

# Personal Care

## Documenting Student Services in MiPSE Service Capture



**Table of Contents:**

**Page #**

Logging into MiPSE.....1

My Home Page.....1

Turning on Auto Fill.....1

Setting up Caseload..... 2

Locating & Using the Service Calendar.....2

Completing Personal Care Service Records.....3

Medicaid Eligible Students & Monthly Progress Summaries.....4

Completing Monthly Progress Summaries.....4

Additional Resources.....6

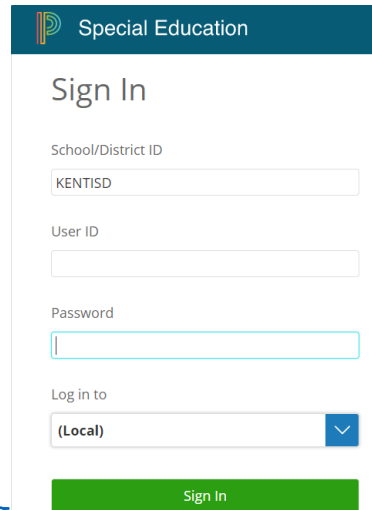
Help Desk Contacts.....7

False Claims Act.....7

Reporting Suspected Fraud or Abuse.....8

Personal Care Guidelines.....8

# Logging Into PowerSchool Special Education (MiPSE)



**Web Address:** <https://mipse.org>


## My Home Page



To access your home page, click on the house icon always located in the upper left hand of your screen.

## Turning on Auto Fill

You must turn on the auto fill feature from your “Home” page. Auto fill will allow for services to be entered quickly and efficiently. You only need to turn this feature on when you first enter the system. To turn on Auto Fill, follow the steps below:

1. On the “Home” page in the top right hand corner, click on your initials .
2. Click on the “Set My User Options” link.
3. Under Default User Options for All Staff, look for “Service Capture Options”.
4.  Select the box shown below that states, “*With Service Capture, use the last service record of student as default values for next one*”.

**General User Options**

**Home Page Options:**  
 Show "My Students" panel at top of home page  
 Upcoming Calendar Events Panel - # Days to Show: 1 Day

**Service Capture Options:**  
 With service capture, use last service record of student as default values for next one  
 Show services time range on service calendar  
 Use monthly view as the default on service calendar  
 Use weekly view as the default on service calendar



**Profile Search Options:**  
 Include Inactive Profiles by Default In Profile Searches (Quick Search)  
 Remember Last Accessed Profile Form Across Multiple Profile Searches

**Document User Options:**  
 Show Next/Previous Section Buttons  
 Show Optional Display Codes In Dropdown Menus

- 5.
6. Click green "Set Options" to save.


## Setting up Caseload

It will be your responsibility to update your own caseload.

1. Go to the "Home" page by clicking on the  icon
2. Scroll down to "My Students" and click on "Edit" .
3. Click on "+ Add Students to..." and click "Standard Caseload"
4. Locate your student by entering in part of the last and first name then clicking on "Search".
5. A list of students will appear matching the information you entered in the search fields.

**↓ Add Students Marked Below to Standard Caseload**

<input type="checkbox"/>	ID	Last Name	First Name	Birth Date	School
<input type="checkbox"/>	CECCSAMPLE	Sample	Campus ECC	05/12/2010	Kent Intermediate School District
<input type="checkbox"/>	CSPSSAMPLE	Sample	CedarTrain	05/18/2008	Cedar Springs High School
<input checked="" type="checkbox"/>	TRAINSAMP2	Sample	Cinderella	02/01/2011	Kent Intermediate School District
<input type="checkbox"/>	01082015	Sample	Consortium	07/02/2012	Kent Intermediate School District
<input type="checkbox"/>	1111111111	Sample	Count	10/02/2008	Kent Intermediate School District

6. 
7. Click the check box, on the left, next to the student's name that you will be adding to your caseload.
7. Click one of the green buttons "Add Students Marked to Standard Caseload."

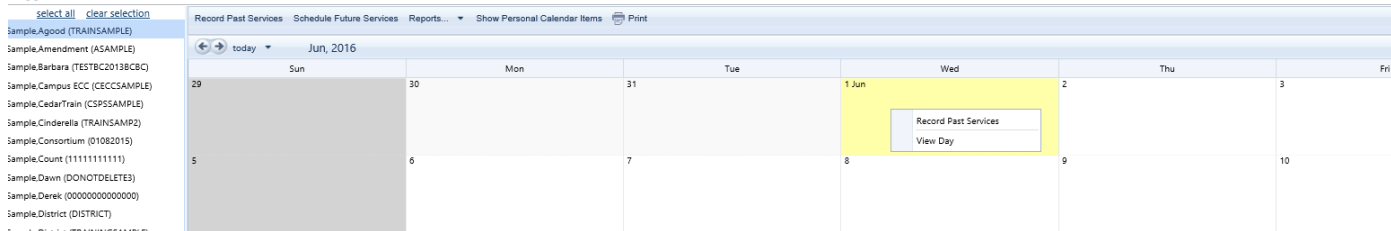
# Locating & Using the Service Calendar

\*\*\* It is recommended to document your student services on a weekly or bi-weekly schedule.



1. To begin documentation, click on the "Service Capture" link on the top of your toolbar and select "Service Calendar."
2. Select a student by clicking on the student's name on the left side of the calendar.
3. Select your first date of service by clicking on the date.

4.



Right click your mouse on the date of service to select "Record Past Services". MAC users press and hold the Control (Ctrl) key while clicking the mouse.

# Completing Personal Care Service Records

\*\*\* The **FOUR** fields circled and indicated below must be completed to enter a valid service record.

**Service Record**

Student	Sample,Agood	Service*	Personal Care Services
Staff	Sample,Medicaid	Service Type*	Personal Care Service [T1020]
Service Date Time*	06/01/2016	Group Size	1
Duration Minutes			
Progress Report	(none)		

Provider Notes


**Areas Covered/Assessed:**

Ambulation	▼	(If Other Specify):	
Assistance with Staff Administered Medications	▼	(If Other Specify):	
Dressing	▼	(If Other Specify):	

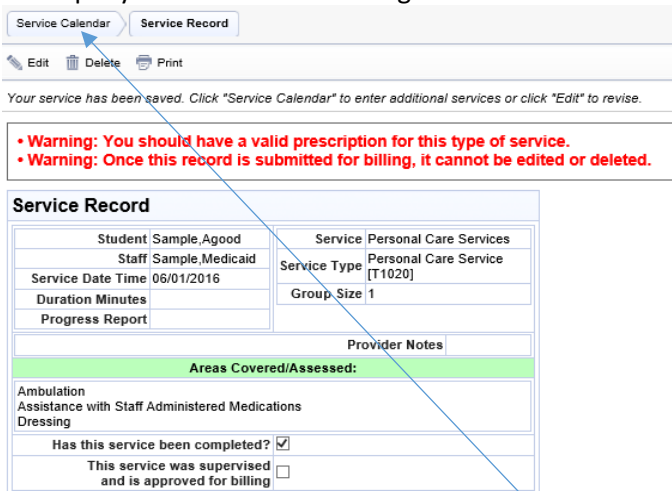
Has this service been completed?

This service was supervised and is approved for billing

## Personal Care Service Required Fields:

1. Service: Personal Care Services
2. Service Type: Personal Care Services [T1020]
3. Areas Covered Assessed: Use the student's Personal Care Authorization Form to determine areas of need. You may get a copy of this form from your teacher.
4. Has this service been completed?: This box **MUST** be checked.
5.  Be sure to click the green "Save" button.

After saving the service record, it will appear as shown below. Notice the "Edit" and "Delete" buttons towards the top if you need to make changes.




6. If everything is accurate, click on the "Service Calendar" link above the Edit and Delete options to get back to the calendar and enter additional service dates.

## Using Insert Statements

To use the insert statements for your provider notes (if you have more than three areas covered. The first three should be listed under Areas Covered/Assessed).



1. Click the  click the "lines" icon in the provider notes section.
2. A pop-up will display with a dropdown menu listing all of the personal care areas of need.
3. **Click on the area(s) of need** you would like to use from the list.
4. Once you click the area(s) of need, you will see it with a strikethrough, which means **it has been dropped into your provider notes**.
5. Click the X in the upper right hand corner to **close the pop-up**. This will take you back to your service record.

# Medicaid Eligible Students & Monthly Progress Summaries

ALL students with Personal Care in their IEP must be documented in Service Capture. *Students who are Medicaid Eligible require completed Monthly Progress Summary dated the last school day of each month.* Medicaid Eligibility is imported into the system every two weeks. For this reason, you must run this report each month before completing your Monthly Progress Summaries.

## Completing Monthly Progress Summaries

1. **Report is located on your homepage under Reports**
  - a. Header: Service Capture Implementation
  - b. Report: **User Monthly Progress Summaries – CHECK MONTHLY (highlighted blue)**
  - c. Action: Click on the report to open it
2. **How to use the report**
  - a. Action: User the lookup link to the right of the Pink Staff field
  - b. Search for yourself
  - c. Action: Click on Select
  - d. Your name will appear in the Pink Staff field box
  - e. Action: Click on Blue Button Update Report with Values
  - f. This will open so you may see all records that require a monthly progress summary
  - g. Action: Click on the File Folder on the left side of the first row
  - h. This will open up the service record
3. **How to work within the Service Records Profile**
  - a. Action: Complete a new service record as a Monthly Progress Summary
  - b. How to open an new Service Record
  - c. Action: Click on the **+** next to “Add New Service Record”
  - d. A Service Record Form should open up
4. **How to work within the Service Record**
  - a. Action: Service Field – use the drop down to select your role
  - b. Action: Service Type – Select **Monthly Progress Summary**
  - c. Action: Service Date Time – select last school day of the month
  - d. Action: Provider Notes – type a summation of services delivered for the month
  - e. Action: Has this service been completed – check the box
  - f. Action: Click on Green Action Button – Accept Changes
5. **Return to the report**
  - a. Next to the student name
  - b. Action: Click on report

**Goal is to empty the report of all Medicaid billable services.**

\*\*\* The fields circled must be completed to enter a valid Monthly Progress Summary. Please note Provider Note format.

**Service Record**

Student	Sample,Agood	Service*	Personal Care Services
Staff	Sample,Medicaid	Service Type*	Monthly Progress Summary [00000]
Service Date Time*	06/30/2016	Group Size	1
Duration Minutes			
Progress Report	Achieved		
Provider Notes	Provided services to <u>Agood</u> Sample per IEP. This month I noticed <u>Agood</u> was less stiff during ambulation.		
<b>Areas Covered/Assessed:</b>			
Monthly Summary		(If Other Specify):	
(none)		(If Other Specify):	
(none)		(If Other Specify):	
Has this service been completed?		<input checked="" type="checkbox"/>	

### Monthly Progress Summary Required Fields:

1. Service: Personal Care Services
2. Service Type: Monthly Progress Summary [00000]
3. Progress Report: Achieved
4. Provider Notes: See sample in screen shot above.
5. Areas Covered Assessed: Monthly Summary
6. Has this service been completed?: This box **MUST** be checked.
7. **Save** Be sure to click the green "Save" button.

After saving the service record, it will appear as shown below. Notice the "Edit" and "Delete" buttons towards the top if you need to make changes.

Service Calendar | Service Record

Edit Delete Print

Your service has been saved. Click "Service Calendar" to enter additional services or click "Edit" to revise.

**Warning: Once this record is submitted for billing, it cannot be edited or deleted.**

**Service Record**

Student	Sample,Agood	Service	Personal Care Services
Staff	Sample,Medicaid	Service Type	Monthly Progress Summary [00000]
Service Date Time	06/30/2016	Group Size	1
Duration Minutes			
Progress Report	Achieved		
Provider Notes	Provided services to Agood Sample per IEP. This month I noticed Agood was less stiff during ambulation.		
<b>Areas Covered/Assessed:</b>			
Monthly Summary			
Has this service been completed?		<input checked="" type="checkbox"/>	
This service was supervised and is approved for billing		<input type="checkbox"/>	

8. If everything is accurate, click on the "Service Calendar" link above the Edit and Delete options to get back to the calendar and enter additional Monthly Progress Summaries.



# MiPSE Additional Resources Link

Copies of the training materials used today and other helpful Service Capture information can be found in the “Help” area.



1. Click on “Help”
2. Click on “Help Guides”
3. Click on “Service Capture”
4. Select one of the Resource Links to view

A screenshot of a "Help Guides" dropdown menu. The menu is titled "Help Guides" and has a close button (X) in the top right corner. It contains several items, each with a circular icon and a description. The items are: "Special Education Users Guide" (Communicate, access and enter student records, create IEP documents, produce progress reports, and more), "Reporting Guide" (Produce adhoc list, multi-dimensional, group progress and advanced reports), "System Administration Guide" (Manage records, data, user logins, passwords, security groups, and more), "Kent ISD Resources", "Behavior", "Early On", "Medicaid", "Service Capture" (expanded), "Service Capture Demonstration" (A screen cast demonstration of how to complete a service record using service capture.), "Service Capture Resource Page" (Service Capture Forms, Information and Medicaid Mandated Notices.), "Count Day Resources", "Model Updates", "Electronic Documents", and "TIENET". The "Service Capture" item is expanded, and the "Service Capture Demonstration" item is circled in black.

## **Help Desk Contacts**

General questions regarding Medicaid, Service Capture, or PSE can be answered by contacting:

Erin Burcham  
eburcham@eatonresa.org  
(517) 541-8742

## **Personal Care Guidelines**

Defined by the Michigan Department of Health and Human Services (MDHHS) in the Medicaid Provider Manual dated July 1, 2016, Personal Care Services are a “range of human assistance services provided to persons with disabilities and chronic conditions which enables them to accomplish tasks that they would normally do for themselves if they did not have a disability.”

Personal Care guidelines are intended to simplify the process and reduce the number of young students that

have been referred for personal care for services that are not yet age appropriate (dressing, feeding, toileting, etc.).

Students who have a medical need that requires Personal Care services will have supporting data within the student’s PLAAFP section of the IEP. These students have a medical and/or behavioral problem and are appropriately referred.

**Students who are appropriately referred have:**

1. Supporting data in the PLAAFP

<u>Special Factors, Supplementary Aids &amp; Assessments</u>	<u>Frequency/Timeline</u>	<u>Location</u>
Personal care services needed to maintain access to school	Daily	Throughout school

2. Personal Care written in the Special Factors, Supplementary Aids & Assessments section of the IEP, as shown below.
3. Personal Care Authorization uploaded as a “Stand Alone File Based Document” to PSE with the proper naming convention. Naming convention must read: student last name, first name, type of prescription and date prescription was signed. (Example: Bunyan, Paul\_Personal Care\_1-15-2015).
4. Personal Care Authorization date added to Prescription Profile. Blank Personal Care Authorizations can be located by clicking Help within PSE and clicking on the Service Capture Resource Pa