

## Approving Service Records for Limited-Licensed Staff

### Step 1

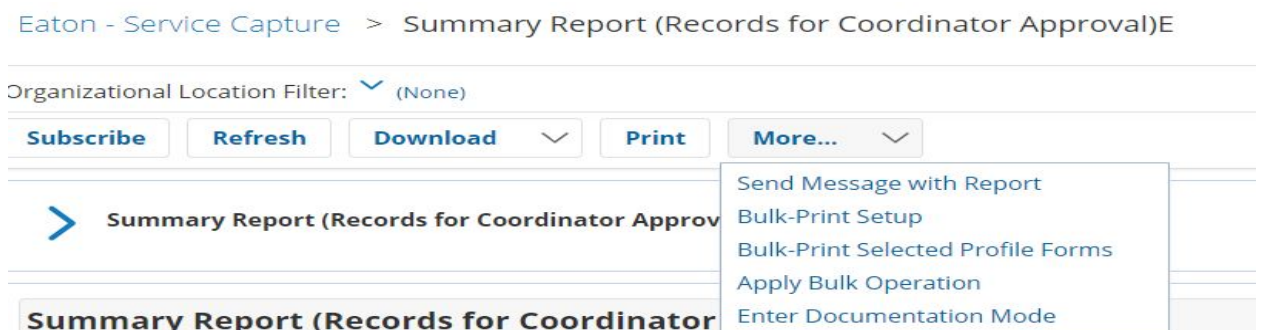
It is the responsibility of a supervising staff member to approve service records for the supervised staff in MiPSE. You must review and approve service records before they can be sent for claim processing. Complete this at the end of each month.

1. From MiPSE log in
2. Click on Reporting from the top tab and then select Standard Reports
3. Click on Eaton – Service Capture for a drop-down of additional reports
4. Select *Summary Report (Records for Coordinator Approval)E* (you should subscribe to this report so it shows on your home page for ease of use)

Note: If the supervising staff member and the supervised staff member do not work in the same districts then the supervising staff member will need to select the supervised staff member’s school district on the home page from the drop-down in top right corner. This will allow the supervisor to see the records to approve.



5. Select the More drop-down and then select Apply Bulk Operation



6. Review the records listed
7. There are two options to approve service records:
  - a. Apply ‘Set Admin Complete’ to Service Records Checked Below... - select this option if you have individually selected records for approval. Records without a check mark will not be approved.
  - b. Apply ‘Set Admin Complete’ to All Service Records in Report... - select this option if you have reviewed all records and all are ready for approval.

Organizational Location Filter: v (None)

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> Summary Report (Records for Coordinator Approval)E

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Apply Bulk Operation (Select Operation...) v

(Select Operation...)  
Set Admin Complete

**Summary Report (Records for Coordinator Approval)**

<input type="checkbox"/>	ID	Last Name	First Name	Student	Staff	Service Date Time	Admin Approve	Service	Session Size	Service Type Code	Service Type	Progress Report	Areas Covered	Pr
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Once records are approved they will no longer display on the report.

## Step 2

For SLP’s, OT’s, and PT’s the limited licensed staff member must have a *Documentation of Supervision of Services Provided by (provider type here) “Under the Direction Of”* for each student they service. This document must be signed by both parties and turned in before leaving that school year to the Medicaid office.

For SSW’s the fully licensed SSW keeps a log sheet, *Documentation of “Supervision of” Services Provided by Certified Social Worker*, for that school year. At the end of the school year the limited licensed and fully licensed staff member sign document and return to Medicaid office.