Digital Speech Recommendations
April 26 & 27, 2021

Questions & Answers

Some answers refer to the Medicaid Q&A, which can be found http://www.oms.nysed.gov/medicaid/.

	Topic/Category
	PRESCRIPTION PREPARATION
Q	Can digital orders be created in the Portal for evaluations?
A	Not at this time.
Q	Can a digital recommendation be signed by a supervisor if a CFY is actively treating the child?
A	Yes.
Q	Once the digital recommendation is entered, can the date be changed?
A	Once the digital recommendation is created, you will not be able to edit or delete the recommendation from the Portal. You can complete a new recommendation.
Q	When can you complete the digital order?
A	Question #94 in the Medicaid Q&A states that an SLP cannot complete a prescription until "after" the child has been seen.
Q	If a speech authorization is amended, who adds the change to the Portal?
A	If a child has a change in service, the SLP is responsible for creating or uploading a new recommendation.
Q	Does a separate digital recommendation need to be created in the Portal for Individual and Group sessions?
A	Since the digital recommendation is attached to an enrollment and there is a separate enrollment created for Individual and Group enrollments, a digital recommendation should be created for each enrollment.
Q	If the ICD code is entered into the digital speech recommendation, do we need to complete the "reason for Service" field?
A	As per Medicaid Alert #12-04, *Written orders and written referrals for SSHSP evaluations and services must include the student's diagnosis or the reason/need for a medically necessary service. The diagnosis on the written order/referral is the main condition or symptom of the student. This main condition or symptom is the reason the service is being provided.*

Q	If I am seeing a child that just received approval for summer services, can I complete her digital summer recommendation now?
A	Q & A #94 states that you cannot write a referral until the child has been seen. If you are currently servicing that child, you can create the digital order prior to 7/1. If you have not seen the child, you will need to complete the student's initial session prior to completing the recommendation (digital or paper).

UNMATCHED CHILDREN/ENROLLMENTS	
Q	So we have three things we need to do for this… 1) Create an Unmatched Child, 2) Create an Unmatched Enrollment, and 3) Match the Unmatched Child and Enrollment. What is the difference between the child and the enrollment?
A	Before you can add an unmatched enrollment, you must add an unmatched child (if the child does not already exist). If the child does not exist in the Portal, you cannot create an enrollment. The agency would be responsible for "matching" the unmatched to the official enrollment.
Q	Once an agency accepts a referral from the county, the agency can create the unmatched child/enrollment?
A	Yes.
Q	I am supervising a co-worker. Am I allowed to write that child's script if they are not on my caseload?
A	As per Q&A #94, you cannot write a referral for a student unless you are involved in the treatment of the student. If you are supervising and co-signing treatment logs for the student, you are involved in the on-going treatment of the student.
Q	We can only write scripts for the children we are treating directly?
A	You can write a prescription if you are involved in the treatment plan of the student – as either the servicing or attending provider.

PRINTING THE DIGITAL ORDER	
Q	How do you print the recommendation at a later date?
A	If you are a <u>service provider</u>, you would go to Caseload Maintenance>Prescriptions for Caseload>Click the "VIEW" link>Right click on the image and select "Print" from the options. If you are an <u>agency admin</u>, you would go to Lookup>Child Lookup>Type in the Child's Name>Click Details>Go to the Written Orders Tab>Select the correct prescription line in either the Prescription Images or Prescription Entries Table>Click "manage." When the image comes up, you will right click on the image and select Print from the menu options.