

## SEIT Service Coordination (Required Functions)

- SEITs **must** complete SEIT Service Coordination (Required Functions) for **each** SEIT case
- This **must** be completed and submitted electronically on EnterCLAIMS
- ***This must be submitted with SEIT billing***
- SEIT Service Coordination (Required Functions) counts towards your accrued Paid Sick Leave hours

*Please read the SEIT Manual in its entirety for more information about SEIT Service Coordination (Required Functions)*

## Entering SEIT Service Coordination (Required Functions) in EnterCLAIMS

### Step 1:

- Log into [EnterCLAIMS](#):

### Step 2:

- Go to Therapist → Coordinator Workspace

The screenshot shows the EnterCLAIMS interface. At the top, there's a header for 'JAMES McGUINNESS & ASSOCIATES INC. Consultants' and the 'EnterCLAIMS' logo. Below this is a navigation bar with tabs: Home, Therapist, Billing, Payments, Maintenance, and Exit. The 'Therapist' tab is active. On the left, there's a sidebar with links: Therapist, My Information, Alerts, and a 'View' button. The main content area shows a list of options: Classroom Attendance, Credential Verification, Digital Orders, Weekly Attendance Calendar, Weekly Schedule Calendar, Preferences, Secure Transfer, Sign Attendance, Co-Sign Attendance, Unsign Attendance, and Coordinator Workspace. The 'Coordinator Workspace' option is highlighted with a red circle. To the right of these options is a table titled 'Important Dates' with columns for 'Action' and 'Target Date'. The table contains several rows with dates ranging from 9/15/2021 to 2/12/2022.

### Step 3:

- Select the date SEIT Service Coordination (Required Functions) was completed
- Choose the child from the drop-down
- Select Attendance code: Coordination
- Click “Add New Log”

The screenshot shows the 'Add New Log' form in EnterCLAIMS. At the top, there's a header with the date '4/16/2023' and a 'Print' button. Below this is a table with columns: Name, Start Time, End Time, and Code. The table is empty. To the right of the table is a form with fields for: Payable Minutes for Date: 0, Units Remaining: 135, Total Used/Authorized: 0/135, Start Time: Now, End Time: Now, demo child-3, DOB: 1/1/2019, IEP Dates: to: , SEIS Provider Name: demo therapist, Code: Select, District: , Notes: . The 'Coordination' attendance code is selected in the 'Code' field. The 'Add New Log' button is highlighted with a red circle. At the bottom, there's a disclaimer: 'I hereby certify that I have provided SEIT services on the dates for the duration indicated herein. I understand that when completed and filed, this form becomes a record of the New York Therapy Placement Services and that any material misrepresentation may subject me to criminal, civil, and/or administrative activities.'

#### **Step 4:**

##### **Enter:**

- Start time
- End time
- IEP from and to dates
- Code
- District
- Notes
- Check off the certification on box on the bottom and click save

The screenshot shows a web-based form for logging SEIT services. At the top, there's a header with a date field (4/10/2023) and a dropdown menu (child-3 demo 12/27/2022-06/30/2023 Service: SEIT Auth # Last Session). Below this, there are tabs for 'View Child', 'View Authorization', 'Coordinator', and 'Add New Log'. The main form area has a table with columns: Name, Start Time, End Time, Code. The 'Payable Minutes for Date: 0' and 'Units Remaining: 135' are displayed. The 'Total Used/Authorized: 0/135' is also shown. The 'Start Time' and 'End Time' fields are highlighted in yellow. The 'IEP Dates' field is highlighted in yellow. The 'SEIT Provider Name' field is highlighted in yellow. The 'Code' field is highlighted in yellow. The 'District' field is highlighted in yellow. The 'Notes' field is highlighted in yellow. At the bottom, there is a checkbox for 'I hereby certify that I have provided SEIT services on the dates for the duration indicated herein. I understand that when completed and filed, this form becomes a record of the New York Therapy Placement Services and that any material misrepresentation may subject me to criminal, civil, and/or administrative activities.' and a 'Save' button.

#### **Submit Required Functions with SEIT Billing**

**Please note: To be received, this must be submitted with your SEIT billing.**

#### **Step 1: Sign Attendance:**

To sign attendance, go to Therapist → Sign Attendance

The screenshot shows the 'Therapist' menu in the system. The 'Therapist' tab is highlighted with a red circle. The menu items are: Classroom Attendance, Credential Verification, Digital Orders, Weekly Attendance Calendar, Weekly Schedule Calendar, Preferences, Secure Transfer, Sign Attendance (highlighted with a red circle), Co-Sign Attendance, Unsign Attendance, and Coordinator Workspace. The 'Important Dates' section shows a table with 'Target Date' and dates: 9/15/2021, 11/1/2021, 1/1/2022, 1/1/2022, 2/12/2022, and 4/1/2022.

## Step 2:

- Click the check box to the left of the child column to sign the attendance.
- Scroll to the bottom of the page and click on “sign attendance”

**Sign Attendance**

Child Last Name:  Services From:  To:

\* Blank filters will retrieve all unsigned attendances.

<input type="checkbox"/>	Child	Type	Date	Start Time	End Time	Type	Setting	Location Address	CPT Codes	ICD 10 Codes
<input type="checkbox"/>	CFY DEMO , CHILD 1	P	12/21/2022	4:00 PM	4:30 PM	Individual	Child's Home			
<input type="checkbox"/>	DEMO, SEIS CHILD	CO	12/27/2022	12:30 AM	1:30 AM	Individual			NOCPT	
<input type="checkbox"/>	Child - 2, Demo	P	12/16/2022	12:17 PM	12:47 PM	Individual	Child's Home			
<input type="checkbox"/>	Child - 2, Demo	P	12/23/2022	12:15 PM	12:45 PM	Individual	Child's Home			
<input type="checkbox"/>	Child - 1, Demo	P	12/22/2022	10:00 AM	10:30 AM	Individual	Child's Home			
<input type="checkbox"/>	Child - 1, Demo	P	8/18/2022	9:00 AM	9:30 AM	Individual	Child's Home			

1 2

**Sign Attendances** Delete Attendances

## Step 4: Sign Attendance Pop Up:

- Once you click on “sign attendance,” you will see the following pop-up box
- 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:   
License Number:   
Certification Number:   
Date:

PIN:

**Sign Attendance** Cancel

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

Attendances signed successfully.

### Sign Attendance

Child Last Name:  Services From: 07/27/2015 To: 07/31/2015

\* Blank filters will retrieve all unsigned attendances.

You have no attendances that require signing.

### Step 5: Creating a Bill to Submit SEIT and SEIT Service Coordination (Required Functions):

- Go to Billing → Create Bill

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# EnterCLAIMS

Home Therapist **Billing** Payments Maintenance Exit

Therapist Home

My Information +

Create Bill

Print Bill

### Step 6:

- Check off the signed attendances for SEIT and SEIT Service Coordination (Required Functions)
- Notes: Enter billing notes (month and 1<sup>st</sup> half, 2<sup>nd</sup> half, weekly or entire month)
- Check off to certify that services were provided in accordance with the child's IEP
- Check to allow NYT to edit your bill if necessary
- Click "create bill"

### Create Bill

Company: New York Therapy From  To

☐ Separate bills by program type

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

Notes:  
April 1st half

☒ 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)