

Personal Care

Documenting Student Services in MiPSE Service Capture



Logging Into PowerSchool Special Programs (MiPSE)

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

A screenshot of the MiPSE Sign In page. At the top is a dark blue header with the 'Special Education' logo and text. Below the header is the 'Sign In' section. It contains four input fields: 'School/District ID' with 'KENTISD' entered, 'User ID', 'Password', and 'Log in to' with a dropdown menu showing '(Local)'. At the bottom of the form is a green 'Sign In' button.

My Home Page

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

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
<input type="checkbox"/>	5327458945	Sample23	Ariel	07/20/2013

↑ Add Students Marked Above to Standard Caseload

6. 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 blue buttons “Add Students Marked Above to Standard Caseload.”

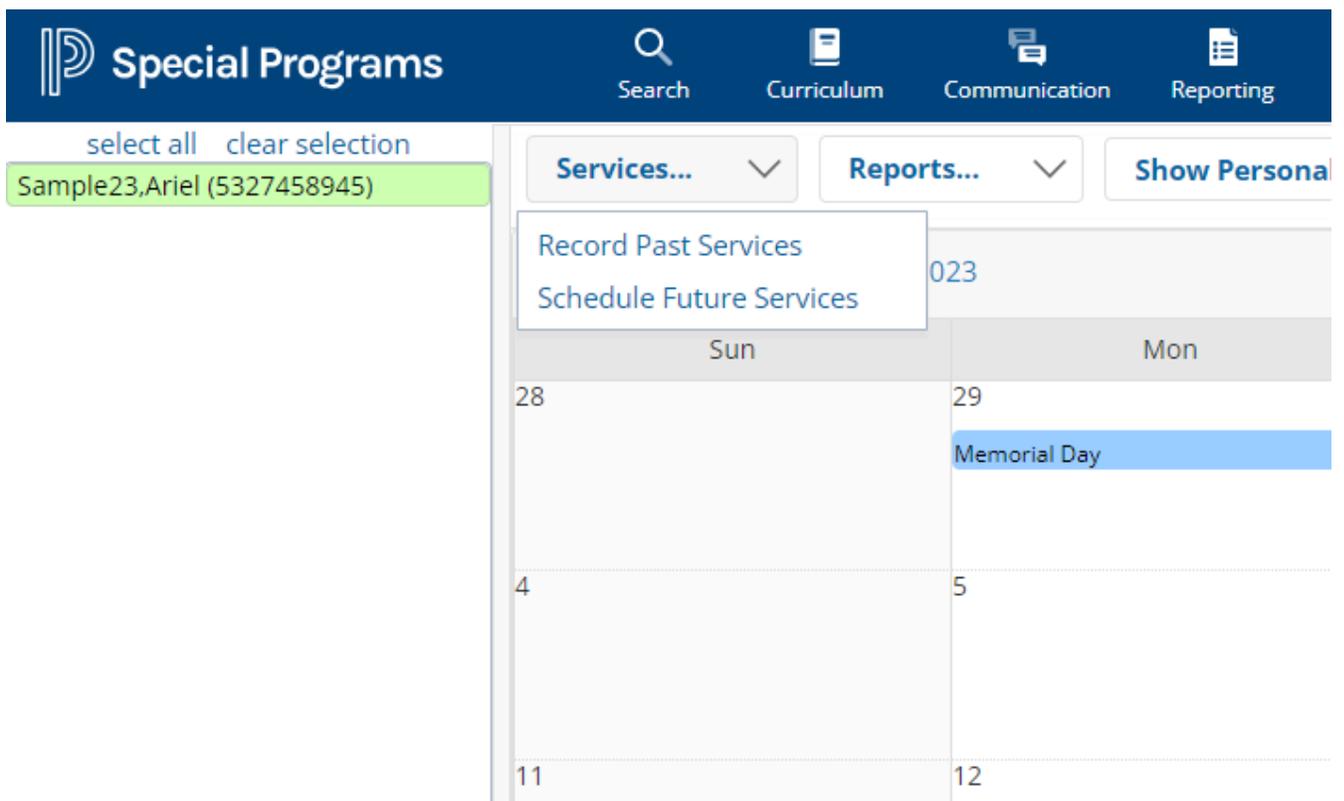
Locating & Using the Service Calendar

***** 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. This will highlight the student in green
3. Click on the Services tab and then click, Record Past Services.



- Click on the dates that you provided personal care services and then click, OK.

Select Date(s)
✕

Record Past Services: 1 profile(s) selected for individual service

May 2023 - June 2023															
May							June								
	S	M	T	W	T	F	S		S	M	T	W	T	F	S
18		1	2	3	4	5	6	22					1	2	3
19	7	8	9	10	11	12	13	23	4	5	6	7	8	9	10
20	14	15	16	17	18	19	20	24	11	12	13	14	15	16	17
21	21	22	23	24	25	26	27	25	18	19	20	21	22	23	24
22	28	29	30	31				26	25	26	27	28	29	30	
23								27							

(Clear Selected Dates)

OK
Cancel

Record Services: Please enter the common information for the following dates in the form below, and then click "Continue" at the bottom. Also please enter specific times for the following dates:

06/26/2023: Repeat Same Time...

06/27/2023:

06/28/2023:

Service Record

Student Plan Type: (none) ▼

Student [REDACTED]

Staff [REDACTED]

Service Provider Type * (none) ▼

Service Type * (none) ▼

Group Size

Areas Covered/Assessed:

(none) ▼ (If Other Specify):

(none) ▼ (If Other Specify):

(none) ▼ (If Other Specify):

Has this service been completed?

* Be sure to enter these key fields.

Continue Cancel

- Add the time, student plan type, service provider type, service type, areas covered, check the box "has this service been completed?" and then click, Continue.

Service Record

Student Plan Type: IEP/IFSP/NPSP [Special Education] ▼

Student	[REDACTED]	Service Provider Type	* Personal Care Services ▼
Staff	[REDACTED]	Service Type	* 1) SBS: Personal Care Service [T102] ▼
Service Date Time	* 06/26/2023 8:30 AM	Group Size	1
Duration Minutes			
Progress Report	(none) ▼		
Provider Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>		

Areas Covered/Assessed:

Health Related Functions through H ▼	(If Other Specify):	
(none) ▼	(If Other Specify):	
(none) ▼	(If Other Specify):	

Has this service been completed?

Be sure to enter these key fields.

6. Now start working in each date you selected for the student and then click, Save

Record Services:

Select Record: **Nkwayep, Amarysse-LaBelle (5924576894) - 06/26/2023 (SAVED)** # Records Saved: 1 of 3

Review the record below. Use the dropdown above to select the next record or click  Edit to revise this record.

historical Building Code:

7. To go to next service date click the Select Record drop down for the next date and continue your process until all dates have been saved.

Completing Personal Care Service Records

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

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.

MiPSE Additional Resources Link

Eatonresa.org
Special Education
Medicaid
Medicaid for School Staff
Personal Care Help

Help Desk Contacts

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

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