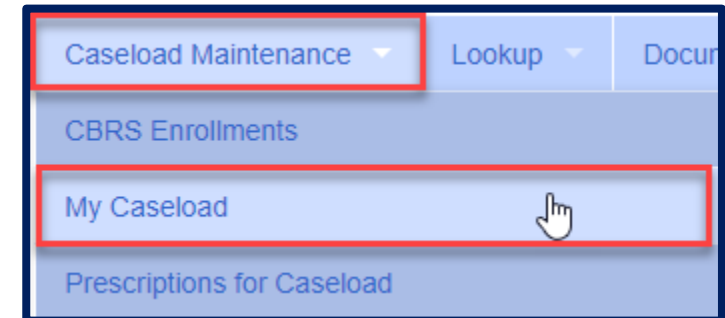
09:15 am to 09:45 am
GRP BERTRAND, BIRCH



Creating Defaults for Session Notes

Creating Defaults

- * You can create defaults for your session notes / attendances that can include:
 - * Service Setting,
 - * Location,
 - * Default CPT Code,
 - * Default ICD 10 Code.
- * Go to **Caseload Maintenance -> My Caseload**.



Creating Defaults

- * Click on the “*Defaults*” button at the end of the enrollment.

My Caseload

Filter By

Provider: GEBAUER,BETTY ▼

Session: 2021 - 2022 Winter ▼

Search

| | Status | ESID | Last Name | First Name | County | Provider | District | Type | From | To | Service | Assigned | | |
|--------------------------|--------|----------------|-----------|------------|-------------|---------------|-------------|------|----------|----------|--------------------|----------|-------------|----------|
| <input type="checkbox"/> | | RS2122W0016895 | BOYKIN | MATTIE | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/20/22 | 06/24/22 | ST 2x30 Individual | | Attendances | Defaults |
| <input type="checkbox"/> | | RS2122W0016896 | BOYKIN | MATTIE | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/20/22 | 06/24/22 | ST1 1x30 Group | | Attendances | Defaults |
| <input type="checkbox"/> | | RS2122W0016596 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 09/07/21 | 01/04/22 | ST 2x30 Individual | | Attendances | Defaults |
| <input type="checkbox"/> | | RS2122W0016597 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 09/07/21 | 01/04/22 | ST1 1x30 Group | | Attendances | Defaults |

Creating Defaults

* Now you will enter: Service Setting, Location, Default CPT Code & Default ICD 10 Code.

Enrollment Defaults

Enrollment Info

Child Name: BOYKIN, MATTIE Electronic Service ID: RS2122W0016895 Enrollment Type: RS RS Type: ST
County: SCHENECTADY Provider: GEBAUER, BETTY District: Schenectady
Service Nickname:
Enrollment Notes:

For each new attendance use these default values

Bill each entry as 30 minute session(s) for a total duration of 30 minutes.

Service Setting:

Location:

Default CPT Code for new attendance

| | CPT Code | Description | Units | |
|------|----------------------|---|----------------------|--------|
| Edit | 92507 | TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL | 1 | Delete |
| | <input type="text"/> | | <input type="text"/> | Add |

Default ICD10 Code for new attendance

| | ICD 10 Code | Description | |
|------|----------------------|--|--------|
| Edit | F80.2 | Mixed receptive-expressive language disorder | Delete |
| | <input type="text"/> | | Add |

Save

Creating Defaults

- * Here is an example of the session note that will populate with the defaults that were created for this child's enrollment.

New Session for Jun 10, 2022

Time In: 09:00 AM Time Out: 09:30 AM

Bill this session as: 1.00 x30 minute session(s)

☐ Co-Visit with Supervisor

Setting: **Preschool**

Location: **Little Red Schoolhouse, Hurley, NY**

[BOYKIN, MATTIE]

Child: **BOYKIN, MATTIE 2x30 - ST - I 01/20/22 - 06/24/22**

Entry Type: **Provided Treatment Session**

Diagnosis Code(s): **F80.2**

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

☐ Does Not Meet Medicaid Requirements

Progress: ☐ No Progress ☐ Limited Progress ☐ Progress

Session Notes:

save cancel



Signing Attendance / Review and Sign

Signing Attendance

- * After attendance is entered, it needs to be signed.
- * Once it is signed, it **cannot** be modified without going through the “un-signing” process.
- * A digital signature is equivalent to signing your name on paper with ink.
- * A digital signature requires that you intentionally take action to indicate your signature.
- * The action in CPSE Portal is to enter a PIN that you have chosen.
- * Your PIN works in conjunction with your username/password.
- * You should never share your password or your PIN with anyone.

Choosing / Changing Your Pin

- * Go to **My Account -> My Pin**
- * Your PIN can be numbers, letters or both.
- * Choose a PIN and click “*Save PIN*”.
- * The screen will prompt you to enter your log on password.
- * This is NOT your PIN, this is the password you use to login to CPSE Portal.
- * Click “*Proceed*”.

PIN Selection

You have not yet chosen a PIN. You will be unable to digitally sign attendance until you do so. Please create one now.

PIN Number:

Password Verification

For additional security, please re-enter your login password.

Password



PIN Problems

- * The # 1 issue with PINs is letting the browser save your PIN.
- * Ensure when setting / changing your PIN, that your browser doesn't try to overwrite your PIN.

PIN Selection

You have not yet chosen a PIN. You will be unable to digitally sign

PIN Number:

PIN Selection

You have not yet chosen a PIN. You will be unable to digitally sign attendance un

PIN Number:

Password Verification

For additional security, please re-enter your login password.



Password


Signing Your Attendance



- * Items needed for Signing:
 - * You must have set your PIN.
 - * You must have your Title, Signature and Credentials entered.
 - * You must have a valid (not expired) license / profession entered.


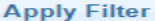
Review and Sign





- * Go to **Attendance > Digital Signature > Review and Sign Attendance**
- * This will bring you to a screen which will verify your profile information as well as show unsigned attendances. Make sure all profile information are green checkmarks. If not then go to your profile and correct.

Profile
First Name: KRISTEN **Last Name:** HOFFMAN **NPI:** 1508012717
Edit  **Signing As:** Betty Gebauer Speech Pathologist, CCC-SLP
Edit  **Credentials:**

| Status | Profession Code | Description | Credential Type | # | State | From | To |
|---|-----------------|--|-----------------|--------|-------|------------|-----------|
|  | SLP | Licensed Speech & Language Pathologist | License | 008342 | NY | 12/20/1994 | 4/30/2024 |

[NYS Office of Professions Search](#)
 **Missing Attestations:** No Missing Attestations!
Edit  **PIN Created**

Unsigned Attendances
School Year Session: (School Year Session)  
Audit **By Week** **By Enrollment**

| Status | Child | Date of Service | Time In | Time Out | |
|---|-----------------|-----------------|---------|----------|--|
|  | HESTER, DEWITT | 1/11/2022 | 09:40 | 10:10 |  |
|  | PERSON, LIBERTY | 6/18/2020 | 01:00 | 01:30 |  |

Review and Sign

- * Within the unsigned attendances, there will also be icons listed under the Audit tab in the “Status” column:

✓ A green check means there are no errors

⚠ A yellow exclamation point is a warning and will not prevent signing.

✗ A red “X” means there is an error that will prevent signing.

Profile

First Name: KRISTEN **Last Name:** HOFFMAN **NPI:** 1508012717

Edit ✓ Signing As: Betty Gebauer Speech Pathologist, CCC-SLP

| Status | Profession Code | Description | Credential Type | # | State | From | To |
|--------|-----------------|--|-----------------|--------|-------|------------|-----------|
| ✓ | SLP | Licensed Speech & Language Pathologist | License | 008342 | NY | 12/20/1994 | 4/30/2024 |

[NYS Office of Professions Search](#)

✓ Missing Attestations: No Missing Attestations!

Edit ✗ PIN Created

Unsigned Attendances

School Year Session: (School Year Session) [Apply Filter](#)

| Audit | By Week | By Enrollment | | | |
|--------|-----------------|-----------------|---------|----------|----------------------|
| Status | Child | Date of Service | Time In | Time Out | |
| ✗ | HESTER, DEWITT | 1/11/2022 | 09:40 | 10:10 | Edit |
| ⚠ | PERSON, LIBERTY | 6/18/2020 | 01:00 | 01:30 | Edit |
| ⚠ | RHODES, BOBBIE | 1/18/2022 | 11:35 | 12:05 | Edit |
| ⚠ | RHODES, BOBBIE | 1/20/2022 | 11:30 | 12:00 | Edit |
| ⚠ | RHODES, BOBBIE | 1/21/2022 | 09:40 | 10:10 | Edit |

Review and Sign

- * By clicking on the icon, you can see what the reason is.

School Year Session: (School Year Session) ▼ Apply Filter

Audit By Week By Enrollment

| Status | Child | Date of Service | Time In | Time Out | |
|--------|----------------|-----------------|---------|----------|----------------------|
| ✖ | HESTER, DEWITT | 1/11/2022 | 09:40 | 10:10 | Edit |
| ⚠ | LIBERTY | 6/18/2020 | 01:00 | 01:30 | Edit |
| ⚠ | RHODES, BOBBIE | 1/18/2022 | 11:35 | 12:05 | Edit |
| ⚠ | RHODES, BOBBIE | 1/20/2022 | 11:30 | 12:00 | Edit |
| ⚠ | RHODES, BOBBIE | 1/21/2022 | 09:40 | 10:10 | Edit |

Issues Found With Attendance:

| Issue Type | Description | Data Causing Issue |
|------------|---|----------------------------|
| WARNING | Exceeds Weekly Frequency for Enrollment | Enrollment Frequency: 2x30 |

Ok

Review and Sign

- * Click “*Edit*”, and make appropriate changes to session note.

Unsigned Attendances

School Year Session: (School Year Session) ▼

Audit By Week By Enrollment

| Status | Child | Date of Service | Time In | Time Out | |
|--------|-----------------|-----------------|---------|----------|----------------------|
| ✖ | PERSON, DEWITT | 1/11/2022 | 09:40 | 10:10 | Edit |
| ⚠ | PERSON, LIBERTY | 6/18/2020 | 01:00 | 01:30 | Edit |
| ⚠ | RHODES, BOBBIE | 1/18/2022 | 11:35 | 12:05 | Edit |

Issues Found With Attendance:

| Issue Type | Description | Data Causing Issue |
|------------|--|---|
| ERROR | Attendance group size differs from the expected size of the CPT code listed (Marked as Meets Medicaid) | CPT Code: 92507 Expected Group Size: 1 Actual Group Size: 2 |

Ok


Review and Sign by Week


- * By Week:


- * Under the “By Week” tab, the attendances are listed by date.
- * You may view more information, as well as sign the attendances, by clicking the “Review & Sign” link under the navigation column.

Profile


First Name: KRISTEN **Last Name:** HOFFMAN **NPI:** 1508012717


Edit  Signing As: Betty Gebauer Speech Pathologist, CCC-SLP

Edit  Credentials:



| Status | Profession Code | Description | Credential Type | # | State | From | To |
|---|-----------------|--|-----------------|--------|-------|------------|-----------|
|  | SLP | Licensed Speech & Language Pathologist | License | 008342 | NY | 12/20/1994 | 4/30/2024 |

NYS Office of Professions Search

 Missing Attestations: No Missing Attestations!

Edit  PIN Created

Unsigned Attendances

School Year Session: (School Year Session)  

Audit **By Week** By Enrollment

| Start Date | End Date | Number Of Unsigned Attendances | Navigation |
|------------|------------|--------------------------------|-----------------|
| 10/27/2019 | 11/02/2019 | 1 | Review And Sign |
| 06/14/2020 | 06/20/2020 | 1 | Review And Sign |
| 01/02/2022 | 01/08/2022 | 28 | Review And Sign |
| 01/09/2022 | 01/15/2022 | 34 | Review And Sign |
| 01/16/2022 | 01/22/2022 | 30 | Review And Sign |

Review and Sign by Week

- * You will then be able to toggle between days of the week.
- * To sign:
 - * Check the desired boxes & click “Sign”
 - * If there is a problem with the attendance that you’d like to correct, use the “Edit” button.

Unsigned Attendances

Showing Attendances for the week of: 10/27/2019 - 11/2/2019 Sign

Sunday (0)

Monday (1)











Tuesday (0)

Wednesday (0)

Thursday (0)

Friday (0)

Saturday (0)

| <input type="checkbox"/> | Status | Child Name | ESID | Service Type | Service Date | Time In | Time Out | Duration | Sessions To Bill | Minutes Per Session | Minutes To Bill | CPT Codes | ICD Codes | Notes | |
|--------------------------|--|------------------|----------------|--------------|--------------|----------|----------|----------|------------------|---------------------|-----------------|------------|--------------|--|-------------------|
| <input type="checkbox"/> |  | BENTON, JERROD | RS1920W0022957 | ST | 10/28/19 | 08:00 AM | 08:30 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0, F80.1 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | CHERRY, YONG | RS1920W0014784 | ST | 10/28/19 | 09:00 AM | 09:30 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | WINTERS, LEANORA | RS1920W0014352 | ST | 10/28/19 | 09:45 AM | 10:15 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0, F80.1 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | DAVILA, FOSTER | RS1920W0014799 | ST | 10/28/19 | 10:35 AM | 11:05 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | OAKES, CHERYL | RS1920W0022741 | ST | 10/28/19 | 11:30 AM | 12:00 PM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | NORWOOD, ROSSANA | RS1920W0022744 | ST | 10/28/19 | 12:15 PM | 12:45 PM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | KRAUSE, EVON | RS1920W0014555 | ST1 | 10/28/19 | 12:50 PM | 01:20 PM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0, F80.1 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | SALDANA, DONN | RS1920W0014569 | ST | 10/28/19 | 01:20 PM | 01:50 PM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.2 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | HONG, IRA | RS1920W0022745 | ST | 10/28/19 | 01:55 PM | 02:25 PM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | |
| <input type="checkbox"/> |  | DAVILA, FOSTER | RS1920W0014800 | COR | 10/28/19 | 04:00 PM | 04:30 PM | 30 | 1.00 | 30 | 30 | 99366 (x1) | F80.0 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | Edit |

Review and Sign by Enrollment

- * By Enrollment:
 - * Under the “By Enrollment” tab, the attendances are listed by enrollment.
 - * You may view more information, as well as sign the attendances, by clicking the “Review & Sign” link under the navigation column.

Profile

First Name: KRISTEN **Last Name:** HOFFMAN **NPI:** 1508012717

Signing As: Betty Gebauer Speech Pathologist, CCC-SLP

Credentials:

| Status | Profession Code | Description | Credential Type | # | State | From | To |
|--------|-----------------|--|-----------------|--------|-------|------------|-----------|
| ✓ | SLP | Licensed Speech & Language Pathologist | License | 008342 | NY | 12/20/1994 | 4/30/2024 |

NYS Office of Professions Search

Missing Attestations: No Missing Attestations!

PIN Created: ✗

Unsigned Attendances

School Year Session: (School Year Session) ▼ [Apply Filter](#)

Audit **By Week** **By Enrollment**

| Child | ESID | Service Month | Service | Number Of Unsigned Attendances | Navigation |
|-------------------|----------------|---------------|---------|--------------------------------|-----------------|
| BROUSSARD, DENVER | RS2122W0016884 | January 2022 | ST | 2 | Review And Sign |
| BROUSSARD, DENVER | RS2122W0016885 | January 2022 | ST1 | 4 | Review And Sign |
| DAVILA, FOSTER | RS1920W0014800 | October 2019 | COR | 1 | Review And Sign |
| DELATORRE, CARINA | RS2122W0016811 | January 2022 | ST | 2 | Review And Sign |
| DUFF, TOD | RS2122W0016554 | January 2022 | ST | 6 | Review And Sign |
| ERWIN, DEANDRA | RS2122W0016902 | January 2022 | ST | 2 | Review And Sign |
| ERWIN, DEANDRA | RS2122W0016903 | January 2022 | ST1 | 2 | Review And Sign |
| FOSTER, ERNEST | RS2122W0016162 | January 2022 | ST | 2 | Review And Sign |
| FOSTER, ERNEST | RS2122W0016888 | January 2022 | ST | 1 | Review And Sign |
| FOSTER, ERNEST | RS2122W0016889 | January 2022 | ST1 | 2 | Review And Sign |

Review and Sign

- * To sign:

- * Check the desired boxes & click “Sign Attendance”.

- * If there is a problem with the attendance that you’d like to correct, use the “Edit” button.

Enrollment Info

Child Name: BROUSSARD, DENVER ESID: RS2122W0016884

Service Type: Speech Therapy IND Frequency: 1x30

Dates: 01/05/22 - 06/24/22 Status: OK

< January 2022 >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Sign Attendance

| | Status | Service Date | Time In | Time Out | Duration | Sessions To Bill | Minutes Per Session | Minutes To Bill | CPT Codes | ICD Codes | Notes | |
|--------------------------|--------|--------------|----------|----------|----------|------------------|---------------------|-----------------|------------|--------------|--|------|
| <input type="checkbox"/> | | 01/10/22 | 11:15 AM | 11:45 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0, F80.1 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | Edit |
| <input type="checkbox"/> | | 01/18/22 | 09:30 AM | 10:00 AM | 30 | 1.00 | 30 | 30 | 92507 (x1) | F80.0, F80.1 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | Edit |

Sign By Entering PIN

- * In the box that appears:
 - * Confirm your information
 - * Enter your PIN
 - * Click “I Agree” to certify that you have reviewed the information and you are signing attesting that everything is correct

Enter PIN

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 below. If they are not correct, update them on your [profile page](#).

Name: KRISTEN HOFFMAN

Signing As: Betty Gebauer Speech Pathologist, CCC-SLP

NPI: 1508012717

Date: 6/10/2022

Pin:

Sign Frequently

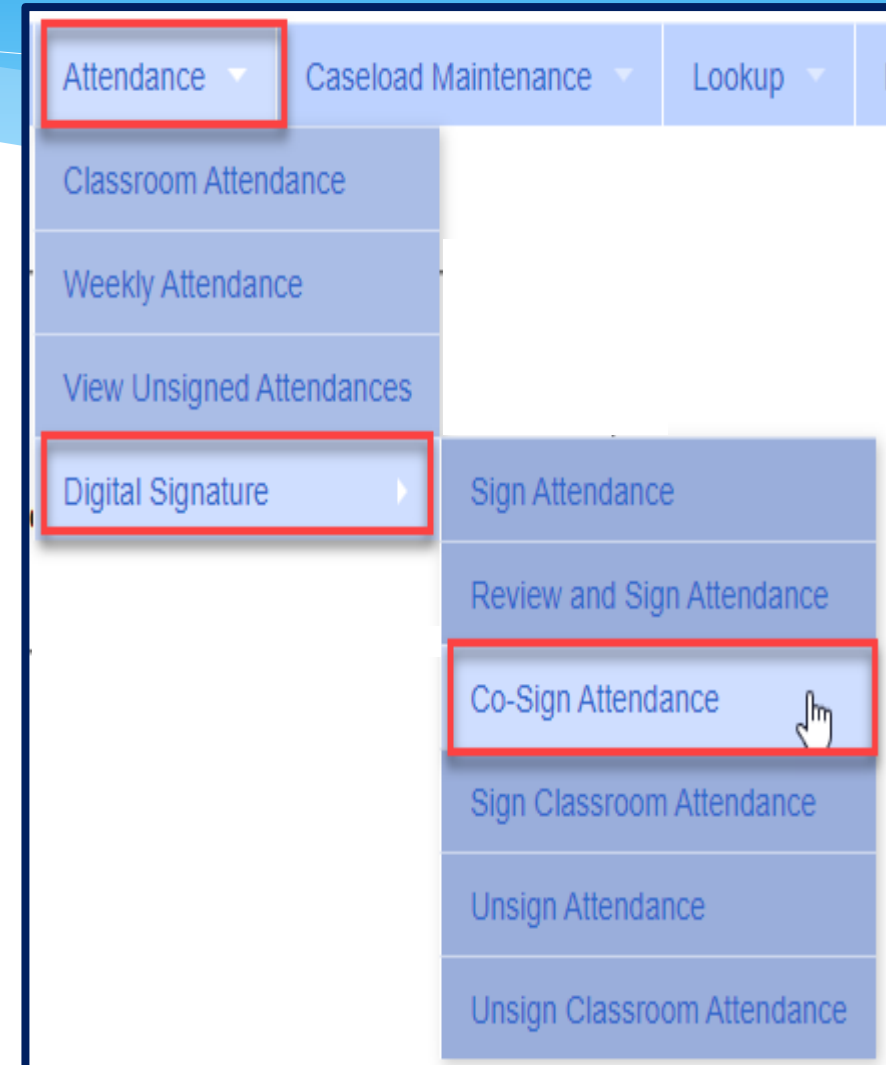
- * As a best practice, you should sign frequently.
 - * After you record your notes for the day, sign your attendances.
- * Waiting until the end of the month **causes** problems.
 - * There are too many entries to do a proper review.
 - * It is too long past the activity to remember anything.



Co-Signing Session Notes

Co-Signing Session Notes

- * Go to **Attendance > Digital Signature > Co-Sign Attendance**



Co-Signing Session Notes

- * Use your filter to select date range, therapist or a specific enrollment.
- * Once you have selected your filters, click "*Retrieve*"
- * After reviewing attendances, select the attendances you wish to sign by clicking the box next to each name.
- * Click on "*Sign Attendance*"
- * Read the agreement, enter your PIN and click "*I agree*".
- * Once the attendances are signed successfully, you will receive a confirmation pop up.

Co-Signing Session Notes

Filter:

Service Provider: DELISA DAVISON

Child: CORRIE CREWS

Service Type: PT

Month: January 2022

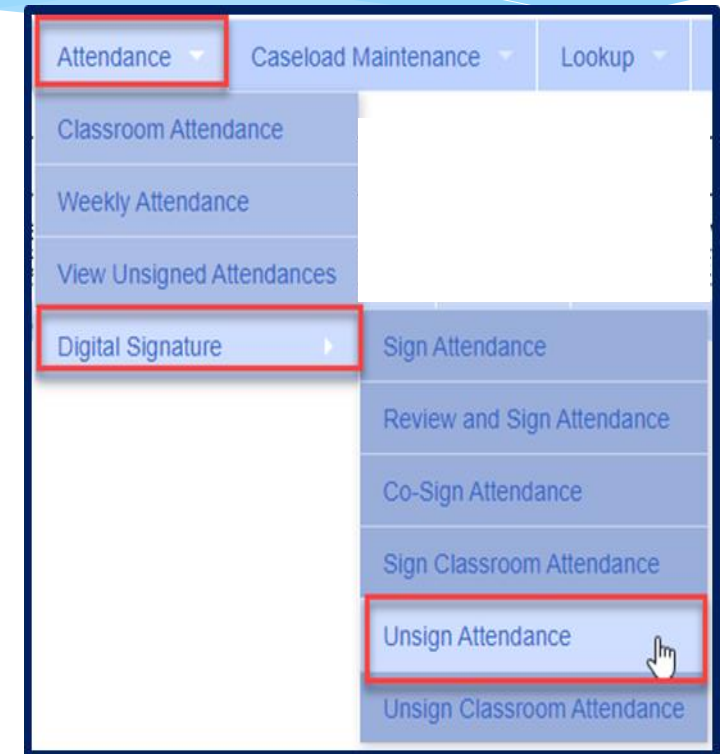
| <input type="checkbox"/> | Service Date | Service Setting | CoVisit Therapist | Make Up For | Start Time | End Time | CPT Codes | ICD Code | Notes | <input type="button" value="View"/> |
|--------------------------|--------------|-----------------|-------------------|-------------|------------|----------|-----------|----------|--|-------------------------------------|
| <input type="checkbox"/> | 1/12/2022 | Teletherapy | PLUMMER, SHERILL | | 12:00 PM | 12:30 PM | 97530 | R62.50 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | <input type="button" value="View"/> |
| <input type="checkbox"/> | 1/14/2022 | Therapy Room | | | 12:15 PM | 12:45 PM | 97530 | R62.50 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | <input type="button" value="View"/> |
| <input type="checkbox"/> | 1/18/2022 | Therapy Room | | | 12:30 PM | 1:00 PM | 97530 | R62.50 | Notes for training purposes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla sit amet interdum nunc. In quis scelerisque mauris. Donec congue mauris ut tincidunt molestie. Nunc dapibus pretium metus, sit amet finibus ipsum finibus sed. | <input type="button" value="View"/> |



Un-signing Attendance / Making Corrections After Signed

Un-signing Attendance – Making Corrections After Attendance is Signed

- * If after you reviewed and signed attesting that everything was accurate, a mistake is noticed, the process to correct is as follows:
 - * If the entry is on a voucher to be billed (but hasn't been paid), it needs to be removed from the voucher.
 - * You will unsign your attendance, make correction, and resign your attendance.
- * Teachers will also need to unsign their attendance to make a correction, but they will choose “*Unsign Classroom Attendance*”.
- * Go to **Attendance -> Digital Signature -> Unsign Attendance**



Un-signing Attendance

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

| <input type="checkbox"/> | Last Name | First Name | Service Date | Start Time | End Time | CPT Codes | Notes |
|--------------------------|-----------|------------|--------------|------------|----------|-----------|---|
| <input type="checkbox"/> | | | 2/01/2022 | 10:00 AM | 10:30 AM | 97530 | Devin engaged in fine motor activities. He was positioned to work on the floor to engage core working in tall kneel and quad coordination. He was building his own structures not replicating designs or patterns. He was more accepting of therapist work. |
| <input type="checkbox"/> | | | 2/01/2022 | 10:30 AM | 11:00 AM | 97530 | Teo transitioned easily to the motor room. He engaged in a sensorimotor obstacle course incorporating climbing and sliding. table for a sensory experience while using magnet blocks working on hand strength and bilateral hand coordination. Teo enjoyed |

- * Use Filter to search for attendances.
- * Click check box on rows to unsign.
- * Click “Unsign Attendance”.
- * Enter the reason (ex. entered wrong time).
- * Enter your PIN.
- * Click “I Agree” attesting that you previously verified signed but are inaccurate.

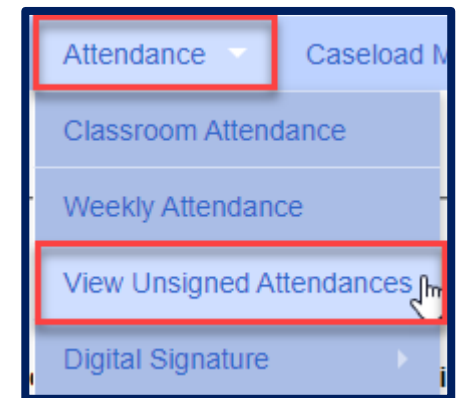
By entering my pin number, I/We certify that on the dates selected, the selected services, which I previously verified and signed, were not accurate, and must be changed in order to accurately reflect the services that took place for the specified children on the specified dates.

Reason for unsigning

Pin

View Unsigned Attendance

- * Go to **Attendance > View Unsigned Attendances**
- * This will give you a list of attendances that have been started but not completed. Incomplete attendances can be deleted from here.



Unsigned Attendances

Enrollment Type Provider From Date To Date

| Last Name | First Name | Service Date | Start Time | End Time | Attendance Type | Enrollment Type | RS Type | Service Provider | ESID | |
|-----------|------------|--------------|------------|----------|-----------------|-----------------|---------|------------------|------|---------------------------------------|
| AYERS | ISABELL | 3/18/2020 | 11:00 AM | 11:15 AM | | | | | | <input type="button" value="Delete"/> |



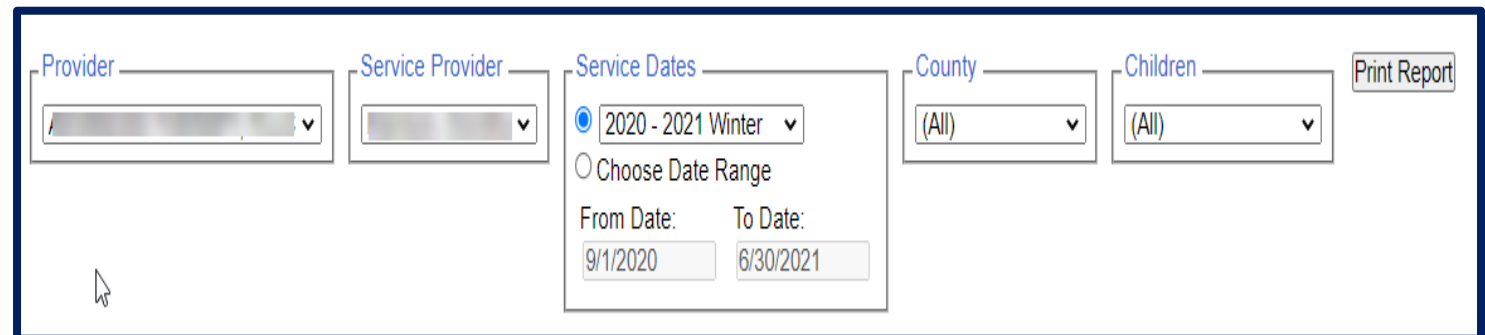
Printing Logs

Child Treatment Log

* Go to **Reports -> Child Treatment Log**

* The filters will allow you to specify criteria for the report:

- * Select Service Provider
- * Select Service Dates
- * Select County
- * Select Child(ren)

A screenshot of the filter form for the Child Treatment Log. It includes dropdown menus for 'Provider', 'Service Provider', 'County', and 'Children'. The 'Service Dates' section has a radio button selected for '2020 - 2021 Winter' and another option for 'Choose Date Range' with 'From Date' and 'To Date' input fields. A 'Print Report' button is located on the right side of the form.

Child Treatment Log



Child Treatment Log

Printed: 5/28/2021 8:25:51 AM

Page 1 of 2

09/01/2020 - 06/30/2021

ESID: CBRS2021W Occupational Therapy- Individual

Child: C

Date of Birth: E

Therapist: Do

| Date / Time | Setting | ICD/CPT Codes | Notes | |
|---|---------------------------|----------------|---|---|
| 04/16/21 In: 10:05AM Out: 10:35AM | Universal Pre-K Classroom | F82 97530x2 | Student engaged in fine motor tabletop task tracing three various shapes, triangle, circle and square with modified tripod grasp and 1 vc to stay on boundary line while tracing to increase coordination followed by coloring each shape according to color chart with minimal whole space when coloring and 1 vc to color within boundary lines. | Notes Entered: 5/4/2021 9:12:26 AM Notes Last Modified: 5/4/2021 9:12:26 AM Signed: 5/4/2021 D OTA Cosigned: 5/5/2021 K MSOTR/L Meets Medicaid Requirements: Yes |
| 05/04/21 In: 12:00PM Out: 12:30PM | Universal Pre-K Classroom | F82 97530x2 | Student engaged in fine motor task tracing various shapes with right modified tripod grasp with 1 vc to stay on boundary lines when tracing followed by coloring each shape with 1 vc to slow down to increase motor coordination in right dominant hand. Composed first three letters in first name independently with visual model of rest of letters in first name due to difficulty with formation of letter y with directionality. | Notes Entered: 5/7/2021 11:00:51 AM Notes Last Modified: 5/7/2021 11:00:51 AM Signed: 5/7/2021 D A Cosigned: NOT COSIGNED Meets Medicaid Requirements: Yes |

Print Parent Signature Log

- * Go to **Caseload Maintenance > My Caseload**
- * Choose the Enrollment needed, and click Generate Blank Signature Logs for Selected Enrollment.
- * On Generate Parent/Guardian Signature Logs, choose month, and click Generate.



My Caseload

Filter By: Search

Provider: Session: 2020 - 2021 Winter

| Status | ESID | Last Name | First Name | County | Provider | District | Type | From | To | Service | Assigned | | |
|-------------------------------------|------|-----------|------------|----------|----------|-------------------|------|----------|----------|--------------------|----------|-------------|----------|
| <input checked="" type="checkbox"/> | CBF | 3 C | 2 | COLUMBIA | | Taconic Hills CSD | CBRS | 04/12/21 | 06/24/21 | OT 2x30 Individual | YES | Attendances | Defaults |
| <input type="checkbox"/> | CBF | 3 J | | COLUMBIA | | KINDERHOOK CSD | CBRS | 09/08/20 | 06/24/21 | OT 2x30 Individual | YES | Attendances | Defaults |

Excel Generate Blank Signature Logs for Selected Enrollments

Generate Parent/Guardian Signature Logs

Choose one of the following options for log generation:

☐ Don't specify month

☒ One for each month

☐ These Months:

| Month |
|---------------------------------|
| <input type="checkbox"/> Sep 20 |
| <input type="checkbox"/> Oct 20 |
| <input type="checkbox"/> Nov 20 |
| <input type="checkbox"/> Dec 20 |
| <input type="checkbox"/> Jan 21 |
| <input type="checkbox"/> Feb 21 |
| <input type="checkbox"/> Mar 21 |
| <input type="checkbox"/> Apr 21 |
| <input type="checkbox"/> May 21 |
| <input type="checkbox"/> Jun 21 |

Generate

Service Codes: P-Service Provided, CA-Child Absent, TA-Teacher Absent, MU-Makeup



Reports

View Caseload – For Service Providers

- * Are you a Service Provider working for an agency, and can't find one of your students?
- * Go to **Caseload Maintenance -> My Caseload**
- * If the child is not listed, contact the administrator of your agency and ask them to assign the child to you.



View Caseload

- * You can also see all of the attendances that you entered for the child by clicking on Attendances.

| My Caseload | | | | | | | | | | | | | |
|--|--------|----------------|-----------|------------|-------------|---------------|-------------|------|----------|----------|--------------------|----------|----------------------|
| Filter By | | | | | | | | | | | | | |
| Provider: GEBAUER,BETTY Session: 2021 - 2022 Winter Search | | | | | | | | | | | | | |
| | Status | ESID | Last Name | First Name | County | Provider | District | Type | From | To | Service | Assigned | |
| <input type="checkbox"/> | | RS2122W0016895 | BOYKIN | MATTIE | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/20/22 | 06/24/22 | ST 2x30 Individual | | Attendances Defaults |
| <input type="checkbox"/> | | RS2122W0016896 | BOYKIN | MATTIE | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/20/22 | 06/24/22 | ST1 1x30 Group | | Attendances Defaults |
| <input type="checkbox"/> | | RS2122W0016596 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 09/07/21 | 01/04/22 | ST 2x30 Individual | | Attendances Defaults |
| <input type="checkbox"/> | | RS2122W0016597 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 09/07/21 | 01/04/22 | ST1 1x30 Group | | Attendances Defaults |
| <input type="checkbox"/> | | RS2122W0016884 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/05/22 | 06/24/22 | ST 1x30 Individual | | Attendances Defaults |
| <input type="checkbox"/> | | RS2122W0016885 | BROUSSARD | DENVER | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | 01/05/22 | 06/24/22 | ST1 2x30 Group | | Attendances Defaults |

View Caseload

- * In the screen shot below you can see that the attendance has not been signed by the service provider.

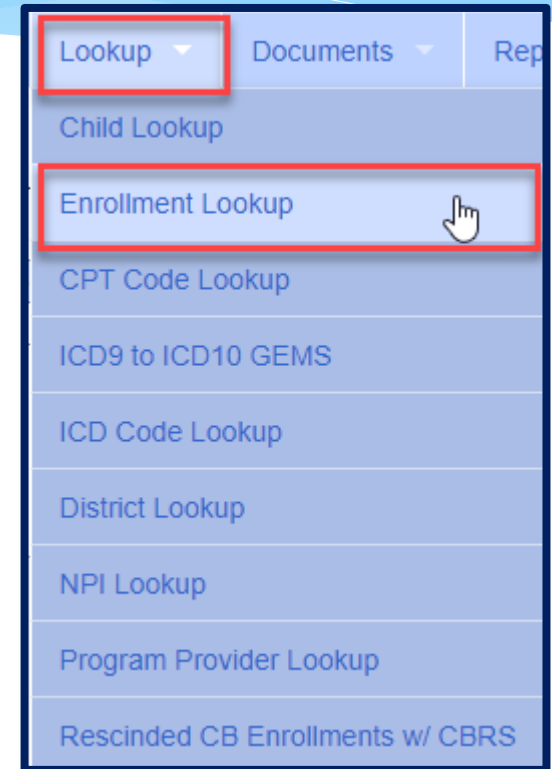
Attendance List

Child Name: FOSTER, ERNEST **County:** SCHENECTADY **Provider:** GEBAUER, BETTY **District:** SCHALMONT CSD
ESID: RS2122W0016888 **From/To:** 1/10/2022-6/24/2022 **Service:** RS-ST (IND) **Frequency:** 1x30

| 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 # | |
|--------------|----------------------------|---------|----------|---------|----------|----------|--------|--------------|------------------|-------------|---------|-------------|----------------|-----------|---|
| 01/10/22 | Provided Treatment Session | | | 1:00 PM | 1:30 PM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool I | | | | | Treatment Log Details |

Enrollment Lookup – For Agency Staff or Independent Providers

- * You can search for enrollments to find all students that have been assigned to your agency. You can also see all attendances that you have entered on the enrollment.
- * If a child is not listed, then contact the County.
- * Go to **Lookup > Enrollment Lookup**



Enrollment Lookup

- * Filter the School Year Session, County, and what enrollment type you are looking for.
- * Click on Attendances to see all attendances entered on the enrollment.

Enrollments

School Year Session2021 - 2022 WinterCountyCBRS

ProviderGEBAUER,BETTYRSSEITCB

Search

| Status | ESID | Last Name | First Name | DOB | County | Provider | District | Enroll Type | RS Type | Start | End | Frequency | Indiv / Grp | Program | 1:1 | Rate | Sessions Billed | SED Weeks Enrolled | Calendar Weeks Enrolled | Maximum Sessions | |
|--------|----------------|-----------|------------|-----------|-------------|---------------|-------------------------|-------------|---------|------------|-----------|-----------|-------------|---------|-----|-------|-----------------|--------------------|-------------------------|------------------|-------------|
| | RS2122W0016895 | BOYKIN | MATTIE | 12/6/2016 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST | 1/20/2022 | 6/24/2022 | 2x30 | I | 9200-2 | | 51.50 | 0.00 | 21 | 23 | 42 | Attendances |
| | RS2122W0016896 | BOYKIN | MATTIE | 12/6/2016 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST1 | 1/20/2022 | 6/24/2022 | 1x30 | G | 9200-2 | | 51.50 | 0.00 | 21 | 23 | 21 | Attendances |
| | RS2122W0016596 | BROUSSARD | DENVER | 3/5/2017 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST | 9/7/2021 | 1/4/2022 | 2x30 | I | 9200-2 | | 51.50 | 30.00 | 16 | 18 | 32 | Attendances |
| | RS2122W0016597 | BROUSSARD | DENVER | 3/5/2017 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST1 | 9/7/2021 | 1/4/2022 | 1x30 | G | 9200-2 | | 51.50 | 14.00 | 16 | 18 | 16 | Attendances |
| | RS2122W0016884 | BROUSSARD | DENVER | 3/5/2017 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST | 1/5/2022 | 6/24/2022 | 1x30 | I | 9200-2 | | 51.50 | 0.00 | 24 | 25 | 24 | Attendances |
| | RS2122W0016885 | BROUSSARD | DENVER | 3/5/2017 | SCHENECTADY | GEBAUER,BETTY | Schenectady | RS | ST1 | 1/5/2022 | 6/24/2022 | 2x30 | G | 9200-2 | | 51.50 | 0.00 | 24 | 25 | 48 | Attendances |
| | RS2122W0016811 | DELATORRE | CARINA | 8/14/2017 | SCHENECTADY | GEBAUER,BETTY | SCHALMONT CSD | RS | ST | 11/29/2021 | 6/24/2022 | 2x30 | I | 9200-2 | | 51.50 | 8.00 | 28 | 30 | 56 | Attendances |
| | RS2122W0016554 | DUFF | TOD | 1/18/2018 | SCHENECTADY | GEBAUER,BETTY | ROTTERDAM-MOHONASEN CSD | RS | ST | 9/7/2021 | 6/24/2022 | 2x30 | I | 9200-2 | | 51.50 | 20.00 | 40 | 42 | 80 | Attendances |

Enrollment Lookup – Attendance List

- * This will also show if the attendances have been billed, and what Voucher # they have been billed on.
- * Click on Treatment Log to see the actual session note.

Attendance List

Child Name: CHERRY, YONG County: SCHENECTADY Provider: GEBAUER, BETTY District: Mohonasen
ESID: RS1920W0014784 From/To: 9/3/2019-11/19/2019 Service: RS-ST (IND) Frequency: 2x30

| Service Date | Make Up | Medicaid | Time In | Time Out | Duration | # Sess | Mins/Session | Service Provider | Setting | Ind/Grp | Signed Date | Co-Signed Date | Voucher # | Treatment Log |
|--------------|---------|----------|----------|----------|----------|--------|--------------|------------------|-----------|---------|-------------|----------------|----------------|-------------------------------|
| 09/11/19 | | | 9:10 AM | 9:40 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 09/16/19 | | | 9:35 AM | 10:05 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 09/18/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 09/23/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 09/25/19 | | | 8:55 AM | 9:25 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 09/30/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 10/05/19 | 10/05/19 | RS191005101620 | Treatment Log |
| 10/02/19 | | | 9:15 AM | 9:45 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 10/07/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 10/09/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 10/21/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 10/23/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 10/28/19 | | | 9:00 AM | 9:30 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 11/11/19 | 11/11/19 | RS191111104620 | Treatment Log |
| 11/01/19 | | | 11:15 AM | 11:45 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 12/02/19 | 12/02/19 | RS191202143036 | Treatment Log |
| 11/13/19 | | | 9:10 AM | 9:40 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 12/02/19 | 12/02/19 | RS191202143036 | Treatment Log |
| 11/15/19 | | | 10:50 AM | 11:20 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 12/02/19 | 12/02/19 | RS191202143036 | Treatment Log |
| 11/18/19 | | | 9:15 AM | 9:45 AM | 30 | 1.00 | 30 | KRISTEN HOFFMAN | Preschool | I | 12/02/19 | 12/02/19 | RS191202143036 | Treatment Log |



Closing

Knowledge Base Articles

- * **Entering Weekly Attendance**

- * <http://support.cpseportal.com/kb/a38/entering-weekly-attendance.aspx>

- * **Review and Sign Attendance**

- * <http://support.cpseportal.com/kb/a148/review-and-sign-attendance.aspx?KBSearchID=16970>

- * **Child Treatment Log**

- * <http://support.cpseportal.com/kb/a28/child-treatment-log.aspx?KBSearchID=16959>

- * **Parent/Caregiver Signature Logs (blank logs for counties)**

- * <http://support.cpseportal.com/kb/a69/parent-caregiver-signature-logs.aspx?KBSearchID=16964>

- * **Therapist Activity Report**

- * <http://support.cpseportal.com/kb/a27/therapist-activity.aspx?KBSearchID=16966>

Closing Remarks

- * CPSE Portal Address (you may want to bookmark):
<https://www.cpseportal.com>
- * In addition to the Portal Knowledge Base, our Helpdesk is available through email at support@CPSEPortal.com
 - * When sending an email:
 - * Do **not** use child's name
 - * Use ESID #, Child # or STAC ID #
 - * Include your county, and info needed