

Monthly Summaries in MiPSE

A monthly summary is required for Medicaid eligible students to summarize services that have been recorded. They are required for billing and must cover overall progress for the month and include potential treatment plan changes. Monthly summaries should be dated the last school day of the month. There are a couple different ways to complete your monthly summaries in MiPSE.

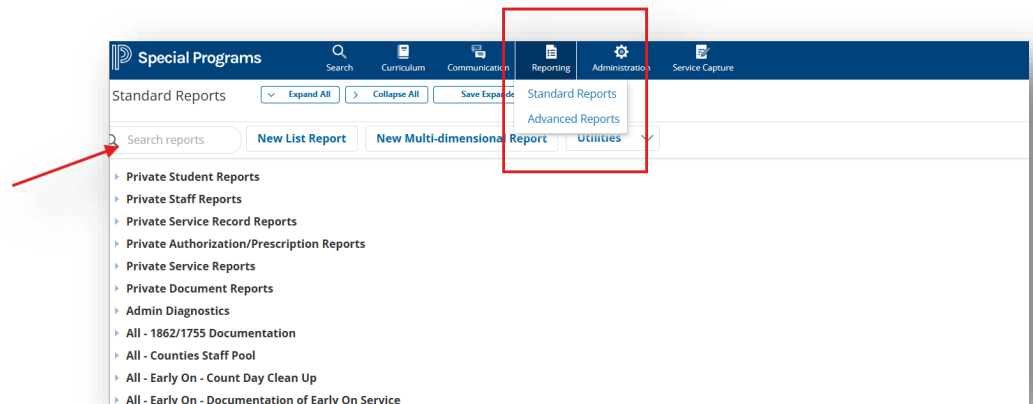
Monthly Summary Reports

The monthly summary report is good to use if you have multiple months and multiple students and are not sure who still needs a summary completed.

Step 1: Click on “Reporting” at the top of your screen and select Standard Reports

This will take you to the reports screen where you can search:

Search for “**Ingham User Monthly Summaries -CHECK MONTHLY**”



Step 2: Put your User ID into the Staff search box and select “Update Report With Values”

A screenshot of the MiPSE report generation interface. The breadcrumb trail shows 'Standard Reports > Ingham User Monthly Summaries-CHECK MONTHLY'. Below this, there is a 'Staff*' search box with a red arrow pointing to it. To the right of the search box is a '(ID) lookup * required' link and a button labeled 'Update Report with Values', with a red arrow pointing to the button. Below the search box are several action buttons: 'Refresh Data', 'Subscribe', 'Publish', 'Security', 'Edit Report', 'Download', 'Print', and 'More...'. At the bottom of the form, a message states: 'To view the report, first select or enter the report parameters above and then click the "Update" button.'

This will give you the list of all Medicaid eligible students who still need a monthly summary completed.

Step 3: Click on the icon next to the student's name

This will take you to the service record referenced on that line. Review the provider's notes before moving onto the next step.

Step 4: Select “Add Service Record”

This will take you to a new service record. Keep the following in mind when completing the service record as a monthly summary:

Service Type: 0] SBS/C4S: Monthly Progress Summary


Service Date: Last school day of the month you are summarizing













Provider Notes: Must summarize services that have been recorded for the month and cover overall progress including potential treatment plan changes

Areas Covered/Assessed: Select “Monthly Summary” in Drop Down

Has this service been completed? Check the box

Alternative Methods for Logging Monthly Summaries

You can quickly see Medicaid eligible students on your caseload by looking for the Red M.  Click on the Service Calendar icon next to their name. This will take you to the service calendar page where you can select the last school day of the month and begin logging the monthly summary.

	ID	Last Name	First Name	Birth Date	School
	DONOTDELETE33504T 504	SAMPLE33	504 TRAINER	01/01/2011	Waverly Senior High School
	DONOTDELETE3301	SAMPLE33	A	05/01/2016	Wilcox Elementary School
	PARTNERSAMPLE	Sample33	America	05/25/2011	Holt Senior High School
	DONOTDELETE33002	Sample33	Beekman1	02/05/2018	Beekman Center
	DONOTDELETE33001	Sample33	Beekman2	03/15/2010	Beekman Center
	DONOTDELETE33003	Sample33	Beekman3	06/02/2015	Beekman Center
	DONOTDELETE3302	SAMPLE33	Betsy	06/01/2005	Meryl S. Colt Elementary School
	DONOTDELETE330	Sample33	Blended Learning	04/24/2007	Blended Learning Academies Credit Recovery High School
	DONOTDELETE3303	Sample33	C	06/01/2018	Meryl S. Colt Elementary School
	INGHAMSAMPLEIFSP	Sample33	Charlene	11/16/2024	Ingham Administrative Unit
	DONOTDELETE331 304	Sample33	Cole Academy	04/24/2007	Cole Academy
	DONOTDELETE3304	Sample33	D	06/01/2017	Elmwood Elementary School

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**Ingham Intermediate
School District**
A Regional Educational Service Agency