



Personal Care

Documenting Student Services
In Service Capture



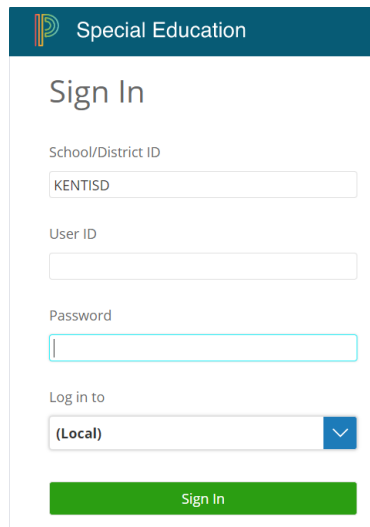
Table of Contents:

Page #

[7/1/2024: Medicaid policy states staff must document student absences and indicate days that no services were provided. Please use the new Non-Billable options in MiPSE to document student absences and/or no services provided when appropriate.](#)

Logging into MiPSE.....	1
My Home Page.....	1
Turning on Auto Fill.....	1
Setting up Caseload.....	2
Locating & Using the Service Calendar.....	2
Completing Personal Care Service Records.....	3
Insert Statements.....	4
Medicaid Eligible Students & Monthly Progress Summaries.....	4
Completing Monthly Progress Summaries.....	5
Additional Resources.....	7
Personal Care Guidelines.....	8
Help Desk Contacts.....	8

Logging Into PowerSchool Special Education (MiPSE)



Web Address: <https://mipse.org>

My Home Page

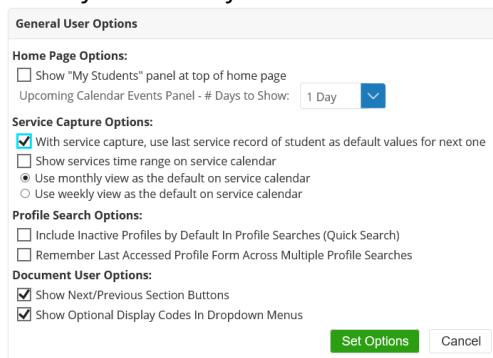


To access your home page, click on the house icon always located in the upper left hand of your screen.

Turning on Auto Fill

You must turn on the auto fill feature from your “Home” page. Auto fill will allow for services to be entered quickly and efficiently. You only need to turn this feature on when you first enter the system. To turn on Auto Fill, follow the steps below:



1. On the “Home” page in the top right-hand corner, click on your initials.
2. Click on the “[Set My User Options](#)” link.
3. Under Default User Options for All Staff, look for “Service Capture Options”.
4. Select the box shown below that states, “*With Service Capture, use the last service record of student as default values for next one*”.



5. Click green “Set Options” to save.

Setting up Caseload

It will be your responsibility to update your own caseload.

1. Go to the “Home” page by clicking on the  icon
2. Scroll down to “My Students” and click on “Edit” .
3. Click on “+ Add Students to...” and click “Standard Caseload”
4. Locate your student by entering in part of the last and first name then clicking on “Search”.
5. A list of students will appear matching the information you entered in the search fields.



<input type="checkbox"/>	ID	Last Name	First Name	Birth Date	School
<input type="checkbox"/>	CECCSAMPLE	Sample	Campus ECC	05/12/2010	Kent Intermediate School District
<input type="checkbox"/>	CSPSSAMPLE	Sample	CedarTrain	05/18/2008	Cedar Springs High School
<input checked="" type="checkbox"/>	TRAINSAMP2	Sample	Cinderella	02/01/2011	Kent Intermediate School District
<input type="checkbox"/>	01082015	Sample	Consortium	07/02/2012	Kent Intermediate School District
<input type="checkbox"/>	1111111111	Sample	Count	10/02/2008	Kent Intermediate School District



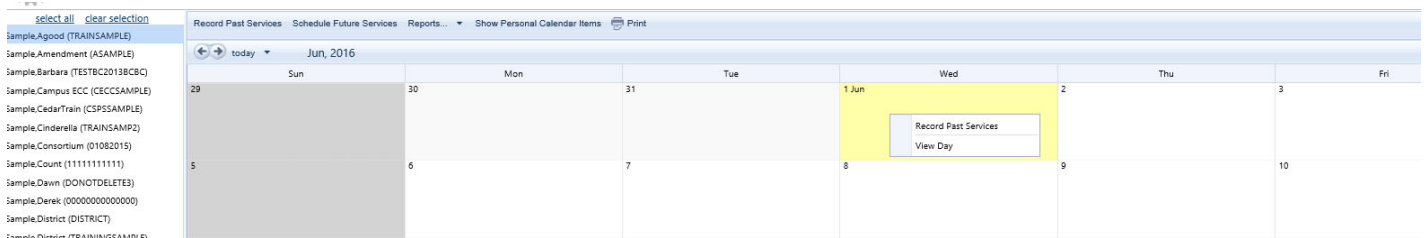
6. Click the check box, on the left, next to the student’s name that you will be adding to your caseload.
7. Click one of the green buttons “Add Students Marked to Standard Caseload.”

Locating & Using the Service Calendar

*** It is recommended to document your student services on a weekly or bi-weekly schedule.



1. To begin documentation, click on the “Service Capture” link on the top of your toolbar and select “Service Calendar.”
2. Select a student by clicking on the student’s name on the left side of the calendar.



3. Select your first date of service by clicking on the date.
4. PC users - Right click your mouse on the date of service to select “Record Past Services”. MAC users - press and hold the Control (Ctrl) key while clicking the mouse. Laptops with touchpad, double tap touchpad with two fingers.

Completing Personal Care Service Records

**Fields circled and indicated below must be completed to enter a valid service record.

7/1/2024: Medicaid policy states staff must document student absences and indicate days that no services were provided. Please use the new Non-Billable options in MiPSE to document student absences and/or no services provided when appropriate.

Service Record

Student: Sample, Agood Staff: Sample, Medicaid Service Date Time*: 06/01/2016 <input type="text"/> <input type="text"/> Duration Minutes: <input type="text"/> Progress Report: (none) <input type="text"/>	Service*: Personal Care Services <input type="text"/> Service Type*: Personal Care Service [T1020] <input type="text"/> Group Size: 1 <input type="text"/>
---	--

Provider Notes:

Areas Covered/Assessed:

Ambulation <input type="text"/>	(If Other Specify): <input type="text"/>
Assistance with Staff Administered Medications <input type="text"/>	(If Other Specify): <input type="text"/>
Dressing <input type="text"/>	(If Other Specify): <input type="text"/>

Has this service been completed?

This service was supervised and is approved for billing

Personal Care Service Required Fields:

1. Student Plan Type: IEP/IFSP/NPSP [Special Education]
2. Service: Personal Care Services
3. Service Type:
 - 1] SBS: Personal Care Services [T1020]
 - 2] Non-billable: No Service Provided
 - 2] Non-billable: Student Absent
 - 2] Non-billable: Student Not Available
4. Areas Covered Assessed: Use the student’s Personal Care Authorization Form to determine areas of need. You may get a copy of this form from your teacher. Note: If student has more than three areas on the form, use Insert Statements above Provider Notes to add the remaining areas. See Using Insert Statements next page
5. Has this service been completed?: This box **MUST** be checked.
6. Save Be sure to click the blue “Save” button.

After saving the service record, it will appear as shown below. Notice the “Edit” and “Delete” buttons towards the top if you need to make changes.

Service Calendar | Service Record

Edit | Delete | Print

Your service has been saved. Click "Service Calendar" to enter additional services or click "Edit" to revise.

- Warning: You should have a valid prescription for this type of service.
- Warning: Once this record is submitted for billing, it cannot be edited or deleted.


Service Record	
Student Sample, Agood	Service Personal Care Services
Staff Sample, Medicaid	Service Type Personal Care Service [1020]
Service Date Time 06/01/2016	Group Size 1
Duration Minutes	
Progress Report	
Provider Notes	
Areas Covered/Assessed:	
Ambulation	
Assistance with Staff Administered Medications	
Dressing	
Has this service been completed?	<input checked="" type="checkbox"/>
This service was supervised and is approved for billing	<input type="checkbox"/>

7. If everything is accurate, click on the "Service Calendar" link above the Edit and Delete options to get back to the calendar and enter additional service dates.

Using Insert Statements

To use the insert statements for your provider notes (if you have more than three areas covered. The first three should be listed under Areas Covered/Assessed).



1. Click the  click the "lines" icon in the provider notes section.
2. A pop-up will display with a dropdown menu listing all of the personal care areas of need.
3. **Click on the area(s) of need** you would like to use from the list.
4. Once you click the area(s) of need, you will see it with a strikethrough, which means **it has been dropped into your provider notes**.
5. Click the X in the upper right hand corner to **close the pop-up**. This will take you back to your service record.

Medicaid Eligible Students & Monthly Progress Summaries

ALL students with Personal Care in their IEP must be documented in Service Capture. ***Students who are Medicaid Eligible require completed Monthly Progress Summary dated the last school day of each month.*** Medicaid Eligibility is imported into the system every two weeks. For this reason, you must run this report each month before completing your Monthly Progress Summaries.

Completing Monthly Progress Summaries

1. **Report is located on your homepage under Reports**
 - a. Header: Service Capture Implementation
 - b. Report: **User Monthly Progress Summaries – CHECK MONTHLY (highlighted blue)**
 - c. Action: Click on the report to open it
2. **How to use the report**
 - a. Action: User the lookup link to the right of the Pink Staff field
 - b. Search for yourself
 - c. Action: Click on Select
 - d. Your name will appear in the Pink Staff field box
 - e. Action: Click on Blue Button Update Report with Values
 - f. This will open so you may see all records that require a monthly progress summary
 - g. Action: Click on the File Folder on the left side of the first row
 - h. This will open up the service record
3. **How to work within the Service Records Profile**
 - a. Action: Complete a new service record as a Monthly Progress Summary
 - b. How to open an new Service Record
 - c. Action: Click on the **+** next to “Add New Service Record”
 - d. A Service Record Form should open up
4. **How to work within the Service Record**
 - a. Action: Service Field – use the drop down to select your role
 - b. Action: Service Type – Select **Monthly Progress Summary**
 - c. Action: Service Date Time – select last school day of the month
 - d. Action: Provider Notes – type a summation of services delivered for the month
 - e. Action: Has this service been completed – check the box
 - f. Action: Click on Green Action Button – Accept Changes
5. **Return to the report**
 - a. Next to the student name
 - b. Action: Click on report

Goal is to empty the report of all Medicaid billable services.

Watch a video demonstration of Monthly Progress Summaries [here](#)

*** The fields circled on the next page must be completed to enter a valid Monthly Progress Summary. Please note Provider Note format.

Special Programs

Record Services:

Service Record

Student Plan Type: IEP/IFSP/NPSP (Special Education)

Student: Sample41,Jeremiah
 Staff: Sample,Medicaid
 Service Date Time: 12/14/2022 2:00 PM
 Duration Minutes:
 Progress Report: Achieved

Service Provider Type: Personal Care Services
 Service Type: 01 SBS/C4S: Monthly Progress Summ
 Group Size: 1


Provider Notes:
 Provided services to Jeremiah Sample41 per his IEP. This month I noticed Jeremiah was less stiff during ambulation.

Areas Covered/Assessed:
 Monthly Summary (If Other Specify):
 (none) (If Other Specify):
 (none) (If Other Specify):

Has this service been completed?

* Be sure to enter these two fields.

Monthly Progress Summary Required Fields:

1. Student Plan Type: IEP/IFSP/NPSP [Special Education]
2. Service: Personal Care Services
3. Service Type: Monthly Progress Summary [00000]
4. Service Date Time: Date and time of Service (TIME is now required)
5. Progress Report: Achieved
6. Provider Notes: See sample in screen shot above.
7. Areas Covered Assessed: Monthly Summary
8. Has this service been completed?: This box **MUST** be checked.
9.  Be sure to click the blue "Save" button.

After saving the service record, it will appear as shown below. Notice the "Edit" and "Delete" buttons towards the top if you need to make changes.

Service Calendar **Service Record**

Edit Delete Print

Your service has been saved. Click "Service Calendar" to enter additional services or click "Edit" to revise.

Warning: Once this record is submitted for billing, it cannot be edited or deleted.

Service Record

Student: Sample,Agood	Service: Personal Care Services
Staff: Sample,Medicaid	Service Type: Monthly Progress Summary [00000]
Service Date Time: 06/30/2016	Group Size: 1
Duration Minutes:	
Progress Report: Achieved	

Provider Notes: Provided services to Agood Sample per IEP. This month I noticed Agood was less stiff during ambulation.

Areas Covered/Assessed:
 Monthly Summary

Has this service been completed?

This service was supervised and is approved for billing

10. If everything is accurate, click on the "Service Calendar" link above the Edit and Delete options to get back to the calendar and enter additional Monthly Progress Summaries.

MiPSE Additional Resources Link

Copies of the training materials used today and other helpful Service Capture information can be found in the “Help” area.



1. Click on Question Mark on blue menu bar
2. Click on “Kent ISD – Service Capture/Medicaid”
3. Click on “Service Capture Resource Page”

A screenshot of the Kent ISD website's "Medicaid for School Staff" page. The page features a green header with the Kent ISD logo and navigation links for Educators, Special Education, Early Childhood, Student Programs, Community, and Administration. A left sidebar lists various Special Education services, with "Medicaid for School Staff" selected. The main content area includes an introductory paragraph, a "New Staff Documentation Guide" section with a graphic, a "Good to Know" section with a list of links, a "Mandated Notifications" section with a list of links, a "Staff Tip Sheets" section with a list of links, a "Personal Care Documents" section with a list of links, and an "Other Medicaid Documents" section with a list of links. The page also includes contact information for Anne Papa-Roark, Lynette Altman, and Mark Higgins.

Personal Care Guidelines

Defined by the Michigan Department of Health and Human Services (MDHHS) in the Medicaid Provider Manual dated July 1, 2024, Personal Care Services are a “range of human assistance services provided to persons with disabilities and chronic conditions which enables them to accomplish tasks that they would normally do for themselves if they did not have a disability.”

Personal Care guidelines are intended to simplify the process and reduce the number of young students that have been referred for personal care for services that are not yet age appropriate (dressing, feeding, toileting, etc.).

Students who have a medical need that requires Personal Care services will have supporting data within the student’s PLAAFP section of the IEP. These students have a medical and/or behavioral problem and are appropriately referred.

Students who are appropriately referred have:

1. Supporting data in the PLAAFP

<u>Special Factors, Supplementary Aids & Assessments</u>	<u>Frequency/Timeline</u>	<u>Location</u>
Personal care services needed to maintain access to school	Daily	Throughout school

2. Personal Care written in the Special Factors, Supplementary Aids & Assessments section of the IEP, as shown below.
3. Personal Care Authorization uploaded as either a “Stand Alone File Based Document” to MiPSE with the proper naming convention. Naming convention must read: student last name, first name, type of prescription and date prescription was signed. (Example: Bunyan, Paul_Personal Care_1-15-2015). **OR** uploaded with the signed Notice page of the IEP..
4. Personal Care Authorization date added to Prescription Profile. Blank Personal Care Authorizations can be located in Student Documents within MiPSE.

Help Desk Contacts

General questions regarding Medicaid, Service Capture, or MiPSE can be answered by contacting one of the staff below:

Lynette Altman
lynettealtman@kentisd.org
(616) 365-2387

Anne Papa-Roark
annepapa@kentisd.org
(616) 301-6191