Personal Care

Documenting Student Services in MiPSE Service Capture

Special Education

EATON REGIONAL EDUCATION SERVICE AGENCY

rev. 7/2020
# Table of Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging into MiPSE</td>
<td>3</td>
</tr>
<tr>
<td>My Home Page</td>
<td>3</td>
</tr>
<tr>
<td>Turning on Auto Fill</td>
<td>3</td>
</tr>
<tr>
<td>Setting up Caseload</td>
<td>4</td>
</tr>
<tr>
<td>Locating &amp; Using the Service Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Completing Personal Care Service Records</td>
<td>6</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>7</td>
</tr>
<tr>
<td>Help Desk Contacts</td>
<td>8</td>
</tr>
</tbody>
</table>
Logging Into PowerSchool Special Programs (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 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”.


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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Birth Date</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>CECOSAMPLE</td>
<td>Sample</td>
<td>Campus EGC</td>
<td>05/12/2010</td>
<td>Kent Intermediate School District</td>
</tr>
<tr>
<td>CSPSSAMPLE</td>
<td>Sample</td>
<td>CedarTrain</td>
<td>05/18/2008</td>
<td>Cedar Springs High School</td>
</tr>
<tr>
<td>TRAINSAMP2</td>
<td>Sample</td>
<td>Cinderella</td>
<td>02/01/2011</td>
<td>Kent Intermediate School District</td>
</tr>
<tr>
<td>0180/2015</td>
<td>Sample</td>
<td>Consortium</td>
<td>07/02/2012</td>
<td>Kent Intermediate School District</td>
</tr>
<tr>
<td>1111111111</td>
<td>Sample</td>
<td>Count</td>
<td>10/02/2008</td>
<td>Kent Intermediate School District</td>
</tr>
</tbody>
</table>

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 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.

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

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.

**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
Help Desk Contacts

General questions regarding Medicaid, Service Capture, or PSE can be answered by contacting one of the staff below:

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