SUPERVISION (UDO/USO/PRE-LICENSE)

September 14, 2023 10:00 & 3:00

Questions & Answers

Q	Does Livingston County have the required UDO Forms?
A	Yes. The link to the Knowledge Base where the forms are saved will be provided with the webinar follow up. (http://support.cpseportal.com/kb/a466/udo- uso-documents-all-full-service-medicaid-counties.aspx)
Q	How frequently does UDO documentation need to be uploaded?
Α	Once at the start of the summer session,
	Once at the start of the 10-month session, and
	Quarterly thereafter.
Q	If a CFY's Pre-License Plan dates cross over two school years do we need to upload supporting documentation for each school year or just when the CFY starts?
Α	You can upload the documentation during the school year that they start, but the Pre-License Plan and Supervision Plan will need to be "copied" into the new school year.
Q	Where would you obtain a copy of Form 4A?
Α	McGuinness reported that the CFY should provide a completed copy of Form 4A to the agency. Form 6 will come from SED directly. Once
	the CFY receives Form 6, the CFY should provide a copy to their supervising clinician and agency. During the webinar, one of the participants
	provided this link where blank Form 4A forms can be downloaded. Link: https://www.op.nysed.gov/professions/audiology/application-forms
	LINK. <u>https://www.op.nysed.gov/professions/audiology/application-ronns</u>
Q	Can you show how to delete a Supervision Plan if the Plan was entered incorrectly?
Α	The screenshot below shows a Delete button to the right of the Details link.
	Copy Plans from Prior Session Create Plans fom Pre-License Plans Excel
	Session Service Provider Supervisor
	2022 - 2023 Winter MONROE, CASSIE GAY, TWILA Details Delete 2022 - 2023 Winter MONROE, CASSIE HEBERT, GIOVANNI Details Delete
	2022 - 2023 Winter MONROE, CASSIE HICKEY, FREDDIE Details Delete
	2022 - 2023 Winter Add

Q	What is the process if there are changes to the Supervision Plan such as a change in supervisor?
Α	1) A new Supervision Plan should be created for the service provider and new supervisor (or new service provider and supervisor),
	2) An <i>initial Face-to-Face meeting</i> must occur between the service provider, supervisor and child.
	3) After the Face-to-Face meeting occurs, the meeting date must be entered to the new Supervision Plan, and
	4) The required Audit documentation (for the new Plan) must be uploaded to the Supervision Documents Tab on the Supervision Plans
	<i>Details</i> Screen.
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