EnterCLAIMS for SEIT 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"
- Your User Name must match 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

- 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).
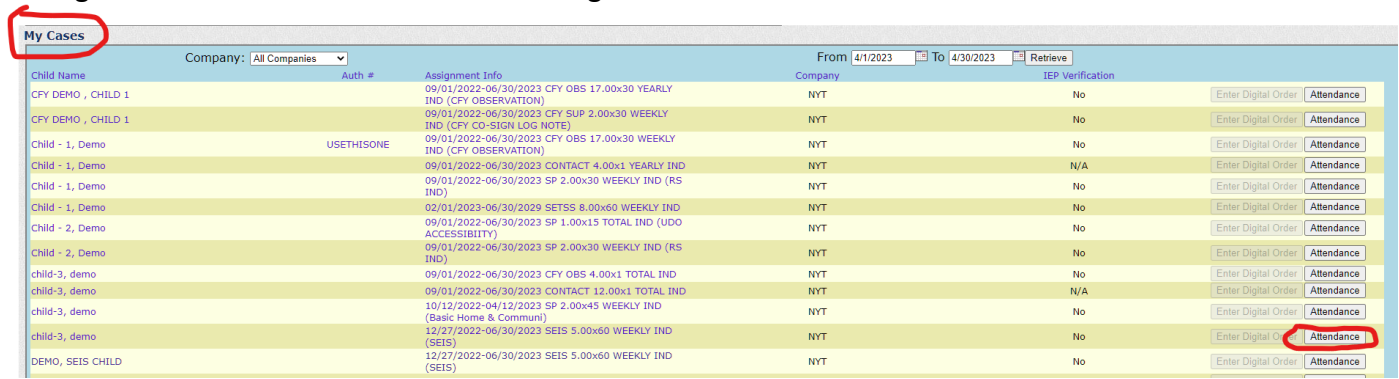- Click Add

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.

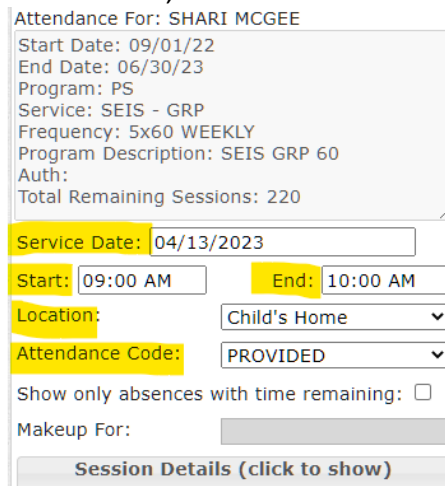## How to Open the Single Attendance Screen:
- Go to the Home screen on EnterCLAIMS
- Look at the students you service under "My Cases"
- Click "Attendance" on the row for the child you are entering attendance for
- The Single Attendance Screen allows you to show one attendance at a time, so that a signature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

Session Note:
- Once you click on "Attendance," a session note will pop up
- Enter the service date, start & end time, Location & Attendance Code
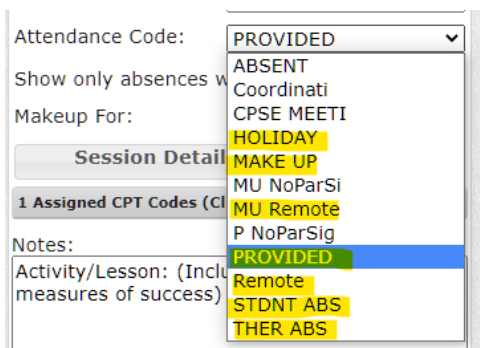
- There are the Attendance Codes used:

       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

Guardian Signature:

For the session note to be signed, click on the guardian signature in order to show the signature field. This can be signed with a finger, the computer mouse or an IPAD pen.

Signing As:

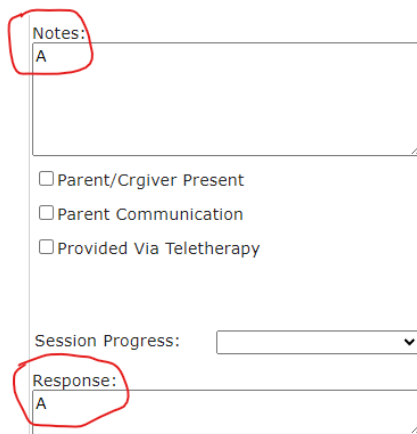- If the parent/guardian is signing, choose the appropriate name from the drop-down menu.

- If the classroom staff is signing, choose "other" from the drop-down menu. Then, type the first and last name of the person and that person's relationship to the child.

- If your session notes are not being signed in-person, the SEIT must give the parent/guardian's email address to the Preschool Coordinator, so it is entered in the system.
- Once the parent/guardian's email address is entered into the system, you will check off "Request Online Signature" to have a request sent to the parent/guardian.

- Make sure you click "save."

- 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 SEIT 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

To create a bill, go to Billing → Create Bill

- Check off all **SEIT cases** that you are submitting billing for
- 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"

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