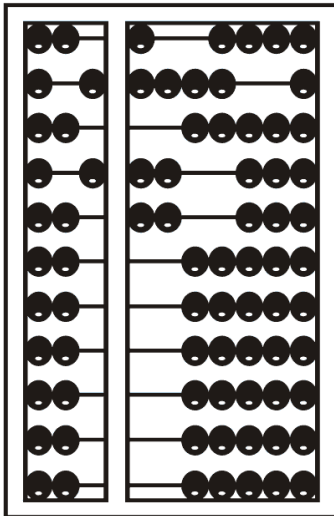JAMES McGUINNESS & ASSOCIATES INC. Consultants

MEDICAID SUPERVISON PLANS
UDO / USO / PRE-LICENSE
(JANUARY 2023)

INTRODUCTIONS

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TOPICS COVERED

❑ *What is UDO/USO?*

❑ *Who Provides the Supervision?*

❑ *CFYs & Limited Permits*

❑ *Supervision Responsibilities*

❑ *Provider Supervision Assignments*

❑ *What is Required for Medicaid Reimbursement?*

❑ *Supervision Plans*

- *Pre-License Plans*
- *Supervision Plans*
- *Enrollments Needing First Visit*

WHAT IS THE PURPOSE OF TODAY'S WEBINAR?

The purpose of today's webinar is to discuss the following topics with McGuinness Full-Service Medicaid Counties.

(If you work in one of the full-service counties (Nassau, Westchester, Dutchess, Rockland, Ulster or Sullivan) as well as a <u>non</u>-full-service county, the supervision option will not be available for you in the non-full-service county.)

❑ **The UDO/USO and Pre-License Processes,**

❑ **Discuss how _Supervision_ impacts Medicaid, and**

❑ **Walk you through the new supervision features in the Portal.**
   - *Assigning Pre-License Plans*
   - *Assigning UDO/USO Supervision and Enrollment Plans, and*
   - *Entering the first Face-to-Face Co-visit in the Portal*

ACRONYMS / TERMINOLOGY

➢ **Attending Provider/Service Provider** – *Supervisor/Supervisee*

➢ **CFY** – *Clinical Fellowship Year*

➢ **Face-to-Face Meeting** – *The Supervising clinician must meet with the student at the beginning of each enrollment period. This is completed as a co-visit between the student, service provider and supervising clinician.*

➢ **Pre-License/Limited Permit Holders** *(a phrase coined by McGuinness) – Individuals that have satisfied all the educational requirements, but are not licensed.*

➢ **Pre-License Plan** – *A Pre-Licensed Service Provider and Supervisor Assigned to a specific child/enrollment.*

➢ **Supervision/Enrollment Plan –** *A Service Provider and Supervisor Assigned to a specific child/enrollment.*

➢ **TSHH** – *Teachers of the Speech and Hearing Handicapped*

➢ **TSSLD** – *Teachers of Students with Speech-Language Disabilities*

➢ **SSHSP** – *School Supportive Health Service Program*

➢ **UDO** – *Under the Direction Of*

➢ **USO** – *Under the Supervision Of*

SUPERVISION REQUIREMENTS ARE NOT NEW

❑ **Supervision Requirements are not new. The supervision requirements that we will be discussing in today's presentation have been in place for a long time.**

❑ **As you will see throughout the presentation, some supervision requirements pertain to licensure and some pertain to Medicaid.**

❑ **Instead of managing the supervision process on paper, the _Supervision_ requirements will now be handled in the Portal. What does this entail?**

- Recording the Face-to-Face Meeting Date between the service provider, supervisor and child at the beginning of each enrollment.
- Assigning a service provider and supervisor to a child and enrollment (creating a Supervision/Enrollment Plan- UDO/USO)
- Assigning a service provider and supervisor to a child and enrollment for all Limited Permit Holders (Pre-License)
- Uploading the required documentation required for audit purposes.
    - ✓ _Supervision Log (for the child)_
    - ✓ _Certification of Accessibility (for the therapist)_
    - ✓ _Observation meetings_
    - ✓ _Documentation for Pre-License Individuals/Limited Permit Holders that are providing Medicaid services (OT/PT/ST/PSY)_
        (e.g., For a CFY Documentation would include: Form 6 and a Copy of the Permit Application)

CLINICAL SUPERVISION
(NYSED Requirements for Supervision)

❑ **The New York State Education Department gives specific direction on how related services can be provided with regard to supervision.** *For Example: Listed below is an excerpt from NYSED for OT/Occupational Therapy Assistants.*

PRACTICE GUIDELINES FOR:

Occupational Therapy: http://www.op.nysed.gov/prof/ot/otsup.htm

Physical Therapy: http://www.op.nysed.gov/prof/pt/ptgl5.htm

CFYs: http://www.op.nysed.gov/prof/slpa/speechpracticeguide.htm

Social Work: http://www.op.nysed.gov/prof/sw/swbroch.htm

Supervising occupational therapy assistants (OTAs):

Education Law and Regulations of the Commissioner of Education require that occupational therapy assistants receive direct supervision. OTAs must work under the supervision of a licensed OT. In certain settings, a licensed physician may supervise an OTA. OTAs should receive supervision in all aspects of their work, including carrying out initial assessments, treatment and assessments to terminate services. The occupational therapist supervisor must meet with and observe the occupational therapy assistant on a regular basis to review the implementation of treatment plans and to foster professional development. The amount and type of supervision provided should be based on the ability level and clinical experience of the occupational therapy assistant and the setting in which the occupational therapy assistant is providing the services.

Good practice suggests that the occupational therapist supervisor participate in the services delivered by the OTA including:

- Initial Evaluation
- Intervention Planning and Goal Setting
- Final Evaluation /Discharge

Additionally, the supervisor should periodically assess each patient's progress, and review and sign treatment notes and reports prepared by the occupational therapy assistant.

CLINICAL SUPERVISION
(Required for Licensure / Required for Medicaid)

☐ **Some situations require supervision regardless of whether a service can be billed to Medicaid.**

Examples – Required for Licensure and Medicaid:

- *Occupational Therapy Assistant – Under the Direction of an Occupational Therapist*
- *Physical Therapy Assistant – Under the Direction of a Physical Therapist*
- *Teacher of the Speech and Hearing Handicapped – Under the Direction of a Speech Language Pathologist*
- *"Pre-Licensed" Individuals/Limited Permit Holders – Educational requirements have been fulfilled, but are not licensed*
  * *OT Permit*
  * *PT Permit*
  * *CFY – Clinical Fellowship Year*
  * *LMSW – Permit*

☐ **Some situations can be billed to the County, but not Medicaid.**

Example:

- *Licensed Master Social Worker can provide a service without supervision, but the service cannot be billed to Medicaid.*

"*NOT MEDICAID ELIGIBLE*" SUPERVISION
(Exceptions for Pre-Licensed Social Workers)

Please Note...

❑ If an individual is **not** working under <u>the supervision of</u> a License Clinical Social Worker (LCSW), Licensed Psychologist or Licensed Psychiatrist, the service is not Medicaid billable. Session Notes should be marked as "<u>**Not Medicaid Eligible**</u>."

❑ If an individual is working with a <u>*LMSW Permit*</u> providing Counseling Services under a fully-licensed LMSW, sessions must be co-signed by the Licensed LMSW, but the service will not be Medicaid billable. Session Notes should be marked as "<u>**Not Medicaid Eligible**</u>."

UNDER THE DIRECTION OF (UDO) UNDER THE SUPERVISION OF (USO)

❑ Some service providers that provide services to children through the CPSE Program require supervision.

❑ To be Medicaid reimbursable, clinicians furnishing services must possess certain qualifications including licensure, registration or certification as appropriate.

❑ For School Support Health Service Program (SSHSP) purposes...

▪ the "*Under the Direction Of*" requirements applies to **speech teachers** (TSHHs & TSSLDs) and **therapy assistants** in Physical and Occupational Therapy.

▪ the "*Under the Supervision Of*" requirements applies to licensed master social workers (LMSWs).

▪ the "*Pre-Licensed*" requirements applies to individuals that are not licensed *(CFY, OT Permit, PT Permit, LMSW Permit, etc.)* The service type of the Pre-Licensed individual will determine whether UDO or USO documentation is required.

UDO/USO
Who provides the Supervision?

❑ **UDO**

- Occupational and Physical Therapy Assistants must have direction from a licensed practitioner in their discipline.

- Teachers of the Speech and Hearing Handicapped (TSHH) and Teachers of Students with Speech-Language Disabilities (TSSLD) must receive direction from a licensed Speech Language Pathologist (SLP).

❑ **USO**

- Licensed Master Social Workers (LMSWs) must receive supervision from a licensed and registered psychiatrist, psychologist or licensed clinical social worker (LCSW).

"PRE-LICENSED" INDIVIDUALS
(CFYs AND LIMITED PERMITS)

❑ Clinical Fellowship Year – (CFY)

   This is a 36-week program where individuals who want to become SLPs complete their required supervised clinical experience.

❑ Limited Permits

   In New York State certain professions have *limited permits* that can be issued to an individual that has graduated from an accredited program, has scheduled their license exam, but has not yet taken the exam.

Pre-License Permit Holders or students in their Clinical Fellowship Year fall under the same requirements for supervision as speech teachers and OT/PT therapy assistants.

Pre-License Permit Holders in Social Work also need to adhere to similar guidelines.

SSHSP SUPERVISION RESPONSIBILITIES - UDO
(For: Speech Teachers, CFYs, OT/PT Therapy Assistants)

- The qualified practitioner must *see the student at the beginning of* (and periodically during treatment);

- Has input and continued involvement in the care provided;

- Assumes professional responsibility for the service provided;

- Spends time directly supervising services;

- Ensures that the treating therapist has contact information; and

- Keeps documentation supporting the supervision in the treatment of each student.

"UNDER THE DIRECTION OF"

"Under the direction of" means that the qualified practitioner:

- Sees the student at the beginning of and periodically during treatment;
- Is familiar with the treatment plan as recommended by the referring physician or other licensed practitioner of the healing arts practicing under State law;
- Has input into the type of care provided;
- Has continued involvement in the care provided, and reviews the need for continued services throughout treatment;
- Assumes professional responsibility for the services provided under his or her direction and monitors the need for continued services;
- Spends as much time as necessary directly supervising services to ensure students are receiving services in a safe and efficient manner in accordance with accepted standards of practice;
- Ensures that providers working under his or her direction have contact information to permit them direct contact with the supervising therapist as necessary during the course of treatment; and
- Keeps documentation supporting the supervision of services and ongoing involvement in the treatment of each student.

https://www.oms.nysed.gov/medicaid/training_materials/udo_uso_feb_2012.pdf

SSHSP SUPERVISION RESPONSIBILITIES - USO
(For: Licensed Master Social Workers - LMSWs)

Supervision of a licensed master social worker (LMSW) shall consist of contact with their supervisor as follows:

- The LMSW apprises the supervisor of the diagnosis and treatment of each client;

- The LMSW's cases are discussed;

- The supervisor provides the LMSW with oversight and guidance in diagnosing and treating clients; and

- The supervisor provides at least two hours per month of in-person individual or group clinical supervision.

"UNDER THE SUPERVISION OF"

Applies only to a Licensed Master Social Worker (LMSW)

"Under the supervision of" means that:

Supervision of a licensed master social worker providing clinical social work services in accordance with section 7701(1)(d) of the Education Law shall consist of contact between the LMSW and supervisor during which:

- The LMSW apprises the supervisor of the diagnosis and treatment of each client;
- The LMSW's cases are discussed;
- The supervisor provides the LMSW with oversight and guidance in diagnosing and treating clients;
- The supervisor regularly reviews and evaluates the professional work of the LMSW; and
- The supervisor provides at least two hours per month of in-person individual or group clinical supervision.

The supervisor of a licensed master social worker (LMSW) may be a:

- Licensed clinical social worker (LCSW);
- Licensed and registered psychologist; or
- Licensed and registered psychiatrist.

https://www.oms.nysed.gov/medicaid/training_materials/udo_uso_feb_2012.pdf

SSHSP PROVIDER SUPERVISION ASSIGNMENTS
(by Service Type)

The various providers that can provide Medicaid related services are listed in this chart along with the type of provider that can provide the UDO/USO supervision.

SERVICE	PROVIDER	"Under the Direction Of"/ "Under the Supervision Of"
Speech-Language Services	Speech-Language Pathologist (SLP)	N/A
	Teacher of the Speech and Hearing Handicapped (TSHH)	Under the direction of a Speech-Language Pathologist
	Teacher of Students with Speech and Language Disabilities (TSSLD)	Under the direction of a Speech-Language Pathologist
Physical Therapy	Physical Therapist (PT)	N/A
	Physical Therapy Assistant (PTA)	Under the direction of a Physical Therapist
Occupational Therapy	Occupational Therapist (OT)	N/A
	Occupational Therapy Assistant (OTA)	Under the direction of an Occupational Therapist
Psychological Counseling Services	Psychiatrist	N/A
	Psychologist	N/A
	Licensed Clinical Social Worker (LCSW)	N/A
	Licensed Master Social Worker (LMSW)	Under the supervision of an LCSW, psychiatrist, or psychologist

https://www.oms.nysed.gov/medicaid/training_materials/udo_uso_feb_2012.pdf

WHAT IS REQUIRED FOR MEDICAID REIMBURSEMENT?

This chart lists the Medicaid Reimbursement requirements for:

- **Ordering/Referring (Rx)**

- **The Medicaid Qualified Service Provider** for each discipline, and

- **The required documentation for each encounter by service type.**

Section 6	SSHSP MEDICAID COVERED SERVICES		
MEDICAID QUALIFIED PROVIDERS & MEDICAID DOCUMENTATION REQUIREMENTS			
SERVICE MUST BE INCLUDED IN THE IEP TO BE MEDICAID REIMBURSABLE			
SERVICES[1]	***ORDERING/REFERRING REQUIREMENTS FOR MEDICAID REIMBURSEMENT***	***MEDICAID QUALIFIED SERVICE PROVIDER[2]***	***DOCUMENTATION IS REQUIRED FOR EACH ENCOUNTER***
THERAPIES — SPEECH	SIGNED/DATED WRITTEN ORDER OR REFERRAL FROM A MEDICAID ENROLLED PHYSICIAN, PHYSICIAN ASSISTANT, NURSE PRACTITIONER OR SPEECH-LANGUAGE PATHOLOGIST (SLP) WHO IS CURRENTLY LICENSED, REGISTERED AND/OR CERTIFIED AS REQUIRED	LICENSED & REGISTERED SPEECH-LANGUAGE PATHOLOGIST (SLP) / CERTIFIED TEACHER OF THE SPEECH AND HEARING HANDICAPPED OPERATING UNDER THE DIRECTION OF AN SLP / CERTIFIED TEACHER OF STUDENTS WITH SPEECH AND LANGUAGE DISABILITIES OPERATING UNDER THE DIRECTION OF AN SLP	EVALUATION REPORT[3] ONGOING THERAPY: SESSION NOTE[4]
THERAPIES — PHYSICAL	SIGNED/DATED WRITTEN ORDER FROM A MEDICAID ENROLLED PHYSICIAN, PHYSICIAN ASSISTANT, OR NURSE PRACTITIONER WHO IS CURRENTLY LICENSED, REGISTERED AND/OR CERTIFIED AS REQUIRED	LICENSED & REGISTERED PHYSICAL THERAPIST (PT) / CERTIFIED PHYSICAL THERAPIST ASSISTANT (PTA) OPERATING UNDER THE DIRECTION OF A PT	
THERAPIES — OCCUPATIONAL	SIGNED/DATED WRITTEN ORDER FROM A MEDICAID ENROLLED PHYSICIAN, PHYSICIAN ASSISTANT, OR NURSE PRACTITIONER WHO IS CURRENTLY LICENSED, REGISTERED AND/OR CERTIFIED AS REQUIRED	LICENSED & REGISTERED OCCUPATIONAL THERAPIST (OT) / CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (OTA) OPERATING UNDER THE DIRECTION OF AN OT	
MENTAL HEALTH — PSYCHOLOGICAL COUNSELING	REFERRAL BY AN APPROPRIATE SCHOOL OFFICIAL SUCH AS A SCHOOL ADMINISTRATOR OR THE CHAIRPERSON OF THE CSE/CPSE OR OTHER LICENSED PRACTITIONER ACTING WITHIN HIS/HER SCOPE OF PRACTICE - SEE Q&A #21 FOR MORE INFORMATION	LICENSED & REGISTERED PSYCHIATRIST / LICENSED & REGISTERED PSYCHOLOGIST / LICENSED CLINICAL SOCIAL WORKER (LCSW) / LICENSED MASTER SOCIAL WORKER (LMSW) OPERATING UNDER THE SUPERVISION OF A PSYCHIATRIST, PSYCHOLOGIST, OR LCSW	ONGOING THERAPY: SESSION NOTE[4]

WHAT IS REQUIRED FOR MEDICAID REIMBURSEMENT?
(Additional Medicaid Supervision Requirements - UDO)

❑ The servicing provider *(supervisee – i.e., CFY)* must meet with their attending provider *(supervisor – i.e., SLP)* at the beginning of each enrollment period and periodically throughout the school year. *(This is required for both the summer (ESY) and ten-month sessions.)*

❑ The attending provider must observe the student at the start of each enrollment period before Medicaid can be billed. Typically, this is done as a co-visit between the student, servicing provider and attending provider. This initial meeting is the first **face-to-face** meeting. Medicaid cannot be billed prior to this co-visit.

❑ If either the servicing provider or attending provider changes, a new face-to-face meeting must occur *(even if it is later in the school year).*

WHAT IS REQUIRED FOR MEDICAID REIMBURSEMENT?
(Billing Requirements for Supervised Clinicians)

❑ *OT/PT and Speech Services – (UDO)*

In order to bill Medicaid for OT, PT or Speech services where the servicing provider requires supervision:

- ▪ *Each session note must be co-signed by the supervisor (within 45 days).*
- ▪ *The supervisor must be able to show that they have been involved with and endorse the child's treatment plan (Supervision Plan).*

❑ *Psychological Counseling Services – (USO)*

In order to bill Medicaid for services provided by a LMSW:

- ▪ *Each session note must be co-signed by the supervising LCSW or licensed Psychologist (within 45 days).*
- ▪ *The supervisor must be able to show that they have met the "Under the Supervision Of" requirements."*

SUPERVISION TRACKING IN THE PORTAL

❑ **Supervision Plans will be assigned and tracked in the Portal for all:**

- ❑ *Speech Teachers*
- ❑ *OTAs, COTAS, PTAs*
- ❑ *LMSWs, and*
- ❑ *Providers with Limited Permits and CFYs (Pre-Licensed Individuals)*

❑ **There are four steps to this process. The agency or supervising therapist will:**

1) *Assign the service provider(supervisee) to the attending Provider (supervisor) in the Portal (Agency).*
2) *Assign the children and enrollments to the Supervision Plan (Agency).*
3) *Enter the initial Face-to-Face Co-visit date for each enrollment (Supervisor or Agency).*
4) *Upload the supporting supervision/pre-licensing documentation (Supervisor or Agency)*

QUESTIONS??

Are there any questions regarding the Portal Supervision Process or why this is required?

SUPERVISION TRACKING
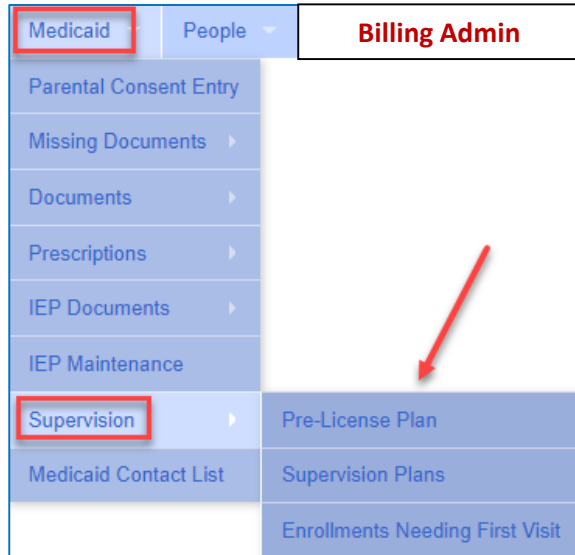
Medicaid>Supervision --OR-- Caseload Maintenance>Supervision

1) Create **Pre-License Plans**
2) Create **Supervision/Enrollment Plans**
3) Enter **Enrollments Needing First Visit** *(Face-to-Face Co-Visit)*

PRE-LICENSE PLANS
(Supervision>Pre-License Plan)

❑ **Pre-License Plans apply to anyone with a Limited Permit:**

- CFY (Clinical First Year)
- LMSW Permit
- OT Permit
- PT Permit
- PSY Permit

❑ **The agency or supervising clinician will assign the Pre-License Plan.**

- **Agencies** will use the **Medicaid** Menu – Go to *Medicaid>Supervision>Pre-License Plan.*
- **Supervising therapists** will use the **Caseload Maintenance Menu** – Go to *Caseload Maintenance>Supervision>Pre-License Plan.*

ASSIGNING PRE-LICENSE PLANS
(Medicaid > Supervision > Pre-License Plan)

❑ **On this screen you will select the <u>County</u>, <u>Provider</u> (agency) and click <u>Retrieve</u>.**

❑ **After clicking RETRIEVE, the screen will fill with providers that need a pre-license plan** (for *all professions)* **for your agency. A specific profession** *(such as CFY)* **can be selected from the Professions drop-down.**

The Profession drop-down auto-fills with all professions (for an agency) that requires supervision.

ASSIGNING PRE-LICENSE PLANS
(Medicaid > Supervision > Pre-License Plan)

☐ **To create the Pre-License Plan, click the _Add Plan_ link at the end of the row. Information about the *servicing provider* will come up. You will be adding the *supervisor* and the *start/end dates* of the supervision period on the next screen.**

ASSIGNING PRE-LICENSE PLANS
(Medicaid > Supervision > Pre-License Plan)

❑ **When you click the *Add Plan* link for a specific person in the grid, you will see the *(Pre-Licensed)* Provider listed in the *Service Provider* box along with their profession.**

The Supervisor drop-down auto-fills with all service providers (for an agency) that can provide supervision.

❑ **In the *Supervisor* box you will…**

1) Enter the ***Start*** and ***End Dates*** of the service plan *(which may overlap school years)*.
2) Select the **Supervisor** for the pre-licensed therapist from the *Supervisor Drop-Down*.
3) Click **SAVE**.

❑ **The Pre-License Plan is now complete!**

UPLOADING DOCUMENTATION FOR THE PRE-LICENSE PLAN

☐ **After you Add the Pre-License Plan, you will need to upload the supporting documentation for audit purposes. (e.g., Form 6 for a CFY).**

COMPLETED PRE-LICENSE PLAN SCREEN

❑**The completed Pre-License Plan Screen shows the…**
  ▪ <u>Service Provider</u> Information
  ▪ The <u>Supervisor</u> and the dates of the supervision period.
  ▪ The <u>uploaded document type</u> *(which can be viewed/printed from the VIEW link).*

QUESTIONS??

Are there any questions regarding creating
Pre-License Plans in the Portal?

SUPERVISION PLANS
Who does this affect?

❑ **Supervision and Pre-Licensing plans will be assigned and tracked in the Portal. A *Supervision Plan* must be assigned for all UDO/USO and Pre-License Plans. The Service Providers that require supervision are:**

  ❑ *Speech Teachers & Clinical First Year (TSHH, TSSLD & CFY)*

  ❑ *Occupational & Physical Therapy Assistants (OTAs, COTAS, PTAs)*

  ❑ *Licensed Master Social Workers (LMSWs for Medicaid reimbursement)*

  ❑ *Anyone with a Limited Permit*
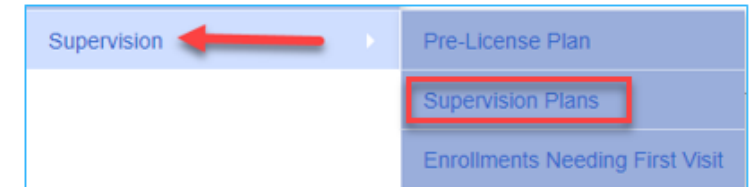
❑ **How to enter a supervision Plan. Go to Supervision>Supervision Plans.**

  Select the *Supervision Plan Listing* information *(County, Provider, School Year Session)* **and click *Retrieve.***

ASSIGNING SUPERVISION PLANS
(Medicaid>Supervision>Supervision Plans)

❑ **Now that you have selected the county, provider and school year, you can begin creating the Supervision Plan(s).**

❑ **This screen can be populated three ways:**

1) Clicking the "Copy Plans from Prior Session" button *(if you have plans from the previous session)*,

2) Clicking the "Create Plans from Pre-License Plans," button *(if you have previously created Pre-License Plans)*, or

3) Selecting the Service Provider and Supervisor from the drop-downs (and clicking **ADD)**.

SUPERVISION PLAN OPTIONS
(Copy Plans from Prior Session/Create Plans from Pre-License Plans)

☐ **Supervision Plan Options**

1) **Copy Plans from Prior Session.**

   *If you have Supervision Plans from a previous session (summer) that you would like to copy for the new session (winter), you can click the **Copy Plans from Prior Session** button, which will populate the screen with pre-existing plans.*

2) **Copy Plans from Pre-License Plans.**

   *If you have Pre-License Plans from a previous session or school year, you can click the "**Create Plans from Pre-License Plans** button, which will populate the screen with the pre-existing plans.*

3) **Create New Plans**

   *Select the **Service Provider** and **Supervisor** from the drop-downs and then click **ADD**.*

ASSIGNING SUPERVISION PLANS
(Create Plans from Prior Session)

❑ **To Copy Supervision Plans from a Prior Session, click the** *Copy Plans from Prior Session* **button.**

| Copy Plans from Prior Session | Create Plans fom Pre-License Plans | Excel |

The screen to the right comes up.
- ▪ Select the <u>Previous School Year Session</u>
- ▪ Select the <u>Destination School Year Session</u> *(current school year)*
- ▪ Select <u>All Supervisors</u>
- ▪ <u>Retrieve</u>

Filters

Provider Name	ALL ABOUT KIDS
Previous School Year Session	2021 - 2022 Winter
Destination School Year Session	2022 - 2023 Winter	Supervisors All Supervisors	Retrieve

| Select All | Select None | Create Plans |

	School Year Session	Therapist Name	Supervisor Name	Supervision Plan Exists in Destination School Year Session
☐	2021 - 2022 Winter	ELVIA NIXON	EDIE EASTMAN	No
☐	2021 - 2022 Winter	KAI ONEIL	LEONARD GRAHAM	No
☐	2021 - 2022 Winter	KARMEN CASON	JUSTINA DAILEY	No

❑ **To create the Supervision Plan from the previous school year, select each** _Plan_ **in the** list *that should be copied* (or <u>Select All</u> *if appropriate*). *Click the* **Create Plans** *button. You will see a message in yellow that the "Supervision Plan Created Successfully." You will also see that the "selected" child now shows with a* **"Yes"** *in the Supervision Plan Exists… Column.*

Supervision Plans created successfully

| Select All | Select None | Create Plans | Select Plan and click Create Plans. |

	School Year Session	Therapist Name	Supervisor Name	Supervision Plan Exists in Destination School Year Session
☑	2021 - 2022 Winter	ELVIA NIXON	EDIE EASTMAN	No
☐	2021 - 2022 Winter	KAI ONEIL	LEONARD GRAHAM	No
☐	2021 - 2022 Winter	KARMEN CASON	JUSTINA DAILEY	No

| Select All | Select None | Create Plans |

	School Year Session	Therapist Name	Supervisor Name	Supervision Plan Exists in Destination School Year Session
☐	2021 - 2022 Winter	ELVIA NIXON	EDIE EASTMAN	Yes
☐	2021 - 2022 Winter	KAI ONEIL	LEONARD GRAHAM	No
☐	2021 - 2022 Winter	KARMEN CASON	JUSTINA DAILEY	No

ASSIGNING SUPERVISION PLANS
(Create Supervision Plans from Pre-License Plans)

To create Supervision Plans from _existing Pre-License Plans_, click the _Create Plans from Pre-License Plans_ button. The following screen comes up.

Copy Plans from Prior Session	Create Plans fom Pre-License Plans	Excel

Select the _Pre-License Plan School Year Session_ and the _Supervision School Year Session_ and click Retrieve.

1) **_Select_** each therapist that requires a Plan, and
2) Click the **_Create Select Plans_** button.

This screen shows that a supervision plan was _successfully created_ (from a Pre-License Plan) for each student.

ASSIGNING SUPERVISION PLANS
(Create Supervision Plans from Pre-License Plans)

| Copy Plans from Prior Session | Create Plans fom Pre-License Plans | Excel |

Filter for the correct dates>Retrieve

	Therapist Name	Credential	Effective Date	Expiration Date	Supervisor Name	Pre License Start Date	Pre License End Date	Supervision Plan Exists
	Antoniotti, Nicole	CFY			CANINO, DOMENIQUE	9/13/2022	6/25/2023	Yes
☑	Collica, Michelle	CFY			COHEN, DEBORAH G.	9/13/2022	6/25/2023	No

Supervision Plans successfully created.

Filters

| Provider Name | ALL ABOUT KIDS |

Pre License Plan School Year Session [2022 - 2023 Winter ▾] Supervisors [All Supervisors ▾]

Supervision School Year Session [2022 - 2023 Winter ▾]   [Retrieve]

Supervision Plans Created

| Select All | Select None | Create Selected Plans | Go to Supervision Plan List |

Therapist Name	Credential	Effective Date	Expiration Date	Supervisor Name	Pre License Start Date	Pre License End Date	Supervision Plan Exists
Antoniotti, Nicole	CFY			CANINO, DOMENIQUE	9/13/2022	6/25/2023	Yes
Collica, Michelle	CFY			COHEN, DEBORAH G.	9/13/2022	6/25/2023	Yes

ASSIGNING SUPERVISION PLANS
(Create New Supervision Plans)

❑ To create **New Supervision Plans**, select the *Service Provider* and *Supervisor* from the respective drop-down and click the *Add* link at the end of the row.

❑ After you click the *Add* link, a new row will populate so you can add additional Plans.

❑ The **Service Provider** drop-down is auto-filled with all service providers for your agency that require supervision.

❑ The **Supervisor** drop-down is auto-filled with all the service providers for your agency that have the required credentials to supervise.

Copy Plans from Prior Session	Create Plans fom Pre-License Plans		
Session	**Service Provider**	**Supervisor**	
2021 - 2022 Winter	Collica, Michelle ⌄	COHEN, DEBORAH G. ⌄	Add

ENROLLMENT SUPERVISION PLANS
(Assigning the Children/Enrollment for the Supervision Plan)

❑ **Now that the Supervision Plans have been copied from a <u>Previous Session</u>, <u>Pre-License Plan</u> or <u>Manually Selected</u>, you will need to assign the children/enrollments to the Supervision Plan.**

❑ **After you click the <u>*Details*</u> Link at the end of the row, you will see the *Supervision Plan Details* Screen.**

Session	Service Provider	Supervisor	
2021 - 2022 Winter	Alduino, Kristina	Loftus, Kathleen	Details Delete
2021 - 2022 Winter	Antoniotti, Nicole	CANINO, DOMENIQUE	Details Delete

❑ **Noted at the top of the screen you will see the *Session, Service Provider and Supervisor* for the Plan.**

Supervision Plan Details

Session: **2021 - 2022 Winter**
Service Provider: **Collica, Michelle**
Supervisor: **Loftus, Kathleen**

Supervision Plan Details

Session: **2021 - 2022 Winter**
Service Provider: **Alduino, Kristina**
Supervisor: **Loftus, Kathleen**

Enrollment Supervision Plans	Supervision Documents	License Details

Auto Create Enrollment Plans | Excel | Add a Supervision Plan for an Enrollment

Child Name	ESID	Service Description	Attendance Count	First Date Supervisor Saw Child	
	RS2122W0179010	ST 3x30 Individual	97	9/4/2022	Add/View Face to Face Meeting Dates
	RS2122W0179010	ST 3x30 Individual	97	9/21/2022	Add/View Face to Face Meeting Dates
	RS2122W0182524	ST 2x30 Individual	41		Add/View Face to Face Meeting Dates

❑ **You will also see three tabs: 1) Enrollment Supervision Plans, 2) Supervision Documents, 3) License Details**

Click the *Enrollment Supervision Plans* Tab.

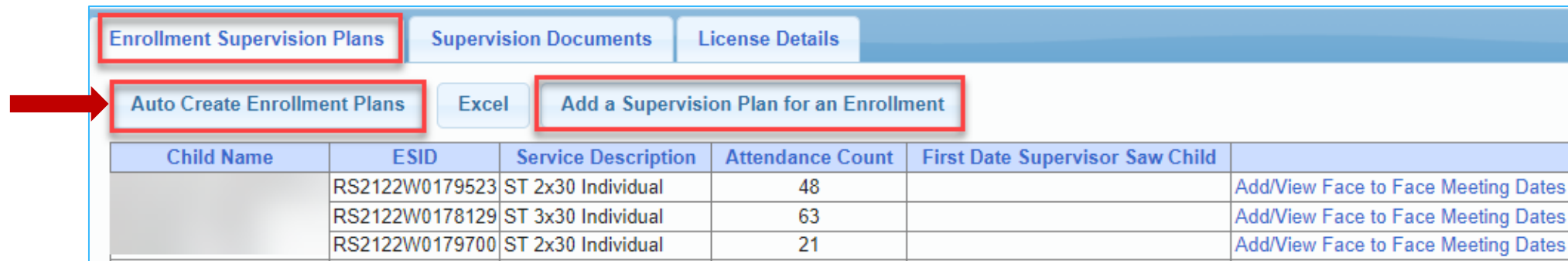| Enrollment Supervision Plans	Supervision Documents	License Details
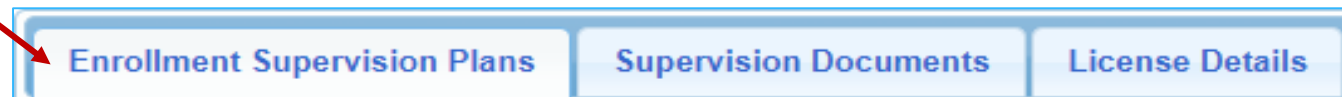
ENROLLMENT SUPERVISION PLANS TAB
(Auto Create Enrollment Plans / Add a Supervision Plan for an Enrollment)

From the **Enrollment Supervision Plans** tab you will see two buttons just above the list of children:

    1) ***Auto Create Enrollment Plans,*** *and*
    2) ***Add a Supervision Plan for an Enrollment***

This is a screen of enrollments that need to be assigned to a Supervision Plan (Supervisee/Supervisor).

Enrollment Supervision Plans	Supervision Documents	License Details			
Auto Create Enrollment Plans	Excel	Add a Supervision Plan for an Enrollment			
Child Name	**ESID**	**Service Description**	**Attendance Count**	**First Date Supervisor Saw Child**	
	RS2122W0179523	ST 2x30 Individual	48		Add/View Face to Face Meeting Dates
	RS2122W0178129	ST 3x30 Individual	63		Add/View Face to Face Meeting Dates
	RS2122W0179700	ST 2x30 Individual	21		Add/View Face to Face Meeting Dates
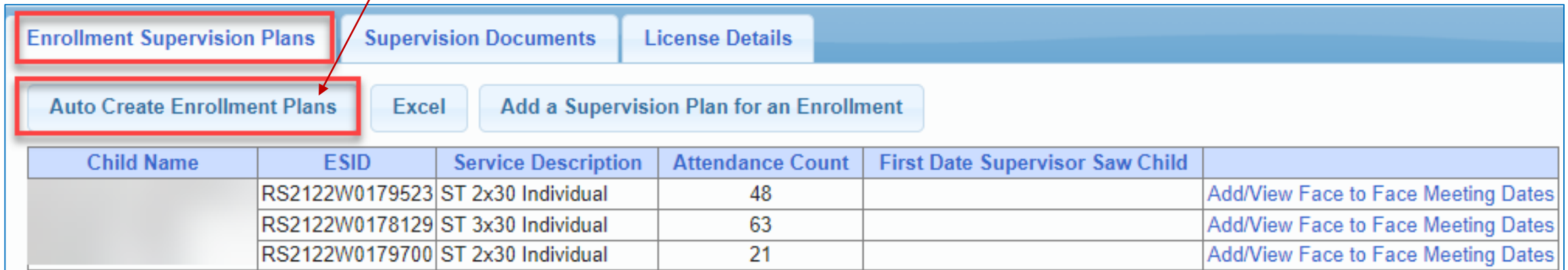
- If the child has an enrollment ***with attendances***, you can use the ***Auto Create Enrollment Plans*** button to auto create the enrollment plan.

- The ***Add a Supervision Plan for an Enrollment*** button can be used for children with or without attendances.

ASSIGNING SUPERVISION PLANS
(Auto Create Enrollment Plans)

1) To _Auto-Create_ _Enrollment Plans:_

- *Click the **Auto Create Enrollment Plans** button to assign an enrollment to a Supervision Plan.*

- *Clicking the **Auto Create Enrollment** Plans button will add an enrollment to a Supervision Plan.*

- *After auto creating the Supervision Plan to an enrollment the Face-to-Face Meeting should be entered.*
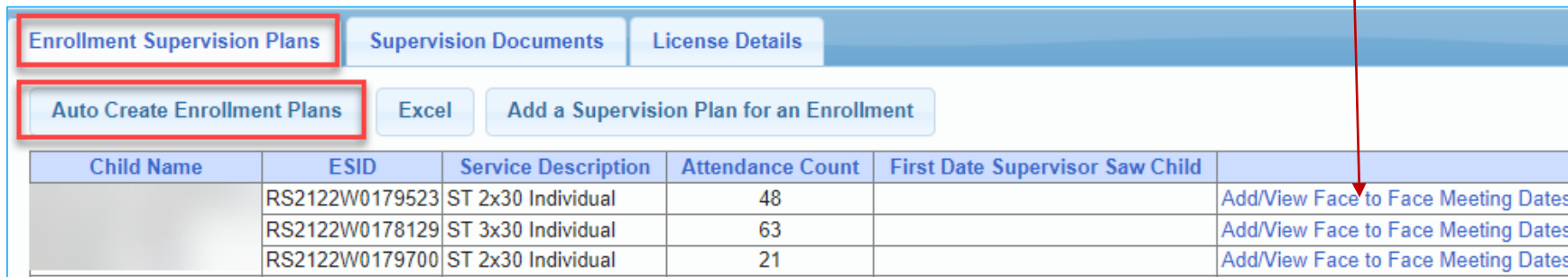
Enrollment Supervision Plans	Supervision Documents	License Details	

| Auto Create Enrollment Plans | Excel | Add a Supervision Plan for an Enrollment |

Child Name	ESID	Service Description	Attendance Count	First Date Supervisor Saw Child	
	RS2122W0179523	ST 2x30 Individual	48		Add/View Face to Face Meeting Dates
	RS2122W0178129	ST 3x30 Individual	63		Add/View Face to Face Meeting Dates
	RS2122W0179700	ST 2x30 Individual	21		Add/View Face to Face Meeting Dates
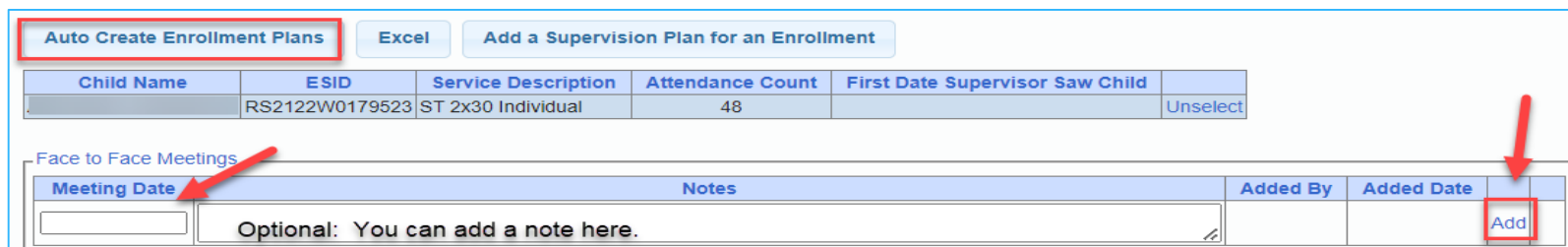
ASSIGNING SUPERVISION PLANS
(Auto Create Enrollment Plans)

❑ After you auto-create the Enrollment Plan(s), you will need to enter the Face-to-Face meeting date.

❑ To add the Face-to-Face Meeting Date, click the ***Add/View Face to Face Meeting Dates*** link at the end of the row.

Enrollment Supervision Plans	Supervision Documents	License Details			
Auto Create Enrollment Plans	Excel	Add a Supervision Plan for an Enrollment			
Child Name	**ESID**	**Service Description**	**Attendance Count**	**First Date Supervisor Saw Child**	
	RS2122W0179523	ST 2x30 Individual	48		Add/View Face to Face Meeting Dates
	RS2122W0178129	ST 3x30 Individual	63		Add/View Face to Face Meeting Dates
	RS2122W0179700	ST 2x30 Individual	21		Add/View Face to Face Meeting Dates

❑ When you click the ***Add/View Face to Face Meeting Dates*** link the screen below comes up where you can enter the meeting date and an optional note.

❑ After you add the date, click ***ADD*** at the end of the row to save the date and optional note.
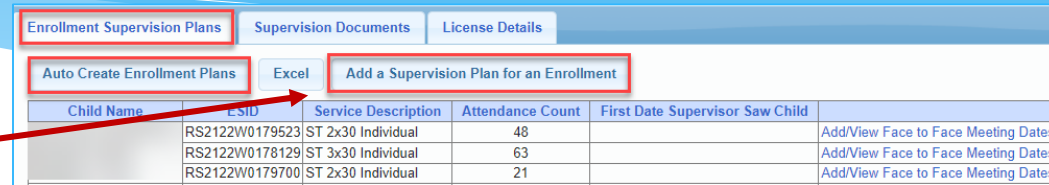
Auto Create Enrollment Plans	Excel	Add a Supervision Plan for an Enrollment			
Child Name	**ESID**	**Service Description**	**Attendance Count**	**First Date Supervisor Saw Child**	
.	RS2122W0179523	ST 2x30 Individual	48		Unselect

Face to Face Meetings

Meeting Date	Notes	Added By	Added Date	
	Optional: You can add a note here.			Add

ASSIGNING SUPERVISION PLANS
(Add Supervision Plan for an Enrollment)

2) *Add a Supervision Plan for an Enrollment*

❑ After you click the **Auto Create Enrollment Plan** button, you will want to see if there are any enrollments that could not be auto created *(because they do not have attendances) that should be attached to a Supervision Plan.*

❑ Click the *Add Supervision Plan for an Enrollment* button. The following screen comes up.

❑ The children with a supervision plan shows with a **"Yes"** in the last column. The children without a supervision plan shows with a **"No"** in the last column.

❑ Select all the children/enrollments shown on the right (under Enrollments) with a **"*No*"** status that applies to the **Service Provider and Supervisor** shown on the left (under Supervision Plans) and click the *Create Enrollment Supervision Plans* button at the top of the screen to attach the enrollments to the Supervision Plan.

CREATE ENROLLMENT SUPERVISION PLANS

The slide shows a larger version of the screen on the last slide.

Select and then **click** the ***Create Enrollment Supervision Plans*** button

ASSIGNING SUPERVISION PLANS
First Meeting Date – *Missing* Report

❑ **Since the school year has already started and therapists/children have been assigned to enrollments that already have signed attendances, the Portal can auto-generate the Supervision Plan** *(for the service provider and supervisor)* **as well as assign the children/enrollments to the Supervision Plan.**

❑ **Go to Medicaid>Supervision>Enrollments Needing First Visit.**

- Select the **County**
- Select the **Provider**
- Select the **School Year Session**
- Select **First Meeting Date Option**
  - ✓ Click the *Missing* Radio Button.
  - ✓ Click **Retrieve**

Enrollments Supervision Plans
Filters
County   NASSAU
Provider   ALL ABOUT KIDS
School Year Session   2021 - 2022 Winter
First Meeting Date   ● Missing ○ Exists
                                    Retrieve

Medicaid ▼	People ▼	My Account ▼	Knowledge Base
CBRS Enrollments			
CBRS Parent Enrollment Transfer			
Child CINs			
Missing Ordering Providers			
Claim Files			
Parental Consent Entry			
Verify Parental Consents			
Documents ▶			
Prescriptions ▶			
IEP Documents ▶			
NYSSHSP Submission			
Document Management ▶			
Supervision ▶		Pre-License Plan	
		Supervision Plans	
		Enrollments Needing First Visit	

ENROLLMENTS NEEDING FIRST VISIT
Enrollments Supervision Plans

❑ **After you click the Retrieve button, the following screen comes up. This is a list of all the Children/ESIDs, that have been assigned to a service provider and a supervisor.**

❑ **The report also shows whether a Supervision Plan exists (Yes/No), whether the Supervision Plan is Attached to an Enrollment (Yes/No) and the Date of the First Meeting** *(if a date was entered).*

ENROLLMENTS NEEDING FIRST VISIT
Enrollments Supervision Plans - YES

❑ **If there is a "*Yes*" shown for the Supervision/Enrollment Plan, you will see two links: "*Plan Details*" and "*Add Meeting Date.*"**

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
	RS2122W0179523	RS (ST) 9200-2 2x30 - I - (09/01/2021-06/30/2022)	Nicholls, Jamie	Loftus, Kathleen	No	No		Add	
	RS2122W0179523	RS (ST) 9200-2 2x30 - I - (09/01/2021-06/30/2022)	Collica, Michelle	Loftus, Kathleen	No	No		Add	
	RS2122W0179010	RS (ST) 9200-2 3x30 - I - (09/09/2021-06/24/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date
	RS2122W0178129	RS (ST) 9200-2 3x30 - I - (09/01/2021-06/24/2022)	Nicholls, Jamie	Loftus, Kathleen	No	No		Add	
	RS2122W0178129	RS (ST) 9200-2 3x30 - I - (09/01/2021-06/24/2022)	Collica, Michelle	Loftus, Kathleen	No	No		Add	

❑ **If you click the *Plan Details* link, it will show you the children and ESID #s assigned to the Supervision Plan.**

❑ **If you click the *Add Meeting Date* link, you will be able to enter or update the first Face-to-Face co-visit date.**

ENROLLMENTS NEEDING FIRST VISIT
Enrollments/Supervision Plans - NO

❏ **If there is a "*No*" shown in the _Supervision Plan Exists_ or _Supervision Plan Attached to Enrollment_ columns, you will click the *ADD* link to add the Supervision/Enrollment Plan.**

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
	RS2223S0184430	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date
	RS2223S0185135	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date
	RS2223S0185966	RS (ST) 9200-1 1x30 - I - (07/04/2022-08/12/2022)	Skelly, Amanda	Chen, Danielle	No	No		Add	
	RS2223S0186744	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Gschwind, Jamie	Chen, Danielle	No	No		Add	
	RS2223S0185900	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date

❏ **After you click the *Add* link, you will see a message at the top of the screen indicating that the "*Supervision Plan added successfully*."**

Enrollments Supervision Plans

Supervision Plan added successfully.

Filters

❏ **You will also see a "*Yes*" indicated** (instead of a "*No*") **in the _Supervision Plan Exists_ column and the _Add Link_ in the Supervision Column changes to "*Plan Details*" and "*Add Meeting Date.*"**

ENROLLMENTS NEEDING FIRST VISIT
Enrollments/Supervision Plans

❑ **Now you will click the *Add Meeting Date* link at the end of the row, a data entry box shows in the *Date of First Meeting* column. Enter the *Face-to-Face Meeting Date* and click *Update*.**

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
	RS2223S0184430	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Update Cancel
	RS2223S0185135	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date
	RS2223S0185966	RS (ST) 9200-1 1x30 - I - (07/04/2022-08/12/2022)	Skelly, Amanda	Chen, Danielle	No	No		Add	
	RS2223S0186744	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Gschwind, Jamie	Chen, Danielle	No	No		Add	
	RS2223S0185900	RS (ST) 9200-1 2x30 - I - (07/04/2022-08/12/2022)	Alduino, Kristina	Loftus, Kathleen	Yes	Yes		Plan Details	Add Meeting Date

❑ **You will enter the meeting date for all children/enrollments in the list that have a Supervision/Enrollment Plan** (*that shows as **Yes***).

❑ **When you have created a Supervision/Enrollment Plan and Meeting Date for all children in the list, you should see a "*YES*" for each child indicating that a Supervision/Enrollment Plan exists and a meeting date will be delineated in the *Date of First Meeting* Column.**

ENROLLMENTS NEEDING FIRST VISIT
First Meeting Date *Exists* Report

❑ **After the initial Face-to-Face meeting date is entered, the child will drop off of the _Missing First Meeting Date Screen_ and move to the _Existing First Meeting Date Screen_.**

❑ **The goal is to eventually have no children listed on the _Missing_ list so you can bill successfully.**

Enrollments Supervision Plans

Filters

County	NASSAU
Provider	ALL ABOUT KIDS
School Year Session	2021 - 2022 Winter
First Meeting Date	○Missing ●Exists

Retrieve

Excel

There is a Supervision Plan.
There is an Enrollment Attached to the Supervision Plan.
There is a First Meeting Date Entered.

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
	RS2122W0179523	RS (ST) 9200-2 2x30 - I - (09/01/2021-06/30/2022)	Nicholls, Jamie	Loftus, Kathleen	Yes	Yes	9/19/2022	Plan Details	Add Meeting Date
	RS2122W0179523	RS (ST) 9200-2 2x30 - I - (09/01/2021-06/30/2022)	Collica, Michelle	Loftus, Kathleen	Yes	Yes	9/19/2022	Plan Details	Add Meeting Date
	RS2122W0183186	RS (ST) 9200-2 1x30 - I - (10/04/2021-06/24/2022)	Collica, Michelle	Loftus, Kathleen	Yes	Yes	9/5/2021	Plan Details	Add Meeting Date

SUPERVISION DOCUMENTS
(Uploading Documents for the Supervision Plan)

Supervision Documents Tab *(Medicaid>Supervision Plans)*

❑ *Find the Service Provider/Supervisor in the list. Click **Details** at the end of the row, which will bring you to the Supervision Plan Details for the specific service provider/supervisor.*

❑ *Click on the **Supervision Documents** Tab.*

SUPERVISION DOCUMENTS
(Uploading/Viewing Documents for the Supervision Plan)

❑ After you click the **Supervision Documents** Tab, the following screen comes up where you can upload the supporting documentation for the Supervision Plan.

❑ On this screen you have the ability to upload <u>several types of documents:</u>
- *Documents about the child,*
- *Documents about the therapist,*
- *Supervision log for child,*
- *Supervisor Accessibility Form, and*
- *Pre-License Plan Documents.*

Supervision Plan Details

Session: **2021 - 2022 Winter**
Service Provider: **Collica, Michelle**
Supervisor: **Loftus, Kathleen**

| Enrollment Supervision Plans | Supervision Documents | License Details |

Dropdown options:
CFY - Form 6
Copy of Permit Application
Supervisor notes about child
Supervisor notes about therapist
Supervision Log for child
Supervisor Accessibility Form

Upload Document
Choose File No file chosen
*Accepts .pdf, .docx, .doc, .jpg, .jpeg, .png, .gif file formats

Supervision Document Type

Upload Document

❑ **To upload a document, you will click on *Choose File*.**

❑ *Select the **document type** from the drop-down.*

❑ **Click *Upload Document*.**

SUPERVISION DOCUMENTS
(Uploading Documents About the Child)

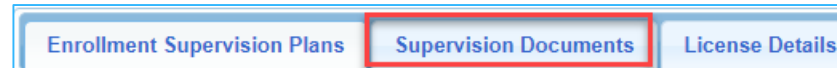*If you want to upload a document about a child, you will...*

- *Click Choose File to upload the document.*

- *Select Supervisor Notes about Child in the (Supervision Document Type) drop-down. Once you select that option, a list of children/ESID #s and their frequency/duration will fill the Enrollment Supervision Plan drop-down. Select the specific child/ESID for the enrollment.*

- *Click Upload Document.*
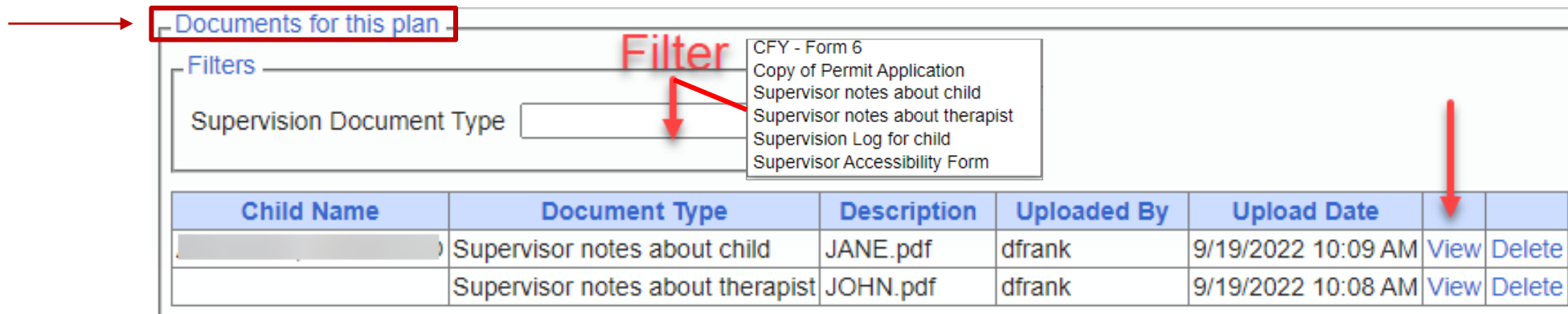
SUPERVISION DOCUMENTS
(Reviewing Documents for the Supervision Plan)

Supervision Documents Tab –

| Enrollment Supervision Plans | Supervision Documents | License Details |

*If you want to review documents that were uploaded previously, you would filter for the specific document type (if the list is long) or you can just click on the **VIEW** link <u>to view </u>and/or <u>print</u> the document.*

LICENSE DETAILS TAB
(Medicaid>Supervision>Supervision Plans>License Details Tab)

Enrollment Supervision Plans	Supervision Documents	License Details
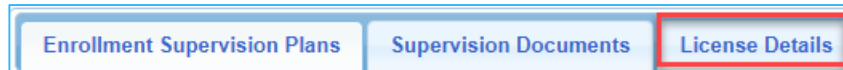
3) *The **License Details** tab will show you the license information for the service provider and the supervisor.*

Supervision Plan Details

Session: **2021 - 2022 Winter**
Service Provider: **Collica, Michelle**
Supervisor: **Loftus, Kathleen**

Enrollment Supervision Plans	Supervision Documents	License Details

Service Provider
Name: **Collica, Michelle**

Profession Code	Start Date	End Date	License #	Pre-License Supervision Plan
CFY			149896	View

Supervisor
Name: **Loftus, Kathleen**

Profession Code	Start Date	End Date	License #
SLP	7/21/2010	8/31/2024	020299

QUESTIONS??

Are there any questions regarding creating Supervision Plans in the Portal?

DEMONSTRATION

PRE-LICENSE PLANS

SUPERVISION PLANS

ENROLLMENT NEEDING FIRST VISIT

McGuinness Medicaid-in-Education Contact Information

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Fax: (518) 393-9938

Deborah Frank, McGuinness Medicaid Specialist – dfrank@jmcguinness.com – Extension #41

Kelly Knowles, McGuinness Medicaid Team – kknowles@jmcguinness.com – Extension #28

Follow-up

❑ This presentation will be recorded and the PowerPoint presentation will be uploaded to the Portal Knowledge Base for future reference.

- Search for help in our Knowledge Base: http://support.cpseportal.com/Main/Default.aspx
- Portal Support Email: Support@cpseportal.com
- Medicaid Support Email: Medicaid@CPSEPortal.com
- Questions/Guidance regarding Medicaid compliance:

    Contact Deborah Frank dfrank@jmcguinness.com, 518-393-3635, Ext. #41

❑ **HELPFUL LINKS**

   CPSE Portal Knowledge Base Links for Medicaid

   http://support.cpseportal.com/kb/a231/medicaid-knowledge-base-links.aspx