14. Type in the Session Start Time and Session End Time the student arrived and left the session as accurate as possible to the beginning and end of the session times. For example if the Start time is 10:07am type in 10:07am, do not round off to the nearest time.

Demo Buffalo Student Information

Adam, Kate (F) 01/15/2003

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

Add New Setting

CPT Code Descriptions
Time Entry Help

Progress Statement: Notes:

** The time can also be chosen from the Time Picker (🕐). **

Demo Buffalo Student Information

Adam, Kate (M) 01/15/2003

ICD Code

[▼] Select a service-ICD Code will populate below if in system

ICD in system:

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

Add New Setting

Progress Statement

CPT Code Descriptions
Time Entry Help

Time Picker		
7:00 AM	7:15 AM	7:30 AM
7:45 AM	8:00 AM	8:15 AM
8:30 AM	8:45 AM	9:00 AM
9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM
10:45 AM	11:00 AM	11:15 AM
11:30 AM	11:45 AM	12:00 PM
12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM
1:45 PM	2:00 PM	2:15 PM
2:30 PM	2:45 PM	3:00 PM
3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM
4:45 PM		

○ Limited Progress
○ No Progress
○ Not Applicable
○ Progress
○ Regression

ect Prior or Write New) ▼

B I U A ▼ 🖌 ▼

July ▼ 20

15. Type in the number of minutes spent on each CPT code during the session time entered in step 13.

The minutes spent on a CPT code must be typed in the CPT Minutes Box. Each CPT Code will be submitted as its own service unit.

The number of minutes spent on a CPT code will **not** be automatically calculated based on the Start and End time entered as they may not necessarily consist of the entire duration of the session due to unexpected interruptions or use of multiple CPT codes during a session.

***For example student Kate arrived for her session at 10:00am. There was a minor interruption during the session between 10:10am and 10:17am resulting from a behavioral issue. Kate left the session at 10:30am. The session Start Time will be 10:00am and the session End Time will be 10:30am, the total time spent working on a CPT code is 23 minutes due to the behavioral issue not being related to a CPT code procedure.

*The number of minutes entered into the CPT Minutes box cannot exceed the length of time between the Session Start Time and the Session End Time.

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

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

Add New Setting

CPT Code Descriptions
Time Entry Help

Progress Statement: Notes:

16. The Co-therapy check box is to be checked when two different therapies are being conducted at once by 2 different therapists.

For example if an Occupational Therapist and Physical Therapist are providing co treatment to a student, the OT therapist logs in and reports their session data and checks co-therapy and the PT therapist will also log in and report their session data and also check the co-therapy box.

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

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

Add New Setting

CPT Code Descriptions
Time Entry Help

Progress Statement: Notes:

17. The Simultaneous box is to be checked when the student is getting 2 CPT codes at the <u>exact same</u> time from the <u>same</u> therapist.

Demo Buffalo Student Information

Adam, Kate (F) 01/15/2003

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

CPT Code Descriptions
Time Entry Help

Add New Setting

18. Select one of the Progress Statements available that most accurately describes the progress of the session from the drop down menu. Select from Limited Progress, No Progress, Not Applicable, Progress or Regression.

Not Applicable is listed for nurses who are dispensing medication.

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

CPT Code Descriptions
Time Entry Help

Add New Setting

Progress Statement: **Notes:**

Session Notes (Select Prior or Write New) ▼

- ⦿ Limited Progress
- ⦿ No Progress
- ⦿ Not Applicable
- ⦿ Progress
- ⦿ Regression

August ▼ 2011 ▼ THIS MONTH

19. Daily Session notes are REQUIRED for each Date of Service submitted into Ksystems. Users must type their daily session notes into the text box, OR select "NOTE ON FILE" from the "Session Notes (Select Prior or Write New)" drop down menu if the daily session notes are being maintained in another system or on paper. If notes are being kept outside of Ksystems it is the responsibility of the district/county to maintain the documentation

The drop down menu will contain the ten most recently submitted notes for the child, and the NOTE ON FILE choice. NOT ON FILE will always be the first selection.

Service Unit Data Entry

Service	Mode	GRP	Therapist	CPT Code
..... ▼	..... ▼	1	..... ▼	-Select- ▼

Setting	Session Start Time	Session End Time	CPT MIN	Co-Therapy	Simultaneous
School ▼	🕐	🕐		☐	☐

Add New Setting

CPT Code Descriptions
Time Entry Help

Progress Statement:

Notes:

Session Notes (Select Prior or Write New) ▼

- ◉ Limited Progress
- ◉ No Progress
- ◉ Not Applicable
- ◉ Progress
- ◉ Regression

August ▼	2011 ▼	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

20. Select the date(s) to be reported by clicking the appropriate dates(s) on the calendar. A new progress note must be entered prior to date selection when entering multiple services with notes.

** As Dates are selected, the Services Units and Progress Notes are placed below the calendar in the appropriate boxes. **

Progress Statement:	Notes:

Notes: NOTE ON FILE

○ Limited Progress
○ No Progress
○ Not Applicable
◉ Progress
○ Regression

NOTE ON FILE

| 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			

Previously Submitted Units

Select Another Child

Submit Units

Units Entered So Far

DOS	Mode	Start	End	Min	Grp	Ther	CPT Code	Setting	Co-Therapy	Simultaneous	
07/01/2013	Ind	10:00	10:30	23	1	SP	92507	School	☐	☐	DEL
07/08/2013	Ind	10:00	10:30	30	1	SP	92507	School	☐	☐	DEL

Notes Entered So Far

DOS	Therapy	Note	Progress Statement		
07/01/2013	SP	NOTE ON FILE	Progress	EDIT	DEL
07/08/2013	SP	NOTE ON FILE	Progress	EDIT	DEL

21. Once all Services to be reported on this child have been entered and added, click the Submit Units button. If the Submit Units button is not clicked, the units will NOT be submitted into Ksystems.

Progress Statement:		Notes:

Progress Statement:
- ○ Limited Progress
- ○ No Progress
- ○ Not Applicable
- ● Progress
- ○ Regression

Notes:
NOTE ON FILE

NOTE ON FILE

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			

Previously Submitted Units

Select Another Child

Submit Units

Units Entered So Far

DOS	Mode	Start	End	Min	GrpTher	CPT Code	Setting	Co-Therapy	Simultaneous	
07/01/2013	Ind	10:00	10:30	23	1	SP 92507	School	☐	☐	DEL
07/08/2013	Ind	10:00	10:30	30	1	SP 92507	School	☐	☐	DEL

Notes Entered So Far

DOS	Therapy	Note	Progress Statement		
07/01/2013	SP	NOTE ON FILE	Progress	EDIT	DEL
07/08/2013	SP	NOTE ON FILE	Progress	EDIT	DEL

Clicking the Submit Units button will provide the user with a confirmation that service unit data was successfully sent to Kinney. Click OK.

Message from webpage

⚠ Data Successfully Sent to Kinney

OK

Once OK is clicked, Ksystems provides the user with a report page of the data that was just entered. At this point, there are three options to choose from. You may print this page for your own records, you may return to the Ksystems main menu, or you may select another child for which to submit services.

Select Another Child or Return to Main Menu

SCHOOL DISTRICT	PROVIDER NUMBER
Demo Buffalo	0

CHILDS NAME (GENDER)	DATE OF BIRTH
Adam, Kate(M)	01/15/2003

THERAPIST	THERAPY
Buff Therapist	Speech Therapy

Date	Mode	CPT Code	Setting	Session Start Time	Session End Time	Minutes	Group	Therapy	Co-Therapy	Simultaneous
07/01/2013	Individual	92507	School	10:00	10:30	23	1	Speech	☐	☐
07/08/2013	Individual	92507	School	10:00	10:30	30	1	Speech	☐	☐

Date	Therapy	Notes	Progress Statement
07/01/2013	Speech	NOTE ON FILE	Progress
07/08/2013	Speech	NOTE ON FILE	Progress

Therapist Signature

Monday, July 15, 2013

Print this Page

Return to Main Menu

Select Another Child