

MiPSE Medicaid Monthly Summaries

Completing monthly summaries is a required Medicaid only task that must be done every month. A MiPSE report titled *Ingham User Monthly Summaries-CHECK MONTHLY* is available to assist you with identifying students who need a monthly summary.

Adding the Monthly Summary Report to Your MiPSE Homepage

Reports can be added to your MiPSE homepage for easy access. To add *Ingham User Monthly Summaries-CHECK MONTHLY* follow these steps:

1. Click this link to access the [Ingham User Monthly Summaries-CHECK MONTHLY](#) report
2. Click the “Subscribe” button

Standard Reports > Ingham User Monthly Summaries-CHECK MONTHLY

Staff*: (ID) lookup * required

[Refresh Data](#) [Subscribe](#) [Publish](#) [Security](#) [Edit Report](#) [Download](#)

3. On the next screen, choose the box “Yes” to subscribe to the report and then click “Set Options”

Subscribe To: Ingham User Monthly Summaries-CHECK MONTHLY

Subscribe to this report? No Yes (Subscribed reports appear on your home page)

[Set Options](#) [Cancel](#)

How to Use the Monthly Summary Report

1. Click on the report *Ingham User Monthly Summaries-CHECK MONTHLY*
2. Either enter your user ID in the pink Staff field or use the ID lookup feature to search for your name

My Home Page > Ingham User Monthly Summaries-CHECK MONTHLY

Staff*: (ID) lookup * required [Update Report with Values](#)

3. When you have your name in the pink Staff field box, click the button “Update Report with Values”
4. This will give you a list of all services logged for a Medicaid eligible student for which you have not yet logged a monthly summary
5. To complete a monthly summary for a student listed in this report, click on the File Folder icon in the left-hand column next to the student’s name 
6. The service record for the student you selected will be displayed. Take note of the month the service took place. A monthly summary will need to be completed for that month for that student.
7. Click “Add Service Record” in the top menu

[Service Form](#)  | [Edit](#) [Add Service Record](#) [Print](#) [More...](#) 

8. The following step-by-step guidance provides the information needed to complete a monthly summary:

Service Record

Student Plan Type: (none) 1

Student	SAMPLE33,Betsy	Service Provider Type	2 * (none) ▼
Staff	Coburn,Nicole	Service Type	4 * (none) ▼
Service Date Time	3 * 07/01/2024 📅 , <input type="text"/> 🕒	Group Size	<input type="text" value="1"/>
Duration Minutes	<input type="text"/>		
Progress Report	5 (none) ▼		
Provider Notes	6 <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>		

Areas Covered/Assessed:

<input type="text" value="(none)"/> 7 ▼	(If Other Specify): <input type="text"/>
<input type="text" value="(none)"/> ▼	(If Other Specify): <input type="text"/>
<input type="text" value="(none)"/> ▼	(If Other Specify): <input type="text"/>

Has this service been completed? 8

*** Be sure to enter these key fields.**

1. Student Plan Type: select the type of plan the student is being serviced by
2. Service Provider Type: select your role
3. Service Date Time: choose the last school day of the month for the services you are summarizing and choose any start time (a start time is a requirement for this field, but any time can be chosen to complete a monthly summary)
4. Service Type: choose the option 0] SBS/C4S: Monthly Progress Summary [00000]
5. Progress Report: For Case Managers, choose "Achieved." For Direct Service Providers, choose the option that best fits the student's progress on their goals for the month.
6. Provider Notes: summarize the services provided for the month
7. Areas Covered/Assessed: choose monthly summary
8. Check the box: Has this service been completed? Then click Save

Once the monthly summary has been saved for that student, at the top of the page next to the student's name, click "Report" to return to the report to continue completing monthly summaries.