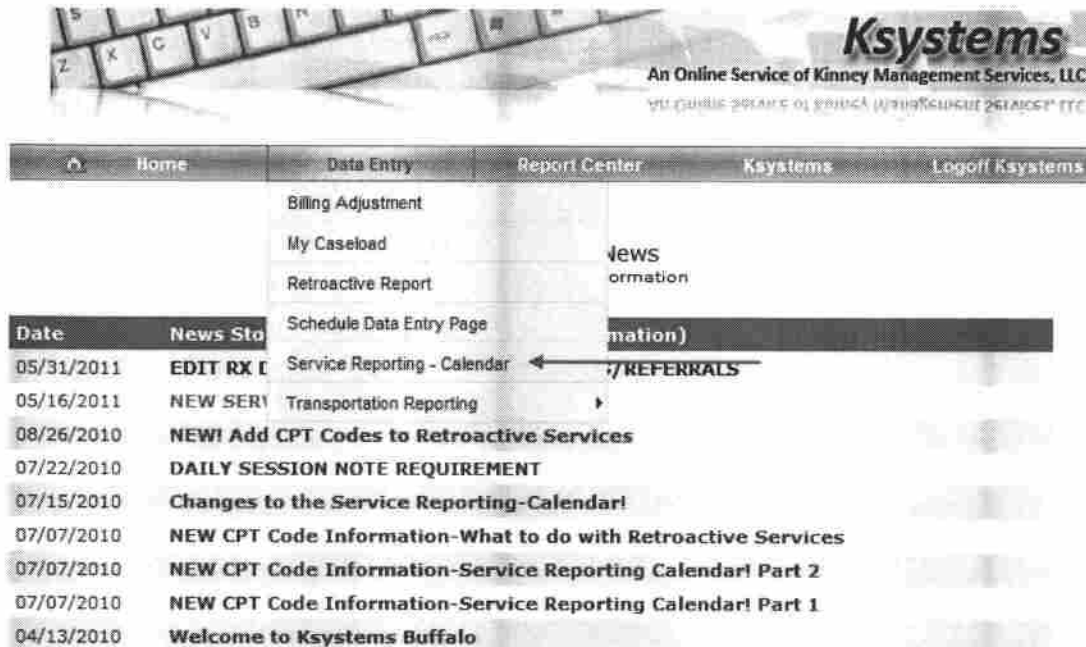


## DATA ENTRY: SERVICE REPORTING-CALENDAR

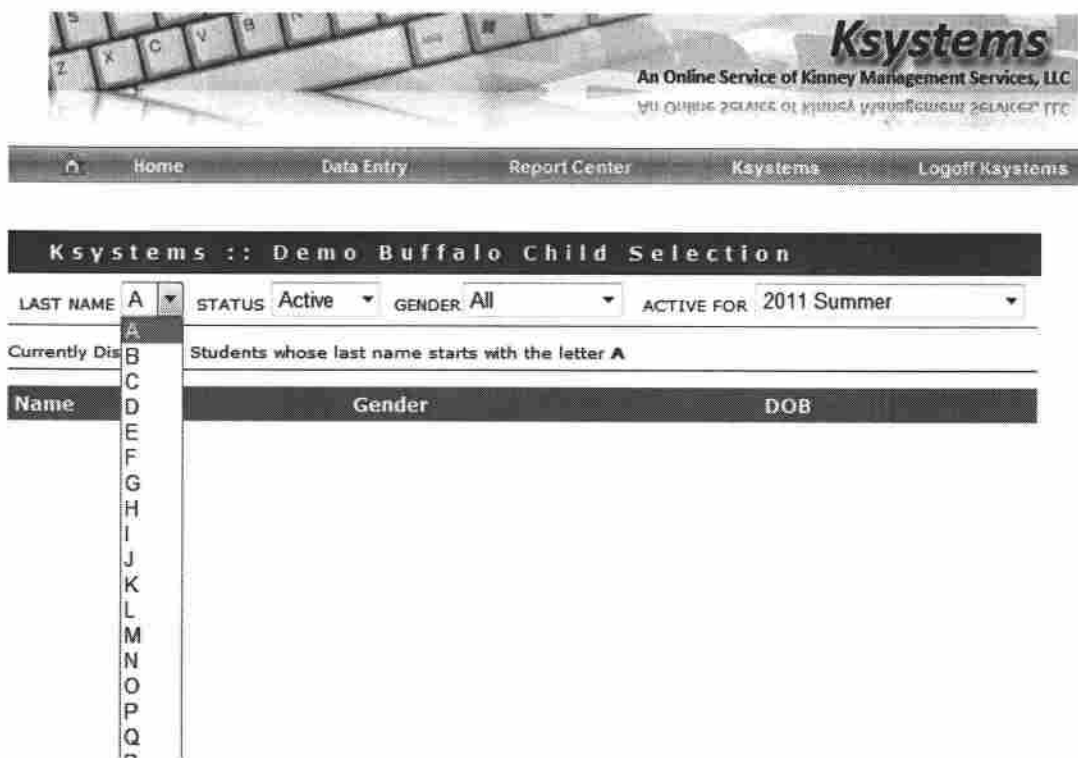
1. Login to Ksystems.
2. At the main menu bar, click on the words Data Entry.
3. In the drop down menu, click on the words Service Reporting-Calendar.



The screenshot shows the Ksystems website header with the logo and tagline "An Online Service of Kinney Management Services, LLC". Below the header is a navigation bar with links: Home, Data Entry, Report Center, Ksystems, and Logout Ksystems. The Data Entry menu is open, showing options: Billing Adjustment, My Caseload, Retroactive Report, Schedule Data Entry Page, and Service Reporting - Calendar. The Service Reporting - Calendar option is highlighted with a mouse cursor. Below the menu is a list of news stories with columns for Date and News Story. The first story is dated 05/31/2011 and titled "EDIT RX I".

Date	News Story
05/31/2011	EDIT RX I
05/16/2011	NEW SERV
08/26/2010	NEW! Add CPT Codes to Retroactive Services
07/22/2010	DAILY SESSION NOTE REQUIREMENT
07/15/2010	Changes to the Service Reporting-Calendar!
07/07/2010	NEW CPT Code Information-What to do with Retroactive Services
07/07/2010	NEW CPT Code Information-Service Reporting Calendar! Part 2
07/07/2010	NEW CPT Code Information-Service Reporting Calendar! Part 1
04/13/2010	Welcome to Ksystems Buffalo

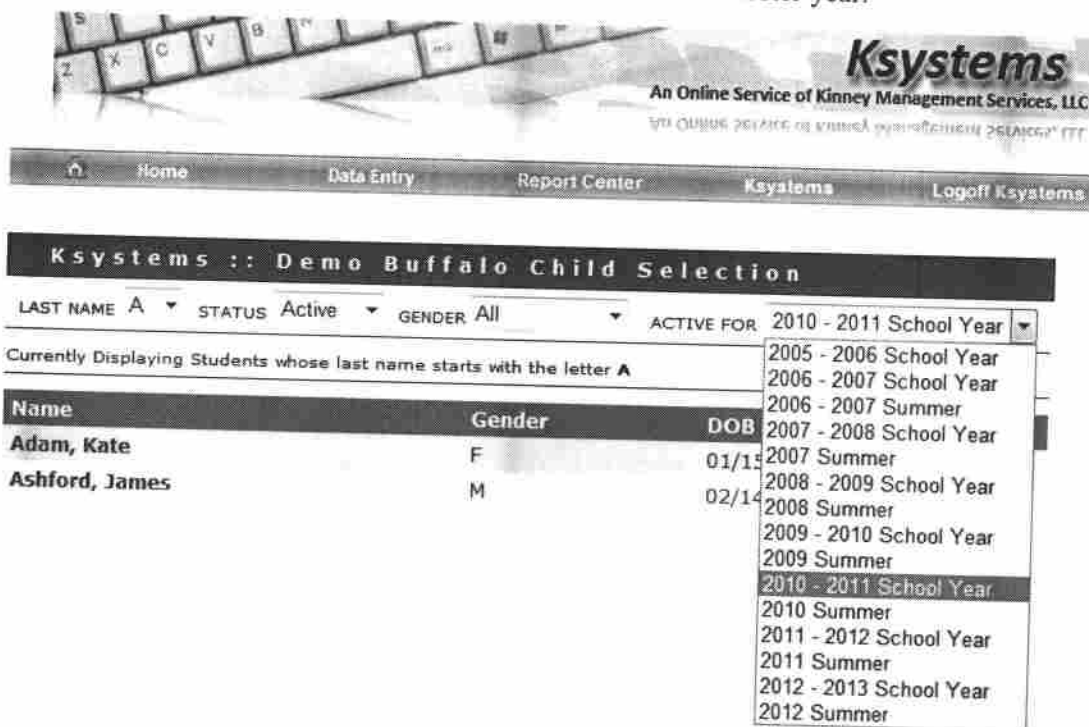
4. Select the first letter of the child's last name.



The screenshot shows the Ksystems website header and navigation bar. Below the navigation bar is a section titled "Ksystems :: Demo Buffalo Child Selection". This section contains a form with fields for LAST NAME, STATUS, GENDER, and ACTIVE FOR. The LAST NAME field is set to "A", STATUS is "Active", GENDER is "All", and ACTIVE FOR is "2011 Summer". Below the form is a table with columns for Name, Gender, and DOB. The table is currently empty.

Name	Gender	DOB
------	--------	-----

5. Select the Roster Year being reported. If the current year does not have any children listed, select the prior year's roster. Services may be entered for any of the children listed. When the existing year's roster is updated then all the children will appear under the current roster year.



**Ksystems**  
An Online Service of Kinney Management Services, LLC

Home Data Entry Report Center Ksystems Logoff Ksystems

**Ksystems :: Demo Buffalo Child Selection**

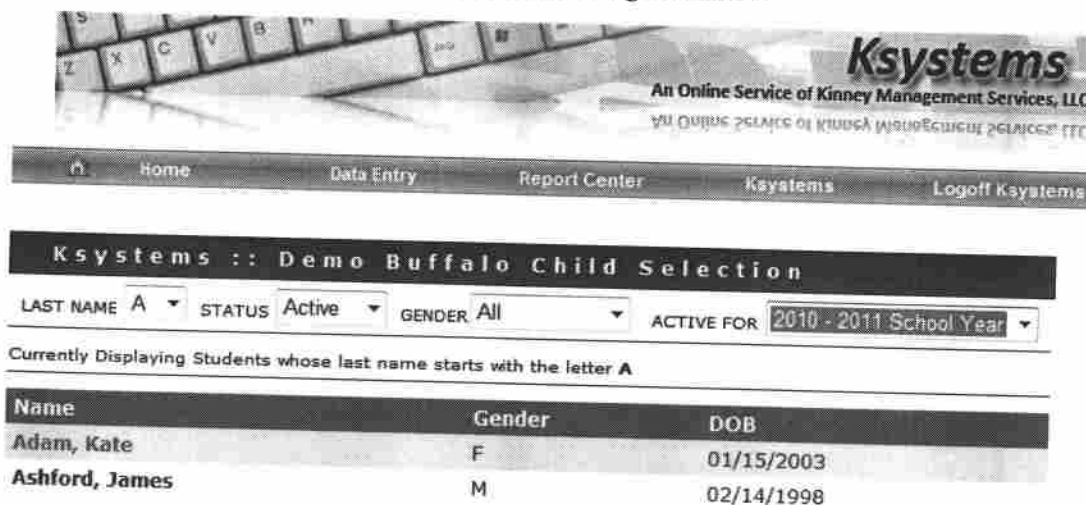
LAST NAME **A** STATUS **Active** GENDER **All** ACTIVE FOR **2010 - 2011 School Year**

Currently Displaying Students whose last name starts with the letter **A**

Name	Gender	DOB
Adam, Kate	F	01/15/2003
Ashford, James	M	02/14/1998

2005 - 2006 School Year  
2006 - 2007 School Year  
2006 - 2007 Summer  
2007 - 2008 School Year  
2007 Summer  
2008 - 2009 School Year  
2008 Summer  
2009 - 2010 School Year  
2009 Summer  
2010 - 2011 School Year  
2010 Summer  
2011 - 2012 School Year  
2011 Summer  
2012 - 2013 School Year  
2012 Summer

6. Select the name of the child for whom services are being submitted.



**Ksystems**  
An Online Service of Kinney Management Services, LLC

Home Data Entry Report Center Ksystems Logoff Ksystems

**Ksystems :: Demo Buffalo Child Selection**

LAST NAME **A** STATUS **Active** GENDER **All** ACTIVE FOR **2010 - 2011 School Year**

Currently Displaying Students whose last name starts with the letter **A**

Name	Gender	DOB
Adam, Kate	F	01/15/2003
Ashford, James	M	02/14/1998

7. The ICD9 field on the Data Entry screen is an optional field so that if a therapist knows the code they can enter it.

When you click in the ICD9 code window begin typing the ICD code WITHOUT decimals. Once you begin typing, the codes will appear in the dropdown. Once your code is visible select the worded description from the drop down menu that appears. For example, the code 315.3 should be entered as 3153.

After you have entered the ICD9 code in the Service Reporting section of Ksystems the code will now be on file in the system and not need to be entered again.

It is very important the code is entered without the decimal point and the worded description is selected and visible in the window before the date on the calendar is selected to avoid any errors while submitting.

**Demo Buffalo Student Information**  
Adam, Kate ( M ) 01/15/2003

**ICD Code**  
1531 Expressive language disorder x v Select a service-ICD Code will populate below if in

31531 :Expressive language disorder  
31532 :Mixed receptive-expressive language disorder  
31534 :Speech and language developmental delay due to hearing loss  
31535 :Childhood onset fluency disorder  
31539 :Other developmental speech or language disorder

Session Start Time Session End Time CPT MIN Co-Therapy Simultaneous

**CPT Code**  
-Select-

**CPT Code Descriptions**  
Time Entry Help

**Progress Statement:**  
☐ Limited Progress  
☐ No Progress  
☐ Not Applicable  
☐ Progress  
☐ Regression

**Notes:**  
Session Notes (Select Prior or Write New)  
B I U A

July 2013 THIS MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

**Units Entered So Far**  
**Notes Entered So Far**

Previously Submitted Units  
Select Another Child  
Submit Units

8. Select the appropriate Service. Administrators must choose a service type. Therapists have the service pre-set.

**Demo Buffalo Student Information**  
 Adam, Kate ( M ) 01/15/2003  
**ICD Code**  
 31539 :Other developmental s Select a service-ICD Code will populate below if in system  
 ICD in system:

**Service Unit Data Entry**  

<b>Service</b> Audiology Counseling No Service Nursing OSC OT Psychological Counseling Psychology PT Social Work Speech Transportation Vision <input type="radio"/> Limited Progress <input type="radio"/> No Progress <input type="radio"/> Not Applicable <input type="radio"/> Progress <input type="radio"/> Regression	<b>Mode</b> [v]	<b>GRP</b> 1	<b>Therapist</b> [v]	<b>CPT Code</b> -Select-	<b>Session Start Time</b> [clock]	<b>Session End Time</b> [clock]	<b>CPT MIN</b> [ ]	<b>Co-Therapy</b> <input type="checkbox"/>	<b>Simultaneous</b> <input type="checkbox"/>
---	--------------------	-----------------	-------------------------	-----------------------------	--------------------------------------	------------------------------------	-----------------------	---	---

**Notes:**  
 Session Notes (Select Prior or Write New) [v]  
 [Rich Text Editor]  
 [Text Area]

July [v] 2013 [v] THIS MONTH  

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

Previously Submitted Units  
 Select Another Child  
 Submit Units

Units Entered So Far  
 Notes Entered So Far

9. To report Student Abs, School Closed, etc., select an appropriate Service Mode. Modes of Individual and Group are automatically attached when a CPT code is selected. In order to select a CPT code "...", must appear in the mode box.

**Demo Buffalo Student Information**  
Adam, Kate ( M ) 01/15/2003

**ICD Code**  
31539 :Other developmental s Select a service-ICD Code will populate below if in system  
ICD in system: 31539 :Other developmental speech or language disorder

**Service Unit Data Entry**

<b>Service</b> Speech	<b>Mode</b> .....	<b>GRP</b> 1	<b>Therapist</b> .....	<b>CPT Code</b> -Select-
<b>Setting</b> School	SUPV Mtg w/ Child Make-up Consult Field Trip None Other School Closed Staff Shortage Student Abs		<b>Session End Time</b> .....	<b>CPT MIN</b> ..... <b>Co-Therapy</b> <input type="checkbox"/> <b>Simultaneous</b> <input type="checkbox"/>

[Add New Setting](#) CPT Code Descriptions  
Time Entry Help

10. Type the exact Number of children in the Group session. If the CPT code is Individual, a 1 must be entered in the Group field box. If reporting an absence, the group size should be 0.

**Demo Buffalo Student Information**  
Adam, Kate ( M ) 01/15/2003

**ICD Code**  
31539 :Other developmental s Select a service-ICD Code will populate below if in system  
ICD in system: 31539 :Other developmental speech or language disorder

**Service Unit Data Entry**

<b>Service</b> Speech	<b>Mode</b> .....	<b>GRP</b> 1	<b>Therapist</b> .....	<b>CPT Code</b> -Select-
<b>Setting</b> School	<b>Session Start Time</b> .....	<b>Session End Time</b> .....	<b>CPT MIN</b> .....	<b>Co-Therapy</b> <input type="checkbox"/> <b>Simultaneous</b> <input type="checkbox"/>

[Add New Setting](#) CPT Code Descriptions  
Time Entry Help

11. Administrators who are reporting services must choose the name of the therapist who provided the service. Therapists will have their name pre-selected to match the ID used to log in.

**Demo Buffalo Student Information**  
Adam, Kate ( M ) 01/15/2003

**ICD Code**  
31539 :Other developmental s Select a service-ICD Code will populate below if in system  
ICD in system: 31539 :Other developmental speech or language disorder

**Service Unit Data Entry**

<b>Service</b> Speech	<b>Mode</b> .....	<b>GRP</b> 1	<b>Therapist</b> .....	<b>CPT Code</b> -Select-
<b>Setting</b> School	<b>Session Start Time</b> .....	<b>Session</b> .....	Admin, Buffalo Dept, Trans Francis, Kim Francis, Kim Hamilton, Josh Jones, Jessica Jones, Samantha Knight, Phil Limit, Glw	<b>Co-Therapy</b> <input type="checkbox"/> <b>Simultaneous</b> <input type="checkbox"/>

[Add New Setting](#) CPT Code Descriptions  
Time Entry Help

12. Next, users should select the appropriate CPT code for the service being documented. CPT codes are listed according to therapy type. Speech therapists will only see Speech CPT codes, Occupational therapists will only see OT CPT codes, etc. Administrators will have access to all CPT codes available for selection.

\*\* If you need additional information about the CPT codes, please click on the words "Click to see CPT Code Descriptions". \*\*

**Demo Buffalo Student Information**  
Adam, Kate ( M ) 01/15/2003

**ICD Code**  
31539 :Other developmental s Select a service-ICD Code will populate below if in system  
ICD in system: 31539 :Other developmental speech or language disorder

**Service Unit Data Entry**

<b>Service</b> Speech	<b>Mode</b> .....	<b>GRP</b> 1	<b>Therapist</b> Therapist, Buff	<b>CPT Code</b> -Select- -Other- 90801 90802 90804 90805 90806 90807 90808 90809
<b>Setting</b> School	<b>Session Start Time</b> .....	<b>Session End Time</b> .....	<b>CPT MIN</b> .....	<b>CPT Code Time</b> .....

[Add New Setting](#)

When "CPT Code Description" is selected, a new browser will open displaying the CPT codes. Users can browse the list, print the list directly from this new screen, or export the information into Microsoft Excel and save and/or print for future reference. If you view this screen, remember to return to the browser where Ksystems is displayed to continue working in the Service Reporting-Calendar.

#### CPT Codes for NYS Schools

[Export to Excel](#)

Service Type	CPT Code/Rate Code	Description	Rules	Session Time/Units
Psychological Evaluation	90801	Psychiatric diagnostic interview examination	Psychotherapy includes continuing psychiatric evaluation, cpt codes 90801 and 90802 are not separately reportable with individual psychotherapy codes.	1 per session
Psychological Evaluation	90802	Interactive psychiatric diagnostic interview examination using play equipment, physical devices, language interpreter, or other mechanisms of communication	Psychotherapy includes continuing psychiatric evaluation, cpt codes 90801 and 90802 are not separately reportable with individual psychotherapy codes.	1 per session
Psychological Evaluation	90802	Interactive psychiatric diagnostic interview examination using play equipment, physical devices, language interpreter, or other mechanisms of communication	Psychotherapy includes continuing psychiatric evaluation, cpt codes 90801 and 90802 are not separately reportable with individual psychotherapy codes.	1 per session
Psychological Counseling	90804	Individual psychotherapy, insight oriented, behavior modifying and/or supportive, in an office or outpatient facility, approximately 20 to 30 minutes face-to-face with the patient.	See footnote 11. Individual psychotherapy codes (cpt code 90804-90829) include separate codes for psychotherapy with medical evaluation and management (e&m) services as well as codes for psychotherapy without e&m services. For practitioner services other e	Approximately 20-30 minutes
Psychological Counseling	90805	Individual psychotherapy, insight oriented, behavior modifying and/or supportive, in an office or outpatient facility, approximately 20 to 30 minutes face-to-face with the patient; with medical evaluation and management services	See footnote 11. Individual psychotherapy codes (cpt code 90804-90829) include separate codes for psychotherapy with medical evaluation and management (e&m) services as well as codes for psychotherapy without e&m services. For practitioner services other e	Approximately 20-30 minutes

13. A selection must be chosen from the Setting dropdown menu. The setting should indicate the exact location that the service was provided.

**Demo Buffalo Student Information**  
Adam, Kate ( F ) 01/15/2003

**Service Unit Data Entry**

Service .....	Mode .....	GRP 1	Therapist .....	CPT Code -Select-	
Setting School	Session Start Time [Clock Icon]	Session End Time [Clock Icon]	CPT MIN	Co-Therapy <input type="checkbox"/>	Simultaneous <input type="checkbox"/>

[Add New Setting](#)      [CPT Code Descriptions](#)  
[Time Entry Help](#)

[Progress Statements](#)      [Notes](#)

\*\* If a setting for the service is not present in the Setting dropdown menu, users can add a setting to the dropdown by clicking the words "Add New Setting". \*\*

A text box and an "Add Setting" appear button appear. Click in the text box, type the name of the setting and click the "Add Setting" button.

After the "Add Setting" button is selected users will receive a message stating "Setting Added Successfully". The newly added setting will be immediately available from the Setting drop down menu.

**Demo Buffalo Student Information**  
Adam, Kate ( F ) 01/15/2003

**Service Unit Data Entry**

Service .....	Mode .....	GRP 1	Therapist .....	CPT Code -Select-	
Setting School	Session Start Time [Clock Icon]	Session End Time [Clock Icon]	CPT MIN	Co-Therapy <input type="checkbox"/>	Simultaneous <input type="checkbox"/>

[Add New Setting](#)      [CPT Code Descriptions](#)  
[Time Entry Help](#)

[Progress Statements](#)      [Notes](#)