EnterCLAIMS for SEIT and Parent Training Services
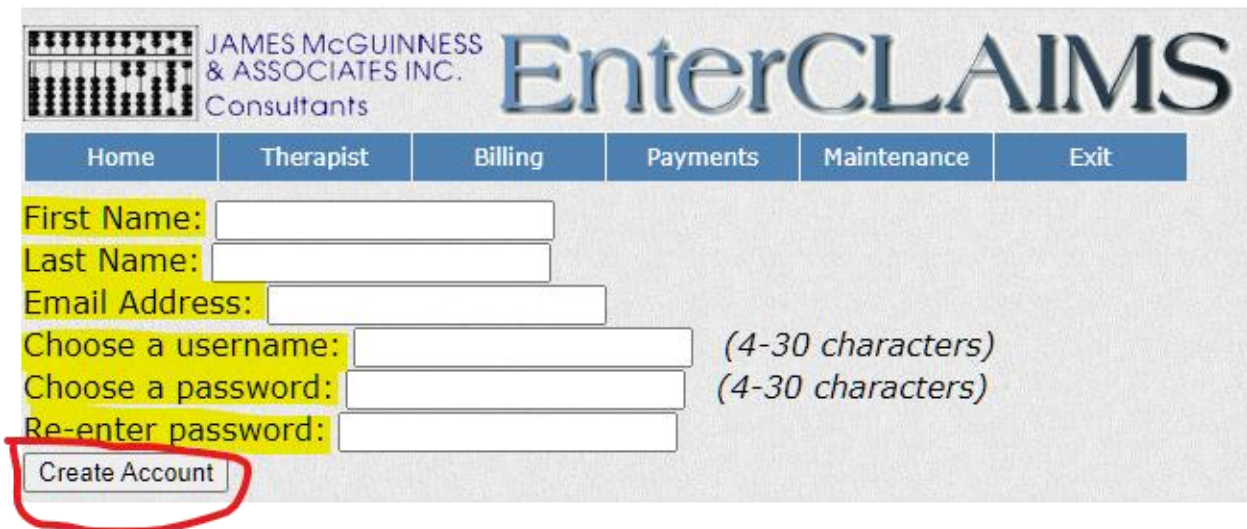
Step 1: Creating an EnterCLAIMS account

- Go to the EnterCLAIMS website: https://www.enterclaims.com/logon.aspx
- Click on "Don't have a username and password? Click here first"

- 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.

- You will receive an activation email

Step 2: Set up Therapist Preferences

- Go to Therapist → Preferences

- Set preferences to the following:

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"

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

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

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
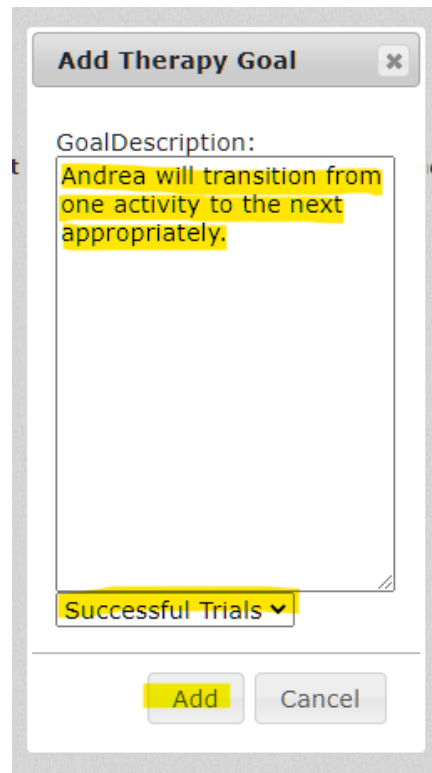
- Click on Goals [Goals]

- Click on Create New Goal [Goal List 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 ✖

GoalDescription:

Andrea will transition from one activity to the next appropriately.
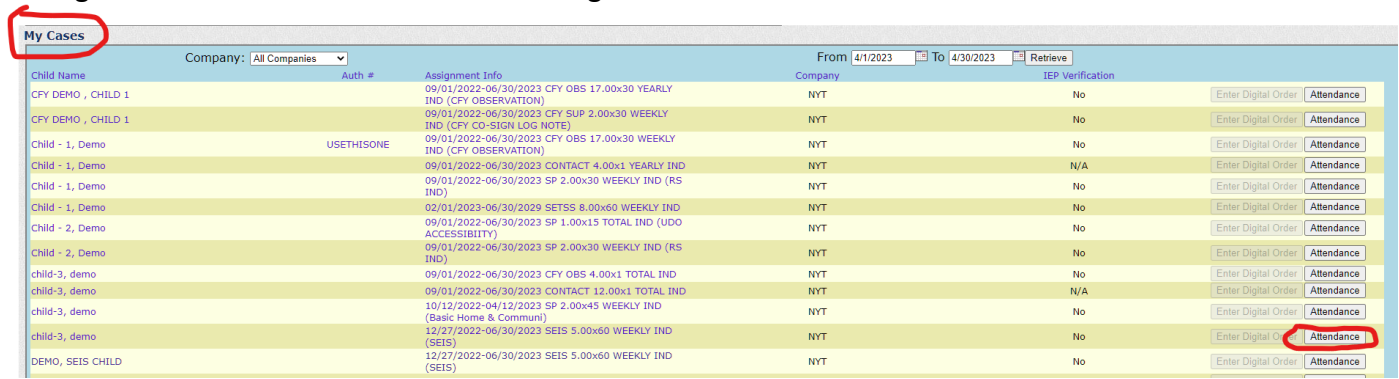
Successful Trials ▾

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.

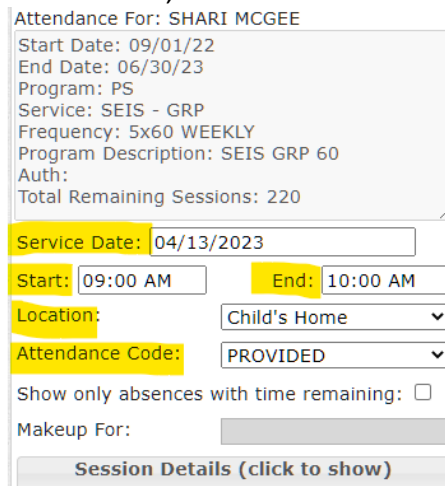### How to Open the Single Attendance Screen:
- Go to the Home screen on EnterCLAIMS
- Look at the students you service under "My Cases"
- Click "Attendance" on the row for the child you are entering attendance for
- The Single Attendance Screen allows you to show one attendance at a time, so that a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

Child Name	Auth #	Assignment Info	Company	IEP 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	USETHISONE	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 ACCESSIBIITY)	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 & Communi)	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 Or	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
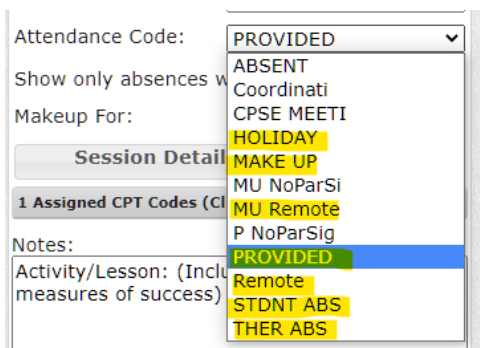
Location: Child's Home

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
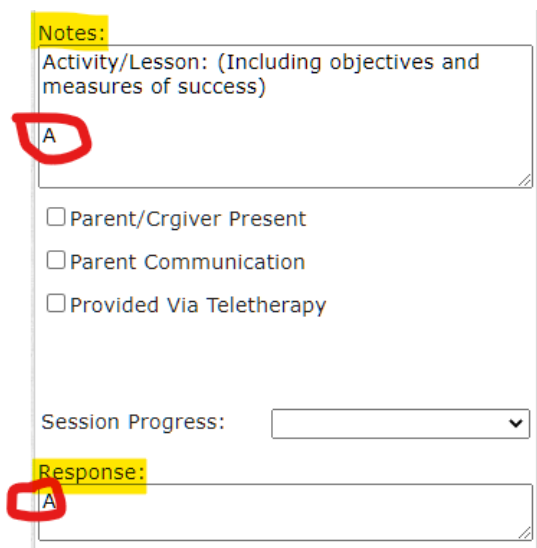   **MU Remote:** Make up for a remote/teletherapy session
    Provided: In-Person services ONLY
    Remote: Remote/teletherapy services ONLY
    STDNT ABS: Student absence
    THER ABS: Therapist absence

- 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"

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.

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.

After all session note information is entered click "save"

Step 8: Signing Attendance

To sign attendance, go to Therapist → Sign Attendance

- 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"

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

- 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"

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

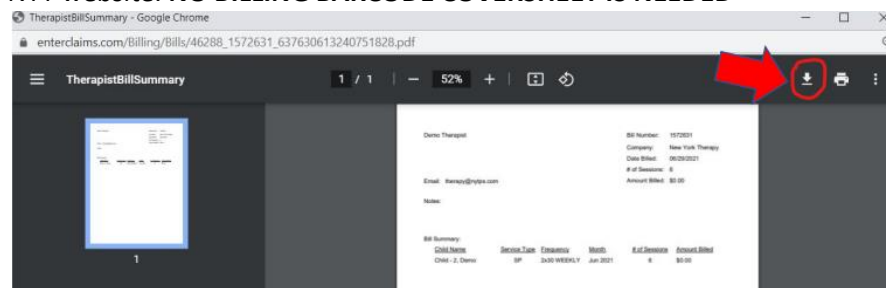To create a bill, go to Billing → Create Bill

- 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)

- 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

- 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"

- 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"

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