

EnterCLAIMS for SEIT and Parent Training Services

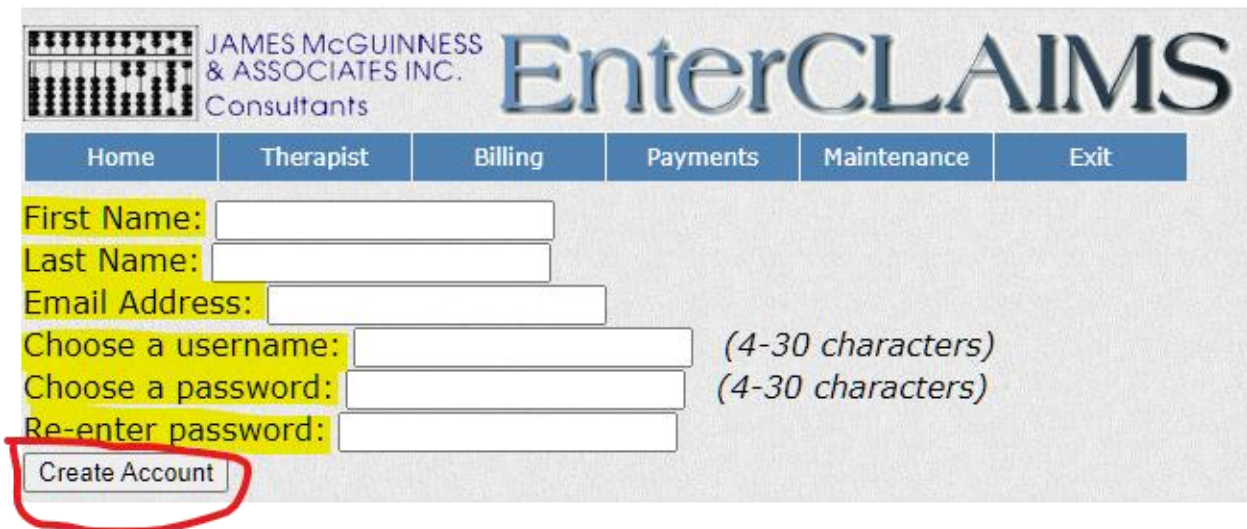
Step 1: Creating an EnterCLAIMS account

- Go to the EnterCLAIMS website: <https://www.enterclaims.com/logon.aspx>
- Click on “Don’t have a username and password? Click here first”



The screenshot shows the EnterCLAIMS login page. At the top left is a logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. To the right is the text "EnterCLAIMS". Below this is a navigation bar with buttons: Home, Therapist, Billing, Payments, Maintenance, and Exit. Under the navigation bar are input fields for "User Name:" and "Password:", followed by a "Login" button. Below the login fields is a yellow highlighted box containing the text: "Don't have a username and password? Click here first". Below this box is a paragraph: "If you have received an activation email from us, [click here](#) to activate your account. If you have signed up for an account but did not receive an activation email, [click here](#) to resend it."

- Enter the following information & click “Create Account”
- You must enter the email address we have in CLAIMS (if you are not sure what email address that is, contact the Preschool Coordinator).



The screenshot shows the EnterCLAIMS account creation page. At the top left is a logo for JAMES McGUINNESS & ASSOCIATES INC. Consultants. To the right is the text "EnterCLAIMS". Below this is a navigation bar with buttons: Home, Therapist, Billing, Payments, Maintenance, and Exit. Under the navigation bar are input fields for "First Name:", "Last Name:", "Email Address:", "Choose a username:", "Choose a password:", and "Re-enter password:". To the right of the "Choose a username:" and "Choose a password:" fields is the text "(4-30 characters)". Below the "Re-enter password:" field is a "Create Account" button, which is circled in red.

- You will receive an activation email

Step 2: Set up Therapist Preferences

- Go to Therapist → Preferences

Home	Therapist	Billing	Payments	Maintenance	Exit
Therapist My Informa Alerts View No alerts.	Classroom Attendance				
	Credential Verification				
	Digital Orders				
	Weekly Attendance Calendar				
	Weekly Schedule Calendar				
	Preferences				
	Secure Transfer				
	Sign Attendance				
	Co-Sign Attendance				
	Unsign Attendance				
	Coordinator Workspace				
Preschool Ca					
Q1 Report					
Q2 Report					
Q2 Report					
Preschool Ca					
Q2 Report					

- Set preferences to the following:

☒ Show Address

☒ Show License Number

☒ Show Session Times for Monthly Calendar

☒ Show Attendance Details On First Click

☐ Use Current Time As End Time on Single Attendance

☐ Separate Bills By Program Type By Default

Calendar Time:

Minimum
8:00 AM

Maximum
6:00 PM

Timeout Duration: 30

Classroom Time:

Start Time
0:00 AM

Home Screen Attendance Mode: Single Attendance Screen

Calendar Settings:

Minutes per Timeslot: 60

Therapist Assignment Date Range on Home Page: This Month

Email Preferences:

☒ Receive Email When General Alert Is Received

☒ Receive Email When Attendance Send Back Alert Is Received

Step 3: Create a Pin Number

- To digitally sign attendances in EnterCLAIMS, you must create a PIN
- To create a pin, click on Maintenance → Set PIN



- There is no minimum or maximum character limit
- Click “Create PIN”

The screenshot shows the 'Set PIN' form. At the top, there's a navigation bar with buttons for 'Home', 'Therapist', 'Billing', 'Payments', 'Maintenance', 'Help', and 'Exit'. Below this is a 'Set PIN' section. A message reads: 'You have not yet created a PIN. You will be unable to digitally sign attendance until you do so. Please create one now.' Below this message is a text input field for the 'PIN Number' with a red box around it. Below the input field is a 'Create PIN' button, also highlighted with a red box.

- After you created a PIN, you will see the following message:

The screenshot shows the 'Set PIN' form after a successful PIN creation. At the top, there's a navigation bar with buttons for 'Home', 'Therapist', 'Billing', 'Payments', 'Maintenance', 'Help', and 'Exit'. Below this is a green message bar that says 'PIN created successfully.' Below this message bar is a 'Set PIN' section. A message reads: 'You currently have a PIN associated with your account. You may change your PIN below.' Below this message is a text input field for the 'PIN Number'. Below the input field is a 'Change PIN' button, highlighted with a red box.

Step 4: Entering CPT Code

- **CPT Code:** NOCPT
- To enter NOCPT Code, click on Home screen → My Cases → Assignment Info (click on the assignment for the case you are entering the CPT Code for)
- Choose NOCPT from the drop-down box

My Cases					
Company: All Companies		Assignment Info	From 4/1/2023 To 4/30/2023	Retrieve	
Child Name	Auth #	Assignment Info	Company	SEP Verification	
CFY DEMO , CHILD 1		09/01/2022-06/30/2023 CFY OBS 17.00x30 YEARLY IND (CFY OBSERVATION)	NYT	No	Enter Digital Order Attendance
CFY DEMO , CHILD 1		09/01/2022-06/30/2023 CFY SUP 2.00x30 WEEKLY IND (CFY CO-SIGN LOG NOTE)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo	USETHESONE	09/01/2022-06/30/2023 CFY OBS 17.00x30 WEEKLY IND (CFY OBSERVATION)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo		09/01/2022-06/30/2023 CONTACT 4.00x1 YEARLY IND	NYT	N/A	Enter Digital Order Attendance
Child - 1, Demo		09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT	No	Enter Digital Order Attendance
Child - 1, Demo		02/01/2023-06/30/2029 SETSS 8.00x60 WEEKLY IND	NYT	No	Enter Digital Order Attendance
Child - 2, Demo		09/01/2022-06/30/2023 SP 1.00x15 TOTAL IND (UDO ACCESSIBILITY)	NYT	No	Enter Digital Order Attendance
Child - 2, Demo		09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT	No	Enter Digital Order Attendance
child-3, demo		09/01/2022-06/30/2023 CFY OBS 4.00x1 TOTAL IND	NYT	No	Enter Digital Order Attendance
child-3, demo		09/01/2022-06/30/2023 CONTACT 12.00x1 TOTAL IND	NYT	N/A	Enter Digital Order Attendance
child-3, demo		10/12/2022-04/12/2023 SP 2.00x45 WEEKLY IND (Basic Home & Commensal)	NYT	No	Enter Digital Order Attendance
child-3, demo		12/17/2023-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT	No	Enter Digital Order Attendance

Default CPT Codes:

CPT Code	Description	
NOCPT	Not Medicaid Billable	Delete

Add CPT Code:

NOCPT - Not Medicaid Billable

Add

Step 5: Adding Goals

You can either type the goal(s) targeted in the **Notes box** of the session note or add goals on EnterCLAIMS.

- To add goals on EnterCLAIMS go to Home screen → My Cases → Click on Assignment Info for the case you are entering the goals for



Goals

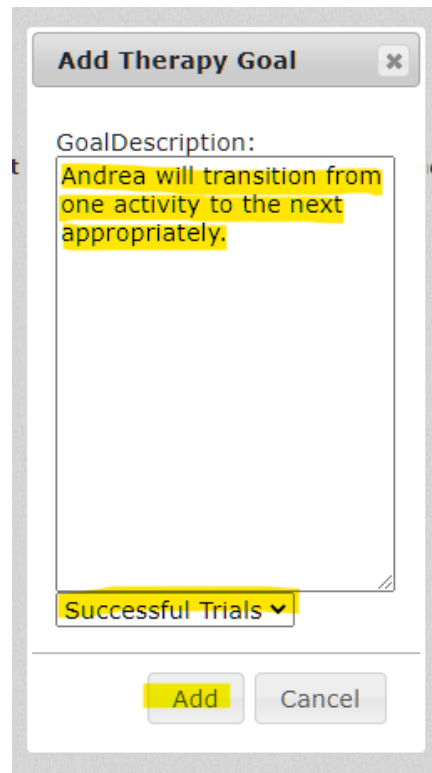
- Click on Goals



Goal List

Create New Goal

- Click on Create New Goal
- Add the goal descriptions and click on trials or percentages from the drop-down menu (must match the IEP goal).
- Click Add



Add Therapy Goal [X]

GoalDescription:

Andrea will transition from one activity to the next appropriately.

Successful Trials ▼

Add Cancel

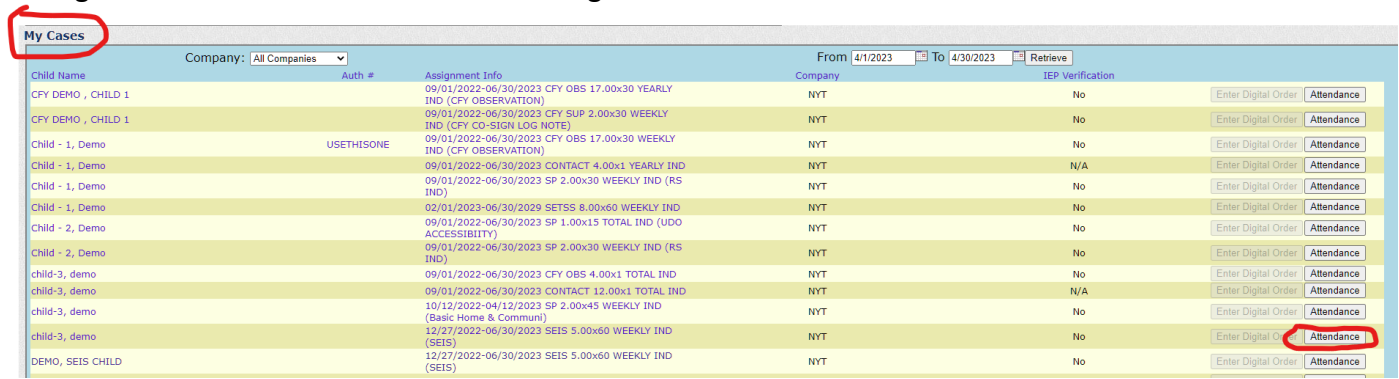
Step 6: Entering Attendance

The **Single Attendance Screen** is the only screen that can be used to sign in-person services.

Please note: If a provider is working in a school with limited internet access that provider has the option to get paper notes signed if they cannot rely on parents to go online and sign the notes after the session.

How to Open the Single Attendance Screen:

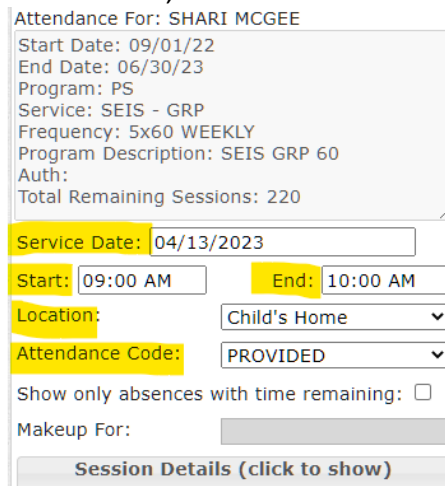
- Go to the Home screen on EnterCLAIMS
- Look at the students you service under “My Cases”
- Click “Attendance” on the row for the child you are entering attendance for
- The Single Attendance Screen allows you to show one attendance at a time, so that a signature can be entered without showing information for other cases.



Child Name	Company	Auth #	Assignment Info	Company	From	To	IEP Verification	
CFY DEMO , CHILD 1	All Companies		09/01/2022-06/30/2023 CFY OBS 17.00x30 YEARLY IND (CFY OBSERVATION)	NYT	4/1/2023	4/30/2023	No	Enter Digital Order Attendance
CFY DEMO , CHILD 1			09/01/2022-06/30/2023 CFY SUP 2.00x30 WEEKLY IND (CFY CO-SIGN LOG NOTE)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo		UETHISONE	09/01/2022-06/30/2023 CFY OBS 17.00x30 WEEKLY IND (CFY OBSERVATION)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo			09/01/2022-06/30/2023 CONTACT 4.00x1 YEARLY IND	NYT			N/A	Enter Digital Order Attendance
Child - 1, Demo			09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT			No	Enter Digital Order Attendance
Child - 1, Demo			02/01/2023-06/30/2029 SETSS 8.00x60 WEEKLY IND	NYT			No	Enter Digital Order Attendance
Child - 2, Demo			09/01/2022-06/30/2023 SP 1.00x15 TOTAL IND (UDO ACCESSIBILITY)	NYT			No	Enter Digital Order Attendance
Child - 2, Demo			09/01/2022-06/30/2023 SP 2.00x30 WEEKLY IND (RS IND)	NYT			No	Enter Digital Order Attendance
child-3, demo			09/01/2022-06/30/2023 CFY OBS 4.00x1 TOTAL IND	NYT			No	Enter Digital Order Attendance
child-3, demo			09/01/2022-06/30/2023 CONTACT 12.00x1 TOTAL IND	NYT			N/A	Enter Digital Order Attendance
child-3, demo			10/12/2022-04/12/2023 SP 2.00x45 WEEKLY IND (Basic Home & Communt)	NYT			No	Enter Digital Order Attendance
child-3, demo			12/27/2022-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT			No	Enter Digital Order Attendance
DEMO, SEIS CHILD			12/27/2022-06/30/2023 SEIS 5.00x60 WEEKLY IND (SEIS)	NYT			No	Enter Digital Order Attendance

Session Note:

- Once you click on “Attendance,” a session note will pop up
- Enter the service date, start & end time, Location & Attendance Code



Attendance For: SHARI MCGEE

Start Date: 09/01/22
End Date: 06/30/23
Program: PS
Service: SEIS - GRP
Frequency: 5x60 WEEKLY
Program Description: SEIS GRP 60
Auth:
Total Remaining Sessions: 220

Service Date: 04/13/2023

Start: 09:00 AM End: 10:00 AM

Location: Child's Home

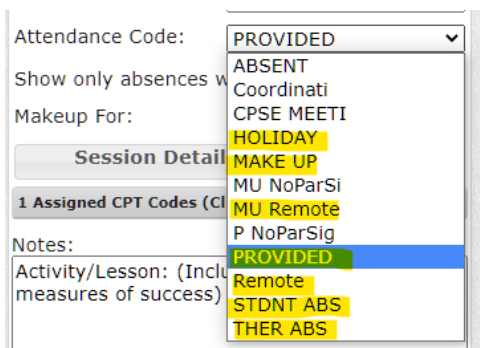
Attendance Code: PROVIDED

Show only absences with time remaining: ☐

Makeup For:

Session Details (click to show)

- There are the Attendance Codes used:



Attendance Codes:

Holiday: Services did not take place due to a holiday

Make Up: Make up for an in-person service ONLY

MU Remote: Make up for a remote/teletherapy session

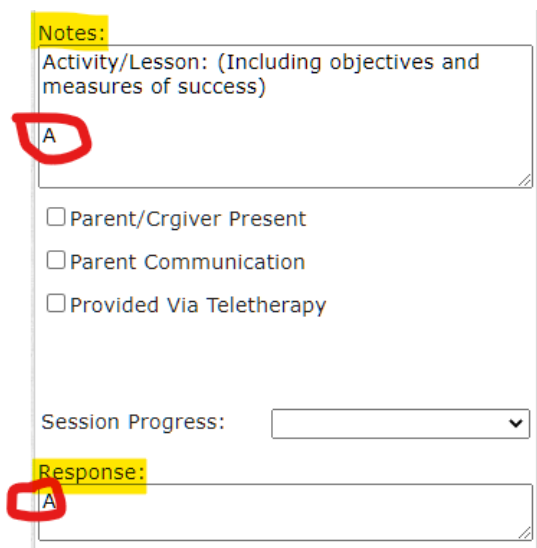
Provided: In-Person services ONLY

Remote: Remote/teletherapy services ONLY

STDNT ABS: Student absence

THER ABS: Therapist absence

- In order for the session note to “save,” enter 1 letter in the **Notes** box and 1 letter in the **Response** box
- Click “Guardian Signature (click to show)” to allow a signature
- Click “Save”



Guardian Signature (click to show)

Save Delete

Guardian Signature (click to hide)

RESET

Signing As: father & mother child ▼

☐ Request Online Signature

Save Delete

Please note:

Signing As: You must choose who is signing from the drop-down box. You **CANNOT** choose “other.”

- If your session notes are not being signed in-person you can check off “Request Online Signature” to have a request sent to parent/guardian to sign online.
- If someone is signing online, the Preschool Coordinator must have that person’s email address in order to enter it into the system
- There are Parent/Guardian Signature Instructions on the NYTPS Website on the EnterCLAIMS tab.

Guardian Signature (click to hide)

Signing As: DAD & MOM DEMO ▼

☒ Request Online Signature

Save Delete

Step 7: How to Complete a Session Note:

Access the session note from the “Single Attendance Screen” (see directions under Step 6)

Session Notes Must Include the Following Information:

Please read the SEIS Manual for session note examples.

- **Notes:** State how you are addressing the goal (i.e., what activity did you do?)
Type the goal(s) being addressed or choose the assigned goals that were added
- **Parent/Caregiver Present:** Choose from drop down box
- **Parent Communication:** Choose from drop down box
- **Session Progress:** From the drop-down box, choose one of the following: no progress, limited progress, progress, regression.
- **Response:** State how the child responded to the activity and the type of support you provided.



The screenshot shows a form section titled "Guardian Signature (click to hide)". Below the title is a large rectangular box for the signature. Underneath the box is a "RESET" button. Below that is a "Signing As:" label followed by a dropdown menu currently showing "father & mother child". Below the dropdown is a checkbox labeled "Request Online Signature". At the bottom of the section are two buttons: "Save" and "Delete". The "Save" button is circled in red.

After all session note information is entered click “save”

Step 8: Signing Attendance

To sign attendance, go to Therapist → Sign Attendance

The screenshot shows the EnterCLAIMS website. At the top left is the logo for JAMES MCGUINNNESS & ASSOCIATES INC., Consultants. The main header area contains several navigation tabs: Home, Therapist (highlighted with a red circle), Billing, Payments, Maintenance, and Exit. On the left side, there is a vertical sidebar menu with options: Therapist, My Information, Alerts | View, No alerts., Preferences, Secure Transfer (highlighted with a red circle), Sign Attendance (highlighted with a red circle), Co-Sign Attendance, Unsign Attendance, Coordinator Workspace, and Important Dates. To the right of the sidebar, under the 'Sign Attendance' option, there is a table with two columns: Target Date and a date field. The table contains three rows of data:

	Target Date
Preschool Ca Q1 Report	9/15/2021
Q2 Report	11/1/2021
Q3 Report	1/1/2022

- Check the box to the left of the Child column for all attendances that need to be signed
- Scroll to the bottom and click “Sign Attendance”

[illegible]

Sign Attendances **Delete Attendances**

- When you click on “Sign Attendance,” you will enter your PIN and click “Sign Attendance”

Sign Attendance

By entering my pin number, I/We certify that on the dates selected, the selected children received the services noted and that documentation exists and is maintained on file verifying the delivery of said services in accordance with all relevant Federal, State and Local Laws and Regulations governing the Medicaid process.

Name & Title:

NPI:

Date:

PIN:

Sign Attendance

Cancel

- Once your attendance is signed, you will see a message that you have signed successfully

Step 9: Creating a bill/Submitting Billing (for SEIS Only)

To create a bill, go to Billing → Create Bill



- Check off all **SEIS cases** that you are submitting billing for (billing for SEIS and parent training services are submitted separately)
- Notes: Enter the month and whether it is the 1st half, 2nd half, weekly or entire month
- Check the box to certify that the services provided are in accordance with the child's IEP
- Check the box to allow the agency to edit your bill by sending attendances back to you to edit if necessary
- Click "Create bill"

Child	Therapy	Month	Number Of Sessions	Program Type
<input checked="" type="checkbox"/>	SEIS CHILD DEMO	SEIS 5x90 WEEKLY	December 2022	2 PS

Notes:
April entire month

☒ I certify that the above services were provided on the dates and times indicated in accordance with the students IEP/IFSP.

☒ I wish to allow the agency to edit my bill by sending back attendances to edit. (Note: This is optional)

Preview Log Notes Preview Bill **Create Bill**

Please read if you provide SEIS and Parent Training Services (see next page for instructions):

- **Providers must submit billing separately for SEIS and Parent Training Services**
- **All SEIS sessions are submitted on one bill**
- **All Parent Training sessions are submitted on another bill**

Creating a Bill / Submitting Billing for Parent Training Services

To create a bill, go to Billing → Create Bill



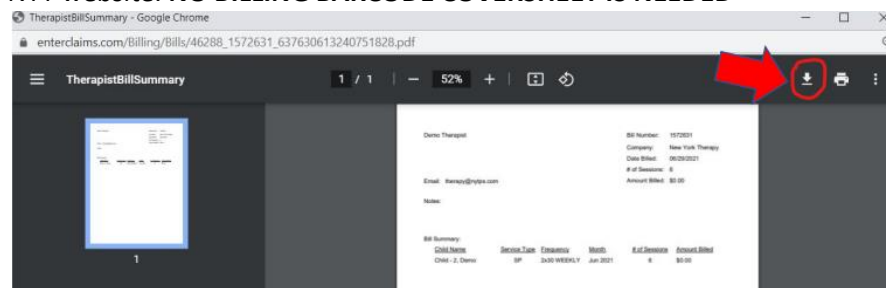
- Check off all **Parent Training** cases that you are submitting billing for (billing for SEIS and parent training services are submitted separately)
- Notes: Enter the month and whether it is the 1st half, 2nd half, weekly or entire month
- Check the box to certify that the services provided are in accordance with the child's IEP
- Check the box to allow the agency to edit your bill by sending attendances back to you to edit if necessary
- Click "Create bill"
- Your billed attendances will no longer be available on the "Create Bill" screen
- You will see your created bill listed on the "Print Bill" screen



- Check off the bill you would like to print
- Click "Print Bill"
- Click "Print Cover Sheet" (this is the invoice that is sent to NYT)

Company:	All Companies	From	6/1/2021	To	7/31/2021	Retrieve
Bill No.	Company	Service Range	Bill Date	Last Printed	Allow Edit	
<input checked="" type="checkbox"/>	1572631 New York Therapy	June 2021	06/29/2021	Never	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	1585616 New York Therapy	July 2021	07/14/2021	Never	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	1585671 New York Therapy	July 2021	07/14/2021	Never	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	1588630 New York Therapy	July 2021	07/16/2021	Never	<input checked="" type="checkbox"/>	Delete
Get Acrobat Reader Print Bill Print Cover Sheet Print Log Reports						

- A new window will open and generate a bill
- Download the bill to your computer by clicking the download arrow, then upload that invoice to NYT through the NYT website. **NO BILLING BARCODE COVERSHEET IS NEEDED**



How to Unsign Attendance

Please note: If there are any billing discrepancies or errors, your billing will be sent back to you to edit.

To edit an attendance, you will first need to unsign the attendance on the **Unsign Attendance Screen**.

- To unsign attendance, go to Therapist, Unsign Attendance

EnterCLAIMS

Home Therapist Billing Payments Maintenance Exit

Therapist

My Information

Alerts | View Weekly Attendance Calendar: You have new alerts!

05/25/2023 Weekly Schedule Calendar *** 1 attendance has been marked

05/17/2023 Preferences *** 1 attendance has been marked

05/04/2023 Secure Transfer *** 1 attendance has been marked

05/04/2023 Sign Attendance *** 1 attendance has been marked

Co-Sign Attendance

Unsign Attendance

Coordinator Workspace

Important Dates

Target Date	Child
9/15/2021	Child - 1, Demo

- Only attendances that are not currently submitted on a bill will be listed on this screen
- To unsign attendances, check the box by any attendance that should be unsigned and edited
- Click “Unsign Attendance”

Home Therapist Billing Payments Maintenance Help Exit

Unsign Attendance

Child Last Name: Services From: To: Filter

* Attendance that is currently on a bill is not available for unsigning. If required, delete the bill or have the agency 'send back' the attendances.

Child	Type	Date	Start Time	End Time	Type	CPT Codes
<input checked="" type="checkbox"/> Applesseed, Johnny	P	7/3/2015	11:00 AM	11:30 AM	Individual	97110
<input checked="" type="checkbox"/> Karate, Katie	P	7/31/2015	10:00 AM	10:45 AM	Individual	97110
<input type="checkbox"/> Karate, Katie	P	8/4/2015	9:00 AM	9:45 AM	Individual	97110
<input type="checkbox"/> Karate, Katie	P	8/6/2015	9:00 AM	9:45 AM	Individual	97110

Unsign Attendances

- Review the Unsign Attendance message confirming you signed inaccurate attendance information and need to unsign to edit the information
- Enter your PIN and click “unsign attendance”

Unsign Attendance

By entering my pin number, I/We certify that on the dates selected, the selected services, which I previously verified and signed, were not accurate, and must be changed in order to accurately reflect the services that took place for the specified children on the specified dates.

Name & Title: DONNAVIN ARMOUR, PT

NPI: 1591180313

Date: 9/21/2015

PIN:

Unsign Attendance Cancel

- Once your attendance is unsigned, you will see a message that you have successfully unsigned your attendance and your attendance can be edited