



SSG MAXCAPTURE User Guide

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Overview of *Service Capture (MAXCAPTURE)*

Chapter

1

The SSG Service Capture system, known as MAXCAPTURE, is an application designed to assist service providers with the documentation of services. It is built on the concept that service providers need an easy and streamlined method to document services provided to their students while also ensuring the collection of Medicaid allowable service data for claiming reimbursement purposes. Through our Service Capture system, MAXCAPTURE offers service providers an efficient way to document special education IEP service delivery and the progress of the student toward goals outlined in their IEP. This system is designed to allow each service provider the ability to build and maintain their own roster of students they serve, enter service records for the students, and efficiently submit these claims for potential billing of Medicaid eligible services.

This manual is designed to support the training of service providers as well as provide a reference tool for the functionality and use of the system. The layout of this manual follows the process the user employs to enter data, screen by screen.

Screen Conventions

There are several screen conventions that remain consistent within the system. These conventions include:

- Underlined text is hyperlinked and allows the user to “drill down” into the system detail. When the cursor is placed on these hyperlinks and the left mouse key is depressed, a new detailed (drill down) screen displays.
- Drop down boxes are used to streamline data entry. Fields with drop down boxes have an arrow button next to them.
- The mouse is used to enter fields or to select actions on each screen.
- Users are recommended not to use the “Back” button (on the Internet Explorer Standard Toolbar), which may cause undesired results.
- Error messages are displayed on the top of each screen when they are encountered. Each error message has a hyperlink that links to the field in error.
- The tab key will move you from field to field within a screen.
- The scroll bar on the side of the screen allows you to view data and fields that do not fit on the initial screen window. Scroll down the page to see this data

Flexibility

The Service Capture system is flexible to provide districts with a variety of configurations, allowing users to view or edit specific data elements. As such, this manual cannot address every possible scenario available. Whenever possible, this manual will alert you to differences that are brought about by district configuration. Be advised that the screenshots in this manual may not match exactly with the screens on your district's configured system.

Browser Options

Currently MAXCapture supports only Internet Explorer and Safari Browsers. **It will not function properly using other browsers like Mozilla Firefox or Netscape etc.**

Home Page

Chapter

2

Upon entering the Home Page, you are presented with several options for action and numerous other informational items. From the Home Page, you have the option from the blue menu bar to:

- 1) Access *Master Data* which leads to **Maintain Provider Roster**: which allows you add and remove students on your roster. Supervisors will have access to **Maintain Supervisor Roster**, to select any providers they supervise.
- 2) Access to *Data Entry* leading to **Service Capture**: Enter, view and update past/current service records by student. Supervisors will also have access to **Service Approval** which allows them to review and approve the services of providers they supervise.
- 3) Access to *Reports* which leads to detailed reports of all the services you entered.

The screenshot shows the MaxCapture-I Home Page. The browser window title is 'MaxCapture-I - Windows Internet Explorer'. The address bar shows 'https://testsbb.ssghosting.com/MaxCapture/Home.aspx'. The page header includes the SSG logo and 'SIVIC SOLUTIONS GROUP'. The main heading is 'School Based Service Capture - Demo School District Home Page'. A blue navigation bar contains links for 'Master Data', 'Data Entry', and 'Reports'. A yellow arrow points to the 'Master Data' link. The page content includes a 'Welcome John PT' message, a 'Your Account' table, a 'License' table, a 'Notices' section, and a 'Resources' section.

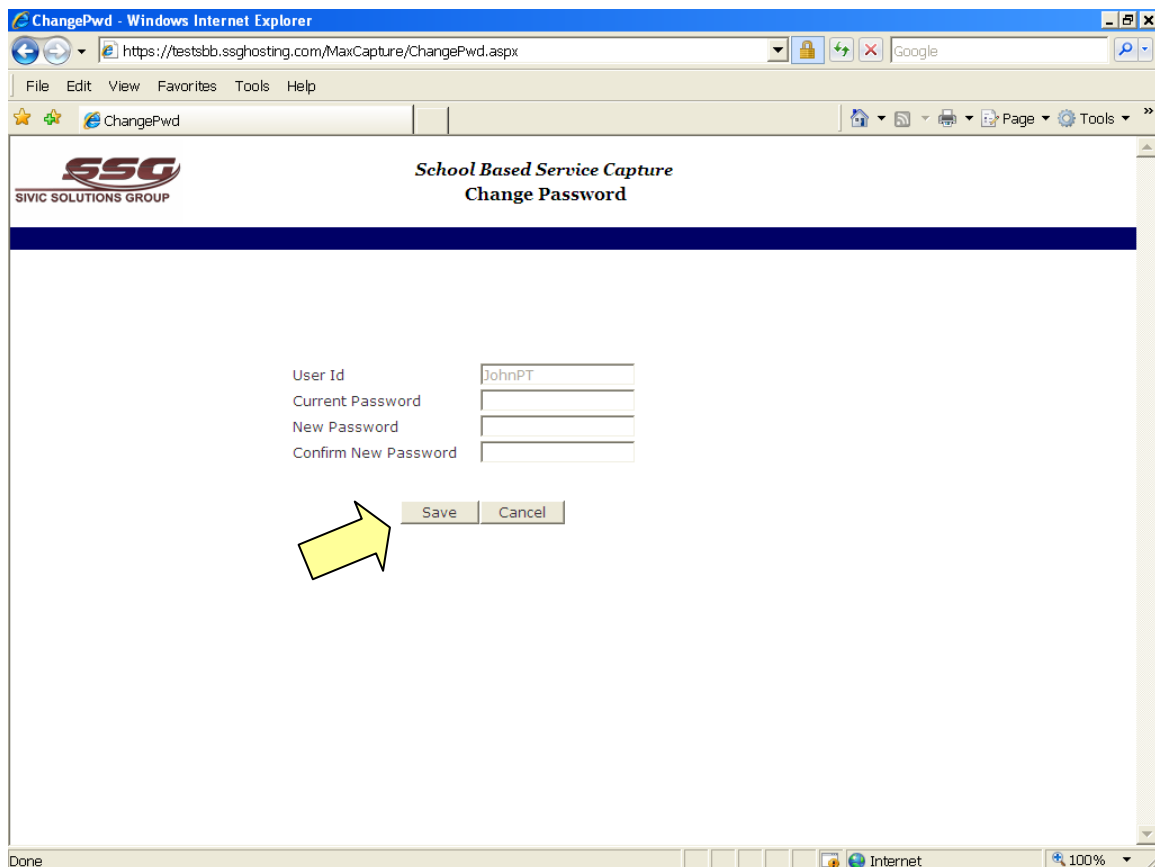
Your Account	
No. of Students In Roster :	10
No. of Unbilled Services :	7
No. of Services on Hold :	0
No. of Services Submitted for Billing :	5

License Type	License #	Expires On
Physical Therapy	PT-001	12/31/2012

Resources	
Name	Description
View Detail	Quick Reference
View Detail	User Guide

How to Change Password

- 1) On the *Home Page* screen, click on your name in the upper right hand corner of the screen to get to the *Registration* screen
- 2) On the *Registration* screen, select the change password action by placing the cursor on the words *Change Password* and click the left mouse button.
- 3) This will take you to the *Change Password* screen where you will enter your current password, the new password, and confirm the new password. Once all three fields are entered, click on the *Save* button.



- 4) Once your password has been changed you are returned to the login screen to log in with your new password. Login using your new password and you will return to the *Home Page*

General Navigation

Chapter

3

There are a variety of navigational features in this system that allows you to get around from screen to screen.

Return to your Home Page

Place your cursor over the *Home* key word at the top right of the screen and click the left mouse key. This will return you to your *Home* Page screen shown on page

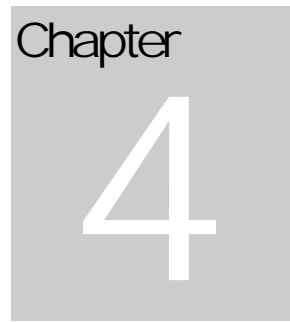
Logout of the Current System Session

Place your cursor over the *Logout* key word at the top right of the screen and click the left mouse key.

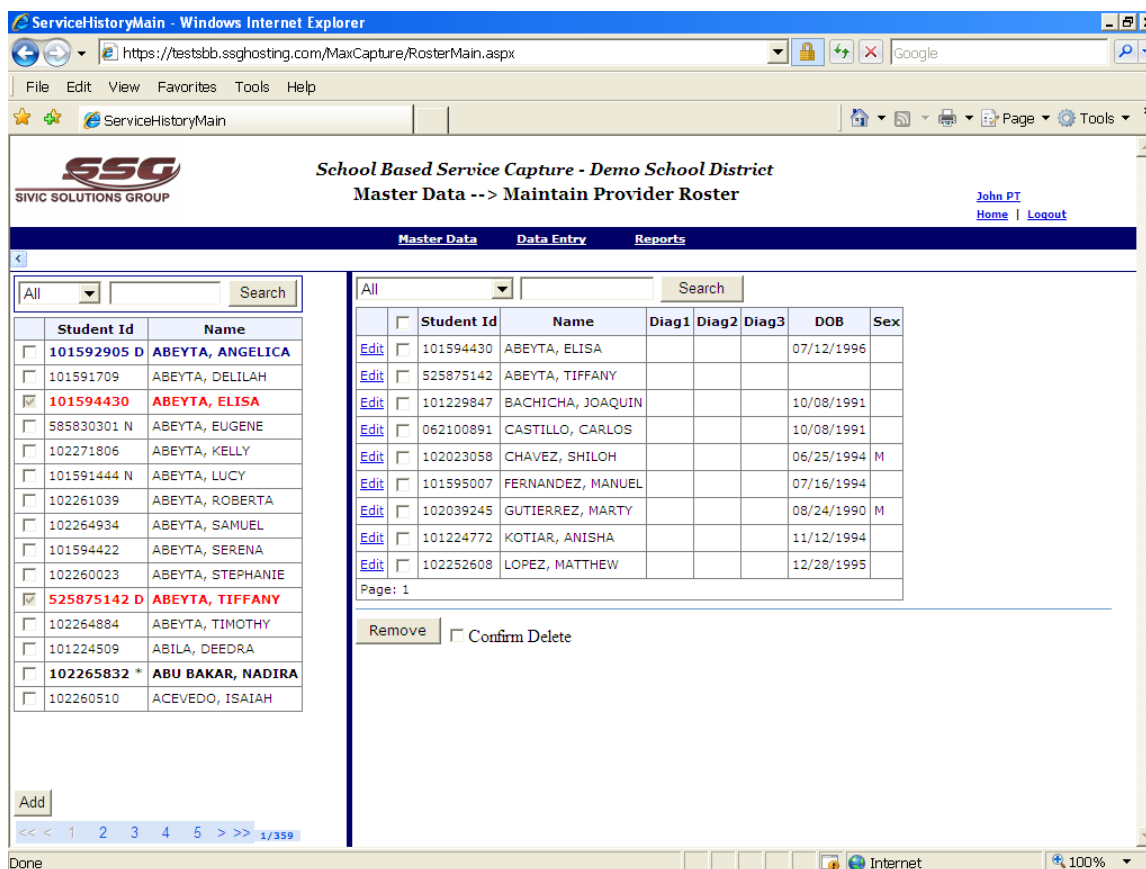
NOTE: The system will automatically time out after several minutes of no data entry. Any unsaved data entered will be lost. If you see a message (“pop-up”) indicating you are about to be timed out, click OK to continue the session or click the “save “button to avoid timing out. The system will take you back to the login screen when the system has timed out.

Please be sure that any pop-up blockers on your computer are disabled for the SSG website. If the pop-up blocker is on, you may be logged out of the website without a warning message!

Maintain Roster - Create Caseload



Select the *Master Data – Maintain Provider Roster* by placing the cursor over the words *Master Data*, slide the cursor over *Maintain Provider Roster* and click the left mouse button. From the *Maintain Roster* screen, you can add or remove students from your roster and re-sort the information



Names of Medicaid enrolled students will be bolded and have an asterisk (*)
 Those students currently on the therapist's roster will be highlighted in red on the list of students.

Add a Student to Caseload

All students in the database are listed on the left side of the *Maintain Roster* screen.

- 1) Find the student in the database by scrolling through the pages or by selecting the search criteria “First Name,” “Last Name,” “Student No,” or “All” data. In the box to the right of the search criteria, type the first name, last name or student number and select “Search.”

The screenshot shows the 'ServiceHistoryMain' application in Internet Explorer. The page title is 'School Based Service Capture - Demo School District Master Data --> Maintain Provider Roster'. The interface includes a search bar with 'kee' entered and a search button. Below the search bar is a list of students with columns for 'Student Id', 'Name', 'Diag1', 'Diag2', 'Diag3', 'DOB', and 'Sex'. A yellow arrow points to the 'Add' button at the bottom left of the student list. Another yellow arrow points to the 'Remove' button below the search table.

Student Id	Name	Diag1	Diag2	Diag3	DOB	Sex
101594430	ABEYTA, ELISA				07/12/1996	
525875142	ABEYTA, TIFFANY					
101229847	BACHICHA, JOAQUIN				10/08/1991	
062100891	CASTILLO, CARLOS				10/08/1991	
102023058	CHAVEZ, SHILOH				06/25/1994	M
101595007	FERNANDEZ, MANUEL				07/16/1994	
102039245	GUTIERREZ, MARTY				08/24/1990	M
101224772	KOTIAR, ANISHA				11/12/1994	
102252608	LOPEZ, MATTHEW				12/28/1995	

- 2) All students meeting the search criteria will appear on the left side of the screen. Scroll down or use the numbers or arrows on the bottom of the box to find the student’s name.
- 3) To add a student to your roster select the student by clicking in the box to the left of the student’s name and clicking the add button. The student is added to your roster.

Remove a Student from Caseload

To remove a student from the roster, click in the box to the left of the student ID, then click confirm delete and remove at the bottom of the screen.

Pre-select a Diagnostic code

Once a student has been selected for your caseload, the provider can select a diagnostic code for the student, which will auto populate in data entry, including multiple service data entry. To do this, click on the blue [Edit](#) button at the beginning of the student listing on the caseload. When you do this, you will see the field below for that student. Click in the Diag 1 field, and you will see a dropdown menu of diagnostic codes. Select and save the appropriate code for that child. There is no need to select Diag codes 2 or 3

The screenshot displays the 'Maintain Provider Roster' page. On the left, a table lists students with checkboxes for selection. The student 'ABEYTA, ELISA' (ID: 101594430) is selected. On the right, a form shows details for this student, including a dropdown menu for 'Diag1' which is currently set to '3154-DEVELOPMENTAL COORDINATION DISORDER'. A yellow arrow points to this dropdown menu.

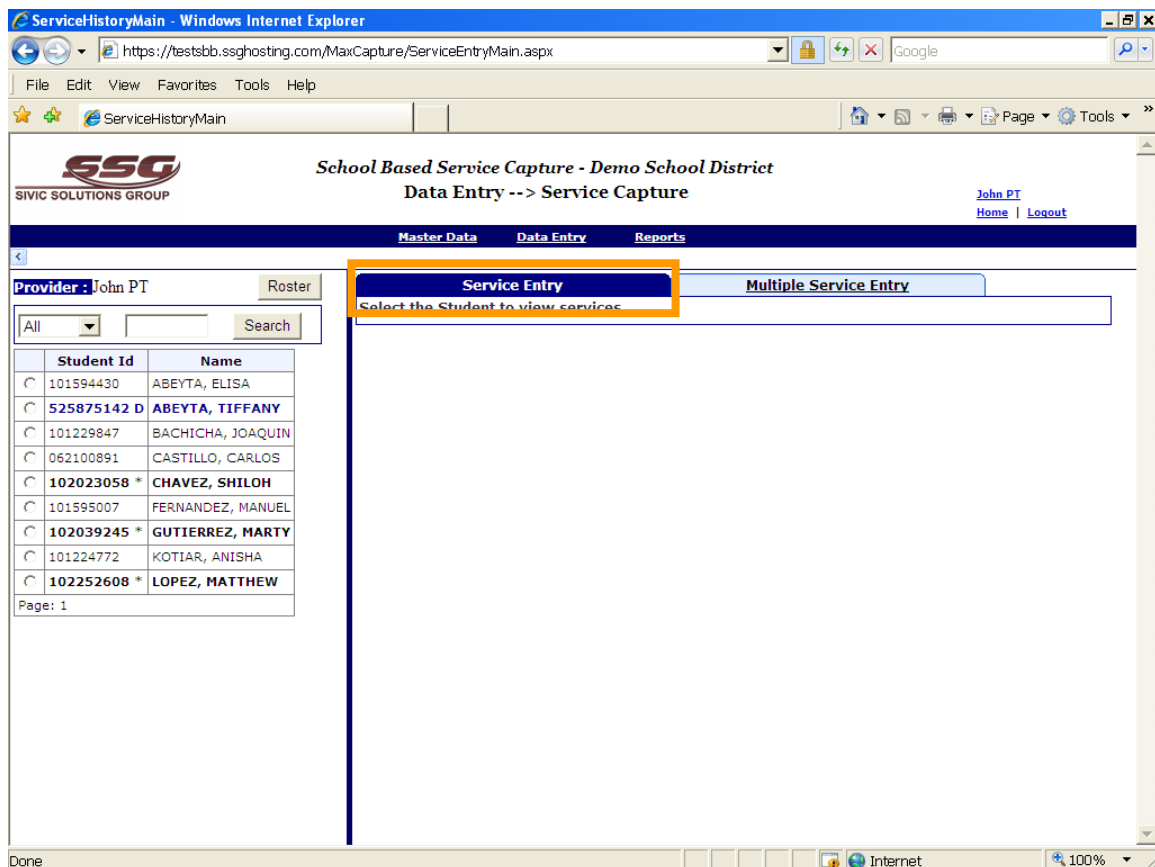
Student Id	Name	Diag1	Diag2	Diag3	DOB	Sex
<input type="checkbox"/> 101592905 D	ABEYTA, ANGELICA					
<input type="checkbox"/> 101591709	ABEYTA, DELILAH					
<input checked="" type="checkbox"/> 101594430	ABEYTA, ELISA					
<input type="checkbox"/> 585830301 N	ABEYTA, EUGENE					
<input type="checkbox"/> 102271806	ABEYTA, KELLY					
<input type="checkbox"/> 101591444 N	ABEYTA, LUCY					
<input type="checkbox"/> 102261039	ABEYTA, ROBERTA					
<input type="checkbox"/> 102264934	ABEYTA, SAMUEL					
<input type="checkbox"/> 101594422	ABEYTA, SERENA					
<input type="checkbox"/> 102260023	ABEYTA, STEPHANIE					
<input checked="" type="checkbox"/> 525875142 D	ABEYTA, TIFFANY					
<input type="checkbox"/> 102264884	ABEYTA, TIMOTHY					
<input type="checkbox"/> 101224509	ABILA, DEEDRA					
<input type="checkbox"/> 102265832 *	ABU BAKAR, NADIRA					
<input type="checkbox"/> 102260510	ACEVEDO, ISAAH					

Student Id	Name	Diag1	Diag2	Diag3	DOB	Sex
<input type="checkbox"/> 101594430	ABEYTA, ELISA				07/12/1996	
<input type="checkbox"/> 525875142	ABEYTA, TIFFANY					
<input type="checkbox"/> 101229847	BACHICHA, JOAQUIN				10/08/1991	
<input checked="" type="checkbox"/> 062100891	CASTILLO, CARLOS				10/08/1991	
<input type="checkbox"/> 102023058	CHAVEZ, SHILOH				06/25/1994	M
<input type="checkbox"/> 101595007	FERNANDEZ, MANUEL				07/16/1994	
<input type="checkbox"/> 102039245	GUTIERREZ, MARTY				08/24/1990	M
<input type="checkbox"/> 101224772	KOTIAR, ANISHA				11/12/1994	
<input type="checkbox"/> 102252608	LOPEZ, MATTHEW				12/28/1995	

Data Entry - Service Capture

Chapter 5

Select Data Entry – Service Capture from the main menu bar by placing the cursor on the words *Data Entry*, sliding the cursor to *Service Capture* and clicking the left mouse button. From the Service Capture screen, you can enter service records for the students on your roster. This is where a service provider actually documents the delivery of a health-related service and the progress of the student toward goals outlined in their IEP. The following screen appears:



Create New Service Capture

- 1) Select the student from your roster on the left side of the screen, click in the circle in front of the student's name.

The screenshot displays the 'ServiceHistoryMain' application in a Windows Internet Explorer browser. The page title is 'School Based Service Capture - Demo School District Data Entry --> Service Capture'. The interface includes a navigation menu with 'Master Data', 'Data Entry', and 'Reports'. The 'Data Entry' section is active, showing a 'Provider: John PT' and a 'Roster' button. A table lists students with columns for 'Student Id' and 'Name'. The student 'CHAVEZ, SHILOH' with ID '102023058' is selected, indicated by a yellow arrow. To the right, the 'Service Entry' form shows the selected student's name and date of birth (6/25/1994), along with fields for 'Service Date From', 'To', and 'Hold Ind'. A yellow arrow points to the 'Service Date From' field. Below the form is an 'Add Service' button.

Student Id	Name
101594430	ABEYTA, ELISA
525875142 D	ABEYTA, TIFFANY
101229847	BACHICHA, JOAQUIN
062100891	CASTILLO, CARLOS
102023058 *	CHAVEZ, SHILOH
101595007	FERNANDEZ, MANUEL
102039245 *	GUTIERREZ, MARTY
101224772	KOTIAR, ANISHA
102252608 *	LOPEZ, MATTHEW

- 2) Before continuing, check the student's name and date of birth (located under the Service Capture tab) to ensure correct student is selected.

- 3) If you have recently entered services for this student, a summary view of each service is listed on this page and shows the date of service, the service type, the Medicaid service code, the diagnostic code and the session start and end time.

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School Based Service Capture - Demo School District
Data Entry --> Service Capture

John PT
Home | Logout

Master Data | Data Entry | Reports

Provider: John PT Roster

All Search

Student Id	Name
101594430	ABEYTA, ELISA
525875142 D	ABEYTA, TIFFANY
101229847	BACHICHA, JOAQUIN
062100891	CASTILLO, CARLOS
102023058 *	CHAVEZ, SHILOH
101595007	FERNANDEZ, MANUEL
102039245 *	GUTIERREZ, MARTIN
101224772	KOTIAR, ANISHA
102252608 *	LOPEZ, MATTHEW

Page: 1

Service Entry Multiple Service Entry

Student Name : CHAVEZ, SHILOH - DOB : 6/25/1994

Service Date From: To: Hold Ind: ALL Search Clear

	Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress	
Edit Copy	02/04/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	02/02/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/30/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/28/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/26/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/23/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/21/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print
Edit Copy	01/19/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I...	View/Print

Page: 1

Add Service

- 4) To add a new service, click on the Add Service button. A list of data entry fields appears below allowing the user to enter the information needed to bill Medicaid (required fields) and to have an IDEA compliant service log (optional fields). For New Mexico, these data fields are:

SSG
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School Based Service Capture - Demo School District
Data Entry --> Service Capture

John PT
Home | Logout

Master Data | Data Entry | Reports

Provider: John PT Roster

All Search

Student Id	Name
101594430	ABEYTA, ELISA
525875142 D	ABEYTA, TIFFANY
101229847	BACHICHA, JOAQUIN
062100891	CASTILLO, CARLOS
102023058 *	CHAVEZ, SHILOH
101595007	FERNANDEZ, MANUEL
102039245 *	GUTIERREZ, MARTY
101224772	KOTIAR, ANISHA
102252608 *	LOPEZ, MATTHEW

Page: 1

Service Entry Multiple Service Entry

Student Name : CHAVEZ, SHILOH - DOB : 6/25/1994

Service Date From: To: Hold Ind: ALL Search Clear

Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress
Page: 1					

Svc Date mm/dd/yyyy

Svc Type Physical Therapy

Svc Code

Diag Code

Therapy Method

Therapy2 Method

Mins

Unit

Progress

Notes

Supr Note

Save Cancel Add Service

Internet 100%

Date of Service: Enter the date in which the service was provided by entering the month, day, and year. All three fields are fill-in fields, which allow you to select the specific service delivery date. If you click on the square box to the right of service date field, a calendar will appear which will allow you to click on a date. If a provider mistakenly selects a Sunday as the date of service delivery, they will be blocked from entering a service. If they select a Saturday, they will see a warning advising them they are about to enter a service for a Saturday. **REQUIRED**

Service Type: Enter the type of service for which you are eligible to perform services. These are supplied in the dropdown box when you place your cursor in the box. In some configurations of the system, your service type may automatically appear. Please note a service type must be entered before the additional fields can be entered. **REQUIRED**

Service Code: Enter the service code of the service provided. The dropdown box displays only those services that correspond to your service type. If you are providing services in an inclusion setting, the group size should be the number of the students in the group who are on your caseload Service. **REQUIRED**

Therapy Methods: Enter the therapy method and activities (from the dropdown) used with the student during the session. Additional comments may be entered in the Notes section. **OPTIONAL**

Diagnosis Code: Enter a diagnosis code from the dropdown list of codes. **REQUIRED, if a Medicaid claimable service code is selected. Not required if a non-billable service code is selected**

Progress: Enter Progress Towards Goal using the drop down list. **REQUIRED**

Minutes: Enter the number of minutes of service provided. **REQUIRED, if a Medicaid claimable service code is selected. Not required if a non-billable service code is selected**

Doses: This is only used by nurses to indicate the number of medication doses given on a day. **REQUIRED, ONLY IF “MEDICATION” IS SELECTED BY NURSE AS SERVICE CODE**

Size: Enter number of students in the group when a group service is provided. **REQUIRED if a group service code is selected.**

Notes: Place the cursor over the Notes button to enter Progress Notes for the student. This field allows up to 2,500 characters. Service notes are **REQUIRED** in the event of a Medicaid audit, and most districts require the provider to enter those notes in the MAXCapture system. However, the system will save any service entry without progress notes.

- 5) Save your work by clicking on the Save button in the lower right hand side of the screen). If you do not wish to save your work, click on Cancel. If you would like to enter an additional service for the same student you may also select the Add Service button. To change or delete a service you have entered, click on the Edit button at the beginning of the service summary line. The data field is opened and you can make and save any changes, or delete a service (please be sure to click “delete” and “confirm delete”. You can only edit or delete services until a service sweep occurs. Please check with your Medicaid Administrator if you would like to know the sweep schedule. If you determine that you made an error on a service that has already been swept. Please notify your Medicaid Administrator.

- 6) To add a new service that is similar to a previous service, a user may select the copy button and the information from the previous service will populate without a date. The provider must then enter required date and save the encounter.

The screenshot shows a web application interface for 'School Based Service Capture - Demo School District'. The main content area is titled 'Service Entry' and 'Multiple Service Entry'. It displays a list of services for a student named CHAVEZ, SHILOH (DOB: 6/25/1994). The services table has the following columns: Svc Date, Svc Type, Svc Code, Diag Code, Mins, Progress, and View/Print. A yellow arrow points to the 'Copy' button in the first row of the table.

	Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress	
<input type="radio"/> Copy	02/04/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	02/02/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/30/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/28/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/26/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/23/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/21/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
<input type="radio"/> Copy	01/19/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print

Note: Medicaid rules require that the amount of service time claimed not exceed the service time designated in the IEP. If a provider or student is absent for a scheduled service, a “make-up” session may be claimed for Medicaid billing. Such a make up session should be documented in the notes box. Services missed due to student absence cannot be claimed if they result in exceeding the service time/frequency in the IEP. If services are provided beyond the time frequency specified in the IEP due to student absence or other factors, you may enter the service code “other” and document these services in the notes box.

- 7) By selecting Print/View Service, Service Capture allows the service provider to print a summary of the service details provided to the student along with session notes. Please note that a better report both in format and “paper-saving” is available in the reports section.
- 8) These service records remain in your file until the system is swept (usually once every month). When the system is swept, you will no longer see these service records on your Service Capture screen when you click on the student’s name. **However, you will be able to view a full record of all services you entered in the Reports –Therapist Service Details of MAXCAPTURE**
- 9) Student records may be sorted using Service Date (Svc Date), Service Type (Svc Type) or Service Code (Svc Code). Place the cursor on the title bar (Svc Date, Svc Type or Svc Code) and click on the left mouse. The field will be sorted in ascending or descending order.

The screenshot displays the 'ServiceHistoryMain' application in a Windows Internet Explorer browser. The page title is 'School Based Service Capture - Demo School District Data Entry --> Service Capture'. The user is logged in as 'John PT'. The interface is divided into several sections:

- Navigation:** 'Master Data', 'Data Entry', and 'Reports' tabs are visible at the top.
- Provider Information:** 'Provider: John PT' and a 'Roster' button are shown.
- Search:** A search box with a dropdown menu set to 'All' and a 'Search' button is present.
- Student Roster Table:**

Student Id	Name
101594430	ABEYTA, ELISA
525875142 D	ABEYTA, TIFFANY
101229847	BACHICHA, JOAQUIN
062100891	CASTILLO, CARLOS
102023058 *	CHAVEZ, SHILOH
101595007	FERNANDEZ, MANUEL
102039245 *	GUTIERREZ, MARTY
101224772	KOTIAR, ANISHA
102252608 *	LOPEZ, MATTHEW
- Service Entry Table:**

Student Name : CHAVEZ, SHILOH - DOB : 6/25/1994

Service Date From: [] To: [] Hold Ind: ALL Search Clear

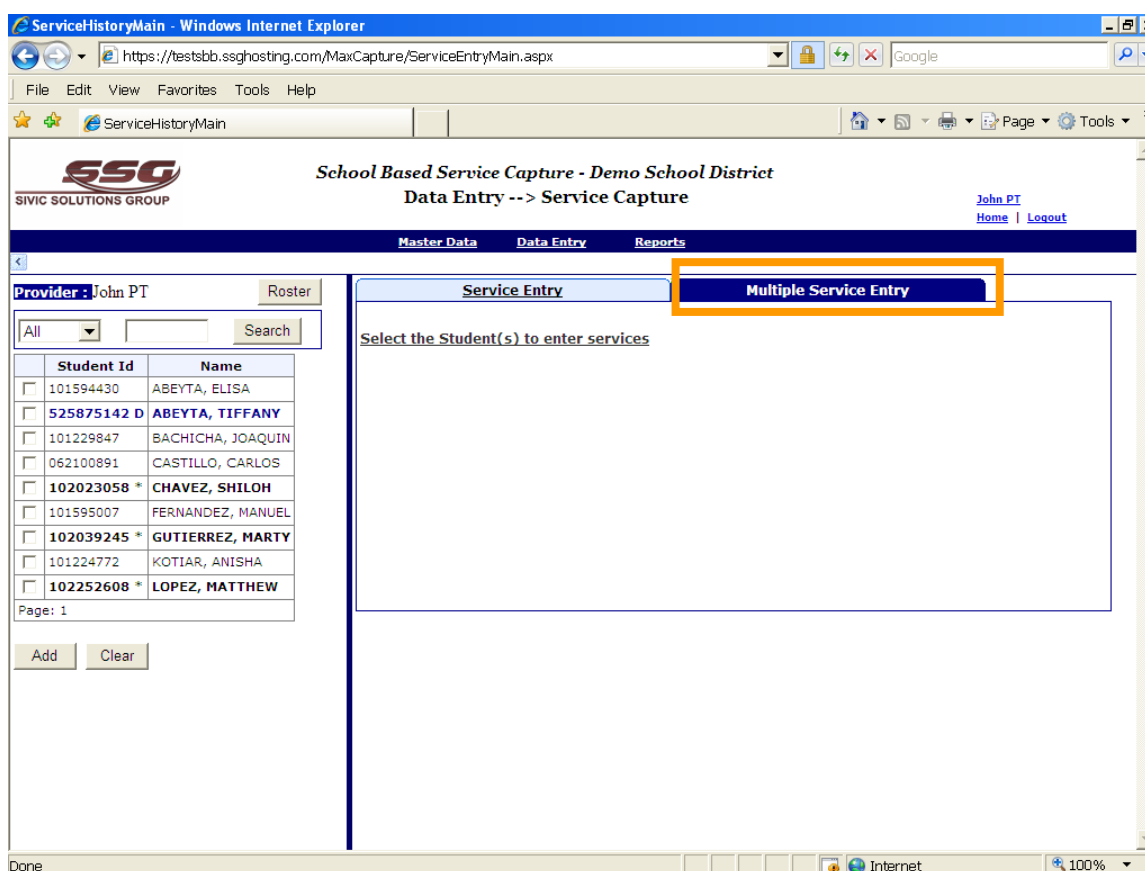
	Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress	
Edit Copy	01/19/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	01/21/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	01/23/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	01/26/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	01/28/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	01/30/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	02/02/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print
Edit Copy	02/04/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate	View/Print

Page: 1

Add Service

Adding Multiple Service Captures

For those providers serving students in groups rather than individually, clicking on Multiple Service Entry enables the user to enter services for a group of students one time. This function can also be used to enter services for an individual student or group of students for multiple dates. Please note that, if entering services for a group of students with different diagnostic codes, those individual diagnostic codes will be recorded for those students if those codes were pre-selected when the provider created the student roster (see page 8). If diagnostic codes were not pre-entered, the provider can enter a single diagnostic code and then go back to Service Entry and edit for the individual codes for each student.



To enter services in the this section , select the student's name(s) from the left side of the screen by checking the box in front of the student's name **and** clicking the *Add* button at the bottom of the student list . Load one or multiple students in the group or the one student for multiple services entry.

The screenshot shows a web browser window titled "ServiceHistoryMain - Windows Internet Explorer" with the URL "https://testsbb.ssghosting.com/MaxCapture/ServiceEntryMain.aspx". The page header includes the SSG logo and "SIVIC SOLUTIONS GROUP". The main title is "School Based Service Capture - Demo School District" with a subtitle "Data Entry --> Service Capture". Navigation links for "John PT", "Home", and "Logout" are present. A menu bar contains "Master Data", "Data Entry", and "Reports". The "Data Entry" section is active, showing a "Provider : John PT" and a "Roster" button. Below this is a search area with a dropdown set to "All" and a "Search" button. A table lists students with checkboxes for selection:

Student Id	Name
<input type="checkbox"/> 101594430	ABEYTA, ELISA
<input checked="" type="checkbox"/> 525875142 D	ABEYTA, TIFFANY
<input type="checkbox"/> 101229847	BACHICHA, JOAQUIN
<input checked="" type="checkbox"/> 062100891	CASTILLO, CARLOS
<input type="checkbox"/> 102023058 *	CHAVEZ, SHILOH
<input type="checkbox"/> 101595007	FERNANDEZ, MANUEL
<input checked="" type="checkbox"/> 102039245 *	GUTIERREZ, MARTY
<input type="checkbox"/> 101224772	KOTIAR, ANISHA
<input type="checkbox"/> 102252608 *	LOPEZ, MATTHEW

Below the table is a "Page: 1" indicator and two buttons: "Add" and "Clear". A yellow arrow points to the "Add" button. To the right, the "Service Entry" section is titled "Select the Student(s) to enter services" and contains an empty text area. The "Multiple Service Entry" section is also visible but empty. The browser status bar at the bottom shows "Done", "Internet", and "100%" zoom.

In the Multiple Service Entry Screen the service provider must select multiple day of service (e.g. Mon, Wed, Fri) for the multiple students (or a single student) by clicking on the appropriate dates in the calendar. When a date has been selected, it will be highlighted in green. As with standard service capture, a provider cannot select a future date. If entering services for a group of students, the provider can have each student assigned their individual diagnostic code if they pre-selected these codes when they created their student roster. To do this, the provider should click in the box “Check to pick Primary diag code from Roster”. When the provider enters the service, the diagnostic code field will be unavailable, since the code was pre-selected. If the provider gets a message that diagnostic codes were not pre-selected, (or they choose not to pre-select these codes) they can proceed to enter the service with a diagnostic code, and the edit for individuals as needed.

ServiceHistoryMain - Windows Internet Explorer
 https://testsbb.ssghosting.com/MaxCapture/ServiceEntryMain.aspx

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School Based Service Capture - Demo School District
 Data Entry --> Service Capture

John PT
[Home](#) | [Logout](#)

Master Data | **Data Entry** | Reports

Provider: John PT Roster

All Search

Student Id	Name
<input type="checkbox"/> 101594430	ABEYTA, ELISA
<input checked="" type="checkbox"/> 525875142	ABEYTA, TIFFANY
<input type="checkbox"/> 101229847	BACHICHA, JOAQUIN
<input checked="" type="checkbox"/> 062100891	CASTILLO, CARLOS
<input type="checkbox"/> 102023058 *	CHAVEZ, SHILOH
<input type="checkbox"/> 101595007	FERNANDEZ, MANUEL
<input checked="" type="checkbox"/> 102039245 *	GUTIERREZ, MARTY
<input type="checkbox"/> 101224772	KOTIAR, ANISHA
<input type="checkbox"/> 102252608 *	LOPEZ, MATTHEW

Page: 1
 Add Clear

Service Entry | **Multiple Service Entry**

Student Details

Student Id	Name	DOB	Sex	Diag1 Cd
<input type="checkbox"/> 525875142	ABEYTA, TIFFANY			
<input type="checkbox"/> 062100891	CASTILLO, CARLOS	10/8/1991		
<input type="checkbox"/> 102039245	GUTIERREZ, MARTY	8/24/1990	M	

Remove

Select Service Dates:

February 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Check to pick Primary diag code from Roster

Svc Type	Svc Code	Diag Code**	Mins	Progress	Notes
Page: 1					

Add Service

** Please use Multiple Entry ONLY if,
 All students have same Primary diagnosis
 OR Primary Diagnosis is picked from Roster
 OR Entering multiple service dates for a student

After selecting student(s) and date(s) of service, the provider should then click on the add service button. A data entry field will appear. The provider should then enter the service. When entering for multiple dates, there is an assumption in multiple services that all services were provide at the same time of day on each date. If this is not the case, the provider will need to edit the times as appropriate in service entry. Please note that a service should only be entered once in multiple services. For example, on the screen below, three students and six dates are selected. By entering the service once, 18 services will be recorded in the system (3 students x 6 days). Regarding provider notes, the notes section is large enough to hold notes for multiple dates of service. The provider can list the date and the service provider notes for each date in a single text box. However, provider notes may be omitted in multiple service entry and then added as an edit for each service in service entry.

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School Based Service Capture - Demo School District
Data Entry --> Service Capture

John PT
Home | Logout

Master Data | Data Entry | Reports

Provider: John PT Roster

All Search

Student Id	Name
<input type="checkbox"/> 101594430	ABEYTA, ELISA
<input checked="" type="checkbox"/> 525875142 D	ABEYTA, TIFFANY
<input type="checkbox"/> 101229847	BACHICHA, JOAQUIN
<input checked="" type="checkbox"/> 062100891	CASTILLO, CARLOS
<input type="checkbox"/> 102023058 *	CHAVEZ, SHILOH
<input type="checkbox"/> 101595007	FERNANDEZ, MANUEL
<input checked="" type="checkbox"/> 102039245 *	GUTIERREZ, MARTY
<input type="checkbox"/> 101224772	KOTIAR, ANISHA
<input type="checkbox"/> 102252608 *	LOPEZ, MATTHEW

Page: 1

Add Clear

Service Entry | **Multiple Service Entry**

Student Details

Student Id	Name	DOB	Sex	Diag1 Cd
<input type="checkbox"/> 525875142	ABEYTA, TIFFANY			
<input type="checkbox"/> 062100891	CASTILLO, CARLOS	10/8/1991		
<input type="checkbox"/> 102039245	GUTIERREZ, MARTY	8/24/1990	M	

Remove

Check to pick Primary diag code from Roster

Svc Type	Svc Code	Diag Code**	Mins	Progress	Notes
Physical Therapy					

Page: 1

Select Service Dates:

February 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Notes

Internet 100%

Hiding the Student Roster

If at any time the user need to have more of the service entry screen available for viewing, the student roster can be collapsed

The screenshot shows a web browser window titled "ServiceHistoryMain - Windows Internet Explorer" with the URL "https://testsbb.ssghosting.com/MaxCapture/ServiceEntryMain.aspx". The page header includes the SSG logo and "School Based Service Capture - Demo School District Data Entry --> Service Capture". A navigation bar contains "Master Data", "Data Entry", and "Reports". The "Data Entry" section is active, showing "Provider: John PT" and a "Roster" button. A yellow arrow points to a small blue arrow above the roster table. The roster table is collapsed, showing only the first few rows. The main content area displays "Service Entry" for "Student Name: CHAVEZ, SHILOH - DOB: 6/25/1994". It includes search filters for "Service Date From", "To", and "Hold Ind", and a table of service entries with columns for "Svc Date", "Svc Type", "Svc Code", "Diag Code", "Mins", and "Progress".

Student Id	Name
101594430	ABEYTA, ELISA
525875142 D	ABEYTA, TIFFANY
101229847	BACHICHA, JOAQUIN
062100891	CASTILLO, CARLOS
102023058 *	CHAVEZ, SHILOH
101595007	FERNANDEZ, MANUEL
102039245 *	GUTIERREZ, MARTY
101224772	KOTIAR, ANISHA
102252608 *	LOPEZ, MATTHEW

Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress
02/04/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate
02/02/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate
01/30/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate

1) The user will collapse the student roster along the left side of the browser screen by clicking on the small blue arrow above the user's roster.

2) The new view will be displayed as below.

ServiceHistoryMain - Windows Internet Explorer
 https://testsbb.ssghosting.com/MaxCapture/ServiceEntryMain.aspx

School Based Service Capture - Demo School District
 Data Entry --> Service Capture

John PT
[Home](#) | [Logout](#)

Master Data | Data Entry | Reports

Service Entry | Multiple Service Entry

Student Name : CHAVEZ, SHILOH - DOB : 6/25/1994

Service Date From: To: Hold Ind: ALL Search Clear

	Svc Date	Svc Type	Svc Code	Diag Code	Mins	Progress
Edit <input type="radio"/> Copy	02/04/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I... View/Print
Edit <input type="radio"/> Copy	02/02/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I... View/Print
Edit <input type="radio"/> Copy	01/30/2009	Physical Therapy	PT Ind	3154-DEVEL...	30 minutes	Moderate I... View/Print

Page: 1

Add Service

3) To view the student roster again, the user will click on the same small blue arrow to unhide the roster.

Service Approval

MAXCapture provides the option for a supervisor to approve services for a staff member that is required to be supervised according to Medicaid regulations. The Medicaid Coordinator must indicate staff who are supervisors and staff to be supervised. The supervisor will then have the capability under “Master Data” to select “Maintain Supervisor Roster” and select the providers they are assigned to supervise. The providers they select to supervise will then appear on their Supervisor roster.

School Based Service Capture - Demo School District
Master Data --> Maintain Supervisor Roster

Navigation: Master Data | Data Entry | Reports

<input type="checkbox"/>	Provider Id	Name		
<input checked="" type="checkbox"/>	ZD00207	HA, Jack	Profile	License
<input checked="" type="checkbox"/>	ZD00206	LPN, Kathy	Profile	License
<input type="checkbox"/>	ZD00301	MA, Susan		
<input type="checkbox"/>	Z000403	McCoy, Jack		
<input checked="" type="checkbox"/>	ZD00202	OT, James	Profile	License
<input checked="" type="checkbox"/>	ZD00204	PSYCH, Paul	Profile	License
<input checked="" type="checkbox"/>	ZD00203	PT, John	Profile	License
<input checked="" type="checkbox"/>	ZD00205	RN, Linda	Profile	License
<input type="checkbox"/>	ZD00208	SP, Diane	Profile	License
<input type="checkbox"/>	ZD00201	SW, Bill	Profile	License
<input type="checkbox"/>	Z000101	Therapist, Test		
<input checked="" type="checkbox"/>	ZD00209	TP, Richard	Profile	License

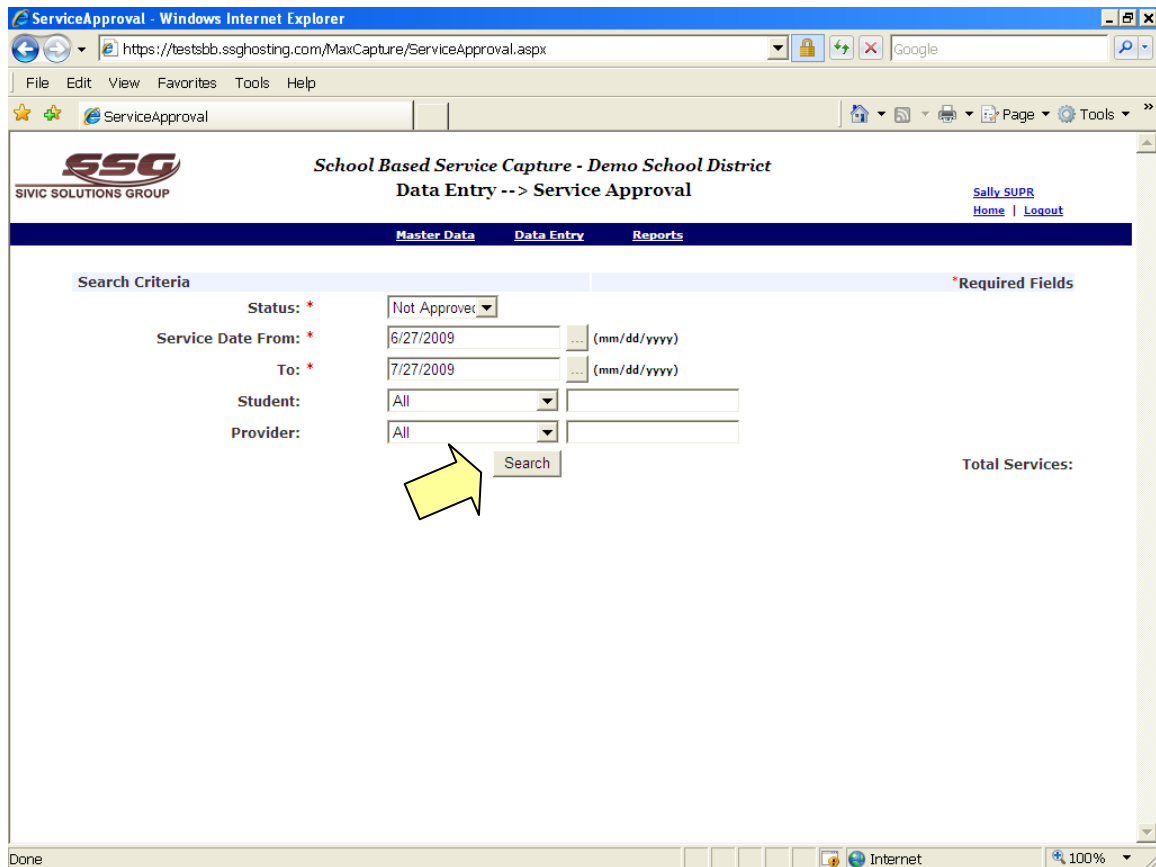
Page: 1

<input type="checkbox"/>	Provider Id	Name		
<input type="checkbox"/>	ZD00207	HA, Jack	Profile	License
<input type="checkbox"/>	ZD00206	LPN, Kathy	Profile	License
<input type="checkbox"/>	ZD00202	OT, James	Profile	License
<input type="checkbox"/>	ZD00204	PSYCH, Paul	Profile	License
<input type="checkbox"/>	ZD00203	PT, John	Profile	License
<input type="checkbox"/>	ZD00205	RN, Linda	Profile	License
<input type="checkbox"/>	ZD00208	SP, Diane	Profile	License
<input type="checkbox"/>	ZD00201	SW, Bill	Profile	License
<input type="checkbox"/>	ZD00209	TP, Richard	Profile	License

Page: 1

Confirm Delete

A supervisor will then have the option to select “Service Approval “under “Data Entry” .When that is selected, the following Search criteria will appear. The supervisor can then select the date range, and either the student(s) or provider(s) they wish to see and approve services for.



When the supervisor clicks the search button they will have access to review and approve services of the person they supervise (see following graphic).

ServiceApproval - Windows Internet Explorer
 https://testsbb.ssghosting.com/MaxCapture/ServiceApproval.aspx

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School Based Service Capture - Demo School District
 Data Entry --> Service Approval

Sally SUPR
 Home | Logout

Master Data Data Entry Reports

Search Criteria *Required Fields

Status: * Not Approver

Service Date From: * 1/02/2009 (mm/dd/yyyy)

To: * 7/27/2009 (mm/dd/yyyy)

Student: All

Provider: All

Search

Total Services: 4

Service List

All Services

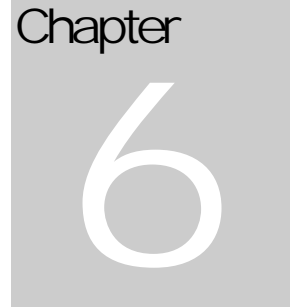
Notes	Student Id	Student Name	Svc Date	Svc Type	Svc Code	Therapy Method	Diag Code	Provider Name
<input type="checkbox"/>	102023058	SHILOH CHAVEZ	02/04/2009	Physical Therapy	PT Ind	Fine Motor Skills	3154-DEVELOPMENTAL COORDINATION DISORDER	John PT View/Print
<input type="checkbox"/>	102023058	SHILOH CHAVEZ	02/02/2009	Physical Therapy	PT Ind	Fine Motor Skills	3154-DEVELOPMENTAL COORDINATION DISORDER	John PT View/Print
<input type="checkbox"/>	102023058	SHILOH CHAVEZ	01/30/2009	Physical Therapy	PT Ind	Fine Motor Skills	3154-DEVELOPMENTAL COORDINATION DISORDER	John PT View/Print
<input type="checkbox"/>	102023058	SHILOH CHAVEZ	01/28/2009	Physical Therapy	PT Ind	Fine Motor Skills	3154-DEVELOPMENTAL COORDINATION DISORDER	John PT View/Print

Page: 1

Approve/Save

By clicking on [View/Print](#), at the end of the row they will see the entire service entry, including provider notes. The supervisor can add their own notes (optional) by clicking into the box in the “notes” column. These notes will then be part of the service record. To approve a service, the supervisor clicks in the box in the beginning of the row, and then clicks on the Approve/Save button at the bottom left on the page. By clicking “All Services”, a supervisor can select and approve all service on that page. **Please note that only the services on that page will be approved not all service pending approval.**

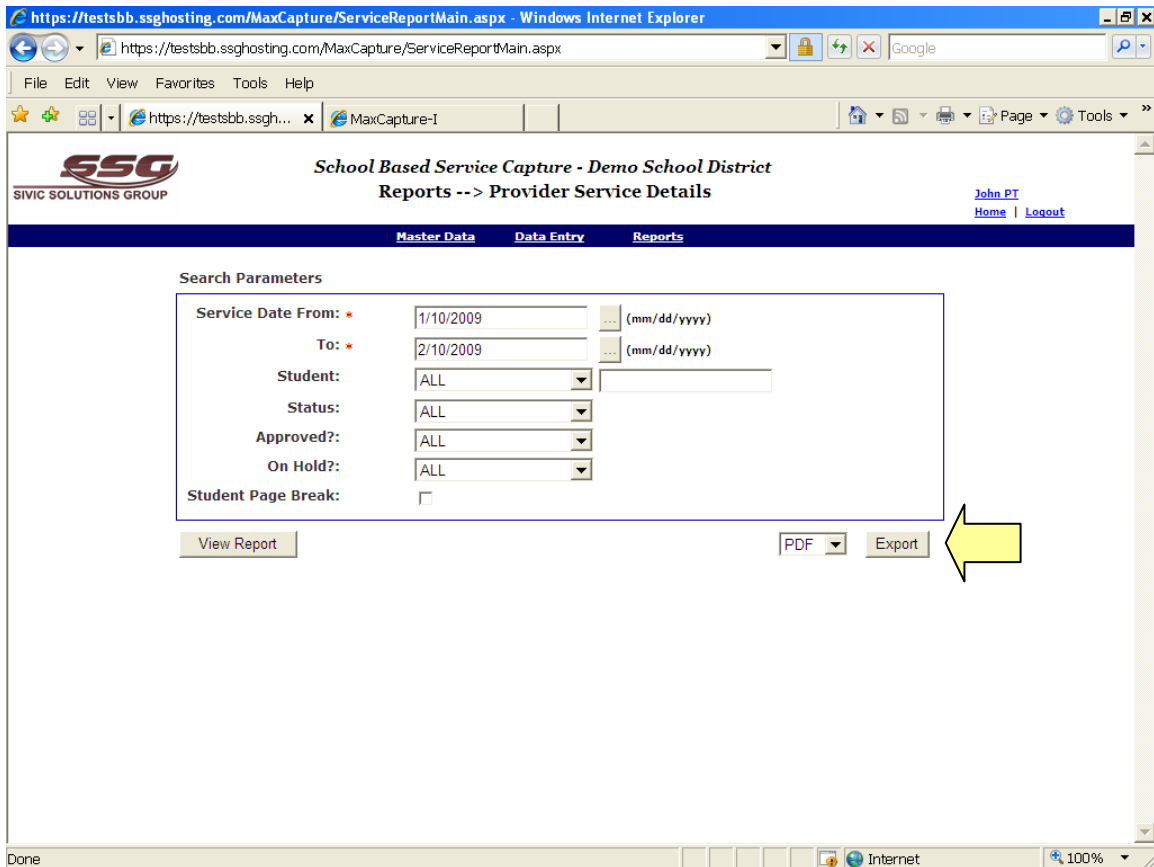
Reports



This section describes how to access the reports maintained in the service capture module.

Service Details Report

- 1) From the main menu bar select *Reports* menu and click on “Provider Service Details” link, the following Report Search parameters screen will be displayed.




- 2) The provider then selects the dates they wish to see reports for. The default date selection is for the last month. The provider may select any date range they choose, providing it does not exceed one year.

- 3) The provider then selects an individual student or all students for the date range selected to see a report of services they have entered. Other options are to see service billing status and services placed on hold by the provider.
- 4) The provider can also see the report with “page breaks” between services for each student by clicking that box.
- 5) Supervisors will have additional option to choose a provider, multiple providers or all providers in his/her roster to see services entered by the providers.
- 6) The provider has three options to download a report. Clicking the “View Report” button on the left corner of the page will bring up page by page report. The provider must manually click each next page. This **is not the recommended way to download reports**. On the right corner, there is an “Export” button, with choices for a report in Excel or PDF format. PDF is the recommended format for downloading, and if desired, printing a report. Below is an example of a report downloaded as a PDF file.

**School Based Service Capture
Service Details**

For Service Dates Between 01/10/2009 and 02/10/2009


SIVIC SOLUTIONS GROUP

District : 48 - DEMO School District

Provider: ZD00203 - PT, John	Discipline:
-------------------------------------	--------------------

Service Date	Minutes	Units	Status
Student : CHAVEZ, SHILOH - 102023058 DOB : 06/25/1994			
01/19/2009	30 minutes	2.00	Unbilled
Service Type PT - Physical Therapy Service Code 97110 - PT Ind Therapy Method Fine Motor Skills Diagnosis 3154 - DEVELOPMENTAL COORDINATION DISORDER Progress Moderate Improvement Provider Notes			
01/21/2009	30 minutes	2.00	Unbilled
Service Type PT - Physical Therapy Service Code 97110 - PT Ind Therapy Method Fine Motor Skills Diagnosis 3154 - DEVELOPMENTAL COORDINATION DISORDER Progress Moderate Improvement Provider Notes			
01/23/2009	30 minutes	2.00	Unbilled
Service Type PT - Physical Therapy Service Code 97110 - PT Ind Therapy Method Fine Motor Skills Diagnosis 3154 - DEVELOPMENTAL COORDINATION DISORDER Progress Moderate Improvement Provider Notes			

Provider Roster Report

- 1) From the main menu bar select *Reports* menu and click on “Provider Roster” link, the following Report Search parameters screen will be displayed.

The screenshot shows a web browser window displaying the 'Provider Roster' search parameters screen. The browser's address bar shows the URL: <https://testsbb.ssghosting.com/MaxCapture/ServiceReportMain.aspx>. The page header includes the SSG logo (SIVIC SOLUTIONS GROUP) and the text 'School Based Service Capture - Demo School District'. Below the header is a navigation bar with 'Master Data', 'Data Entry', and 'Reports' tabs. The 'Reports' tab is active. The main content area is titled 'Search Parameters' and contains a form with the following elements:

- A 'Student:' label followed by a dropdown menu currently set to 'ALL'. The dropdown menu is open, showing options: 'ALL', 'Student Id', 'Last Name', and 'First Name'. A yellow arrow points to this dropdown menu.
- A text input field to the right of the dropdown menu for entering search criteria.
- A 'View Report' button on the left side of the form.
- An 'Excel' dropdown menu and an 'Export' button on the right side of the form.

- 2) The provider can use the drop down list to select “First Name,” “Last Name,” “Student No,” or “All” and in the box to the right of drop down list, type the first name, last name or student number. All students meeting the search criteria will be displayed in the report.
- 3) Supervisors will have additional option to choose a provider, multiple providers or all providers in his/her roster to see students in providers’ roster.
- 4) The provider has three options to download a report. Clicking the “View Report” button on the left corner of the page will bring up page by page report. The provider must manually click each next page. This is **not the recommended way to download reports**. On the right

corner, there is an “Export” button, with choices for a report in Excel or PDF format. Below is an example of a report downloaded as a PDF file.

**School Based Service Capture
Provider Roster**

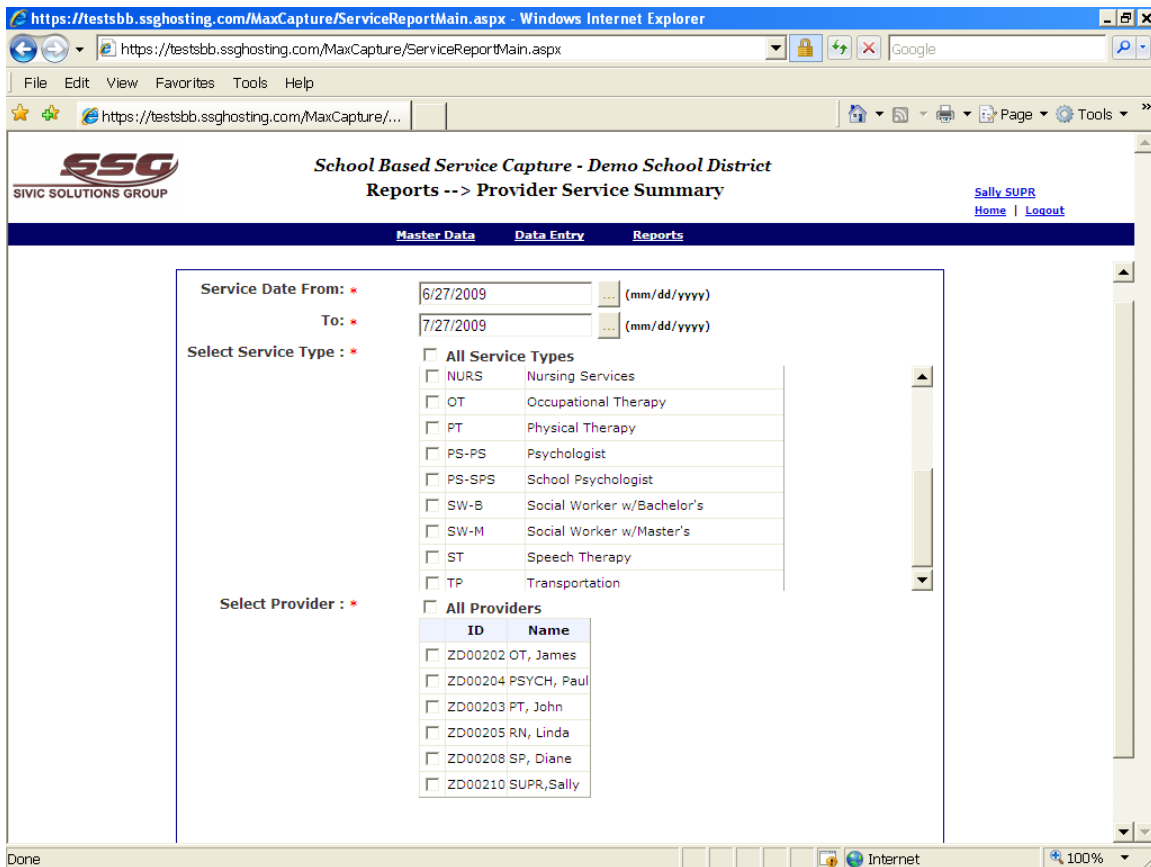
SSG
SIVIC SOLUTIONS GROUP

District : 48 - DEMO School District

Provider	Student ID	Name	DOB
ZD00203 - PT, John			
	1 101594430	ABEYTA, ELISA	07/12/1996
	2 525875142	ABEYTA, TIFFANY	
	3 101229847	BACHICHA, JOAQUIN	10/08/1991
	4 062100891	CASTILLO, CARLOS	10/08/1991
	5 102023058 *	CHAVEZ, SHILOH	06/25/1994
	6 101595007	FERNANDEZ, MANUEL	07/16/1994
	7 102039245 *	GUTIERREZ, MARTY	08/24/1990
	8 101224772	KOTIAR, ANISHA	11/12/1994
	9 102252608 *	LOPEZ, MATTHEW	12/28/1995
	10 102252160 *	MALONE, ANTHONY	07/16/1996

Provider Service Summary Report


- 1) This report is available only for Supervisors.
- 2) From the main menu bar select *Reports* menu and click on “Provider Service Summary” link, the following Report Search parameters screen will be displayed.



- 3) The Supervisor then selects the dates they wish to see reports for. The default date selection is for the last month. The provider may select any date range they choose, providing it does not exceed one year.
- 4) The Supervisor then selects a service type, multiple service types or all service types.
- 5) Supervisor can then choose a provider, multiple providers or all providers in his/her roster to see service summary.

- 6) The Supervisor has three options to download a report. Clicking the “View Report” button on the left corner of the page will bring up page by page report. The provider must manually click each next page. This **is not the recommended way to download reports**. On the right corner, there is an “Export” button, with choices for a report in Excel or PDF format. PDF is the recommended format for downloading, and if desired, printing a report. Below is an example of a report downloaded as a PDF file.

School Based Service Capture
Provider Service Summary
 For Service Dates Between 01/10/2009 and 02/10/2009

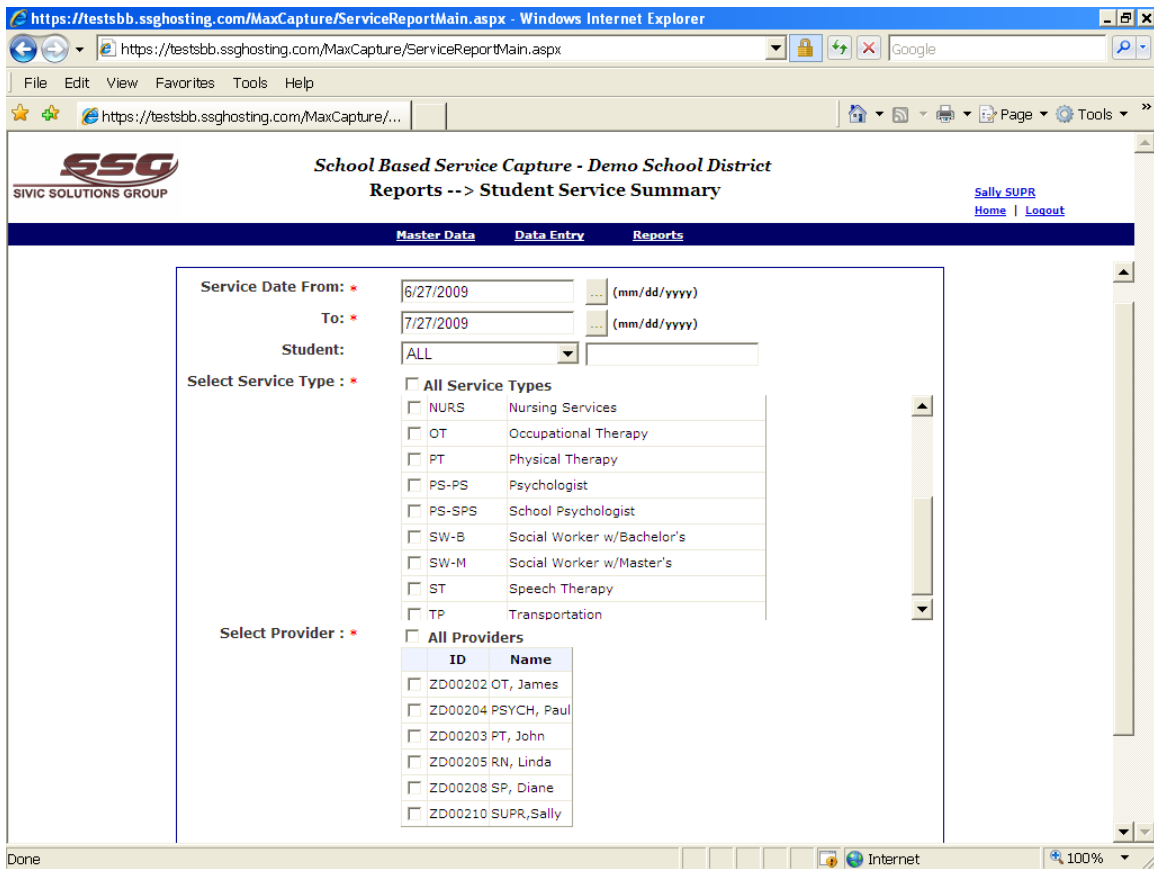

 SIVIC SOLUTIONS GROUP

District : 48 - DEMO School District

Provider ID	Provider Name	Total Services	Total Units	Total Minutes
<u>Service Type : OT - Occupational Therapy</u>				
ZD00202	OT, James	7	14.00	210
Service Type Total		7	14.00	210
<u>Service Type : PT - Physical Therapy</u>				
ZD00203	PT, John	8	16.00	240
Service Type Total		8	16.00	240
<u>Service Type : ST - Speech Therapy</u>				
ZD00208	SP, Diane	6	12.00	180
Service Type Total		6	12.00	180
Grand Total		21	42.00	630

Student Service Summary Report

- 1) This report is available only for Supervisors.
- 2) From the main menu bar select *Reports* menu and click on “Student Service Summary” link, the following Report Search parameters screen will be displayed.



- 3) The Supervisor then selects the dates they wish to see reports for. The default date selection is for the last month. The provider may select any date range they choose, providing it does not exceed one year.
- 4) The Supervisor can use the drop down list to select “First Name,” “Last Name,” “Student No,” or “All” and in the box to the right of drop down list, type the first name, last name or student number.

- 5) The Supervisor then selects a service type, multiple service types or all service types.
- 6) Supervisors can then choose a provider, multiple providers or all providers in his/her roster to see service summary.
- 7) The provider has three options to download a report. Clicking the “View Report” button on the left corner of the page will bring up page by page report. The provider must manually click each next page. This is **not the recommended way to download reports**. On the right corner, there is an “Export” button, with choices for a report in Excel or PDF format. PDF is the recommended format for downloading, and if desired, printing a report. Below is an example of a report downloaded as a PDF file.

**School Based Service Capture
Student Service Summary**

For Service Dates Between 01/10/2009 and 02/10/2009

District : 48 - DEMO School District
Supervisor : ZD00210 - SUPR, Sally

Student ID	Student Name	Service Type	Total Services	Total Units	Total Minutes
Provider : ZD00202 - OT, James					
102252160 *	MALONE, ANTHONY	OT - Occupational Therapy	7	14.00	210
Student Total			7	14.00	210
Provider Total			7	14.00	210
Provider : ZD00203 - PT, John					
102252160 *	MALONE, ANTHONY	PT - Physical Therapy	4	8.00	120
Student Total			4	8.00	120
Provider Total			4	8.00	120
Provider : ZD00208 - SP, Diane					
102252160 *	MALONE, ANTHONY	No Services Provided			
Provider Total			0	0.00	0