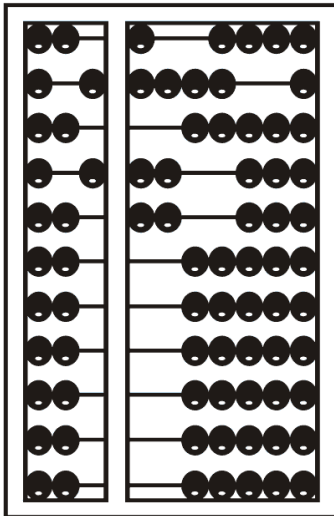


JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants



MEDICAID SUPERVISION PLANS

UDO / USO / PRE-LICENSE

(JANUARY 2023)

INTRODUCTIONS

- Deborah Frank, McGuinness Medicaid Specialist
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MEDICAID@CPSEPORTAL.COM

McGuinness has a separate Portal mailbox strictly for Medicaid Issues. The mailbox is **MEDICAID@CPSEPORTAL.COM**. You will see this noted on the bottom of every slide.

Here are some things that you can address to the Medicaid mailbox:

- Medicaid Compliance
- Medicaid Documentation; including how to upload documentation
- IEPs
- Prescriptions & Digital Recommendations
- Credential Verification

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**
 - **Assigning Enrollment Plans to 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 non-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.

SUPERVISION REQUIREMENTS ARE NOT NEW

Supervision requirements will now be handled in the Portal. What does this entail?

- ❑ **Assigning a service provider and supervisor to a child and enrollment**
(creating a Supervision/Enrollment Plan- UDO/USO)
- ❑ **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)
- ❑ **Recording the Face-to-Face Meeting Date** between the service provider, supervisor and child at the beginning of each enrollment and periodically thereafter.

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 the supervision of a License Clinical Social Worker (LCSW), Licensed Psychologist or Licensed Psychiatrist, the service is not Medicaid billable. Session Notes should be marked as “**Not Medicaid Eligible.**”
- ❑ If an individual is working with a LMSW Permit 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 “**Not Medicaid Eligible.**”

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 (OTAs, COTAs & PTAs).
 - 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.

“PRE-LICENSED” INDIVIDUALS (CFYs AND LIMITED PERMITS)

❑ 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.

❑ Clinical Fellowship Year – (CFY)

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

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.

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.

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

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
	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	
	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*) and the student 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 known as 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 within 45 days by the supervisor*
- *The supervisor must be able to show that they have been involved with and endorse the child's treatment 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:

- 1) *Speech Teachers*
- 2) *OTAs, COTAS, PTAs*
- 3) *LMSWs, and*
- 4) *Providers with Limited Permits (OTs, PTs, LMSWs 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)*

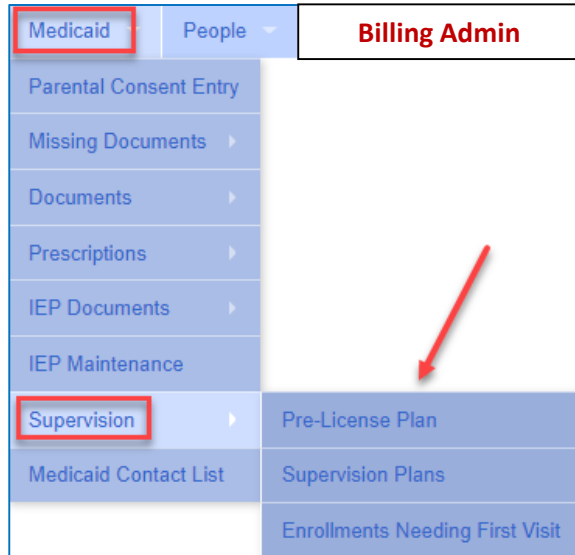
QUESTIONS??

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

UNMATCHED CHILDREN & ENROLLMENTS

- ☐ If you need to create your Pre-License or Supervision Plan and the county has not created the official county enrollment yet, you can create an unmatched child/enrollment record.
- ☐ The unmatched record can be used for any of the Portal functions until the official record is created.
- ☐ The matching process will move everything from the unmatched record to the official record.

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*)
- 4) Upload the **Supporting Documentation**



PRE-LICENSE PLANS

(Supervision > Pre-License Plan)

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

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

(Supervision > Pre-License Plan)

- On this screen you will select the County, Provider (agency) and click Retrieve.

The screenshot shows a web form titled 'Filters'. It contains three dropdown menus: 'County', 'Provider', and 'Profession'. The 'County' dropdown is set to an empty state, 'Provider' is also empty, and 'Profession' is set to 'All Professions'. To the right of these dropdowns are two checkboxes: 'Include Profession Credentials with an end date' (unchecked) and 'Include People with an existing Pre-License Plan' (checked). A 'Retrieve' button is located at the bottom right of the form, highlighted with a red box.

- 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.

The screenshot shows the results of the search. The 'Filters' section at the top has 'County' set to 'NASSAU', 'Provider' set to 'FANTASTIC CHILDREN', and 'Profession' set to 'All Professions'. The 'Retrieve' button is highlighted with a red arrow. Below the filters is a table with columns: 'Credential End', 'Plan Start', 'Plan End', 'SupervisorName', and 'Edit Plan'. The table lists several providers and their associated plans. A red box highlights the 'Profession' dropdown menu, which is open and shows a list of professions, including 'All Professions', 'CFY - Clinical Fellowship Year', 'LMHC-Permit - Licensed Mental Health Counselor Permit', 'LMSW-Permit - Limited Permit for LMSW', 'OT-Permit - Limited Permit Occupational Therapist', 'PSY-Permit - Limited Permit Psychologist', and 'PT-Permit - Limited Permit Physical Therapist'. A red arrow points from the text in the previous block to this dropdown menu.

	Credential End	Plan Start	Plan End	SupervisorName	Edit Plan
BELTRAN, J		2/9/2023	6/30/2023	CARR, NELLIE	
CALHOUN, J					Add Plan
CARTWRIGHT, J					Add Plan
HAMMER, C					Add Plan
LAY, DAPHNE					Add Plan
MENDOZA, LOREN					Add Plan

ASSIGNING PRE-LICENSE PLANS

(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.

Filters

County NASSAU

▼

Provider FANTASTIC CHILDREN

▼

Profession CFY - Clinical Fellowship Year

▼

☐ Include Profession Credentials with an end date

☒ Include People with an existing Pre-License Plan

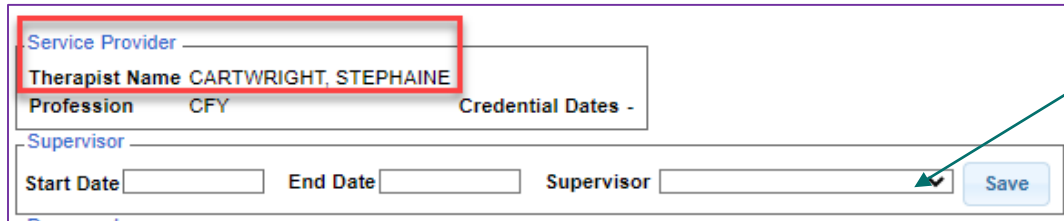
Retrieve

Name	Profession Code	Credential Start	Credential End	Plan Start	Plan End	SupervisorName	
BELTRAN, NOLA	CFY			2/9/2023	6/30/2023	CARR, NELLIE	Edit Plan
CALHOUN, BURTON	CFY						Add Plan
CARTWRIGHT, STEPHANIE	CFY						Add Plan
HAMMER, CARIE	CFY						Add Plan
LAY, DAPHINE	CFY						Add Plan

ASSIGNING PRE-LICENSE PLANS

(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 screenshot shows a form with the following fields: 'Service Provider' (a dropdown menu with a red box around it), 'Therapist Name' (filled with 'CARTWRIGHT, STEPHAINE'), 'Profession' (filled with 'CFY'), and 'Credential Dates' (a date range selector). Below these is a 'Supervisor' dropdown menu. At the bottom are 'Start Date' and 'End Date' input fields, a 'Supervisor' dropdown menu with a checkmark icon, and a 'Save' button.

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



The screenshot shows the 'Supervisor' dropdown menu (highlighted with a red box) and the 'Start Date' (01/04/2023) and 'End Date' (06/30/2023) fields (both highlighted with red arrows). The 'Supervisor' dropdown is filled with 'ABRAHAM, ALETHA' and has a checkmark icon. A 'Save' button is highlighted with a red box.

- ❑ 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 4A and Form 6 for a CFY).

Service Provider _____

Therapist Name BELTRAN, NOLA
Profession CFY Credential Dates -

Supervisor _____

Start Date _____ End Date _____ Supervisor _____ Save

Documents

Choose File No file chosen Supervision Document Type CFY - Form 6 Copy of Permit Application Upload Document

*Accepts .pdf, .docx, .doc, .jpg, .jpeg, .png, .gif file formats

Return To Listing

- ❑ Form 4A should be submitted to the Office of Professions by the endorser at the beginning of your supervised experience.

[illegible]

FORM 6

(Verification of Experience is Approved)

- ❑ Once **Form 4A** has been approved by NYSED, the CFY will receive verification of the approved application (**which is Form 6**).
- ❑ The CFY should give a copy of **Form 6** to your agency and supervisor.
- ❑ Link:
<http://www.op.nysed.gov/prof/slpa/speechforms.htm>

50. Q. Can individuals who are completing their 36 weeks of supervised experience as required for licensure in New York State and for certification by the American Speech-Language-Hearing Association provide Medicaid-reimbursable speech-language pathology services in the School Supportive Health Services Program?

A. Yes. 42 CFR Section 440.110(2)(iii) defines a "speech pathologist" as an individual who "has completed the academic program and is acquiring supervised work experience to qualify for the certificate." Individuals who are acquiring the supervised work experience to qualify for a New York State license as a speech-language pathologist must complete 36 weeks of acceptable supervised experience in accordance with Part 75 of the Regulations of the Commissioner, Section 75.2. The same supervised work experience is also required to obtain a Certificate of Clinical Competence issued by the American Speech-Language-Hearing Association (ASHA). This supervised work experience is also known as a Clinical Fellowship Year or CFY.

An individual completing their supervised work experience (CFY) in speech-language pathology who is supervised by a New York State licensed speech-language pathologist may provide Medicaid-reimbursable speech-language pathology services in the School Supportive Health Services Program **as long as they have submitted the appropriate forms to the NYS Education Department identifying their supervisor and work setting and have received verification (Form 6) that their experience is approved.** Please refer to the NYS Education Department's website at <http://www.op.nysed.gov/prof/slpa/speechforms.htm> for additional information.

The intensity and type of supervision is left to the discretion of the supervising speech-language pathologist. For purposes of the School Supportive Health Services Program, the supervising licensed speech-language pathologist must co-sign and date the supervisee's evaluation reports and session notes. All "under the direction of" requirements outlined in SSHSP guidance at http://www.oms.nysed.gov/medicaid/q_and_a/ in Q&A # 20 must be followed. In addition, the school district, county, or Section 4201 school must maintain documentation identifying the licensed speech-language pathologist who provides supervision to the individual completing their 36 weeks of supervised experience and/or CFY, as well as the terms of supervision. [July 21, 2015]

COMPLETED PRE-LICENSE PLAN SCREEN

❑ The completed Pre-License Plan Screen shows the...

- Service Provider Information
- The Supervisor and the dates of the supervision period.
- The uploaded document type (which can be viewed/printed from the VIEW link).

The screenshot displays a web interface for a completed pre-license plan. At the top, a yellow banner states "Document successfully uploaded". Below this, the "Service Provider" section shows "Therapist Name" as CARTWRIGHT, STEPHAINE and "Profession" as CFY. A red arrow points from the label "Service Provider" to this section. The "Supervisor" section includes "Start Date" (01/04/2023), "End Date" (06/30/2023), and a dropdown for "Supervisor" (ABRAHAM, ALETHA). A red arrow points from the label "Supervisor" to this dropdown. A "Save" button is present. The "Documents" section shows a "Supervision Document Type" dropdown (CFY - Form 6) and an "Upload Document" button. Below is a table with columns "Document Type", "File Name", "Upload Date", and "View". A red arrow points from the label "Documentation" to the "View" link in the table. The table contains one entry: CFY - Form 6, JANE.pdf, 2/13/2023. A "Return To Listing" button is at the bottom.

Document successfully uploaded

Service Provider

Therapist Name CARTWRIGHT, STEPHAINE
Profession CFY
Credential Dates -

Supervisor

Start Date 01/04/2023 End Date 06/30/2023 Supervisor ABRAHAM, ALETHA Save

Documents

Choose File No file chosen Supervision Document Type CFY - Form 6 Upload Document

*Accepts .pdf, .docx, .doc, .jpg, .jpeg, .png, .gif file formats

Document Type	File Name	Upload Date	
CFY - Form 6	JANE.pdf	2/13/2023	View

Return To Listing

QUESTIONS??

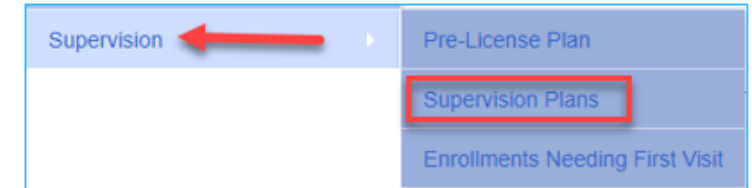
**Are there any questions regarding creating
Pre-License Plans in the Portal?**

SUPERVISION PLANS

Supervision > Supervision Plan

- ❑ **Supervision 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**.**

A screenshot of the 'Supervision Plan Listing' form. Red arrows point to the 'County', 'Provider', 'School Year Session', and 'Supervisor' dropdown menus. The 'Retrieve' button is highlighted with a red rectangle.

A screenshot of the 'Supervision Plan Listing' form with specific values entered: County is 'NASSAU', Provider is 'FANTASTIC CHILDREN', School Year Session is '2022 - 2023 Winter', and Supervisor is 'All Supervisors'. The 'Retrieve' button is highlighted with a red rectangle.

ASSIGNING SUPERVISION PLANS

(Three Ways to Enter 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) Click the “Copy Plans from Prior Session” button (if you have plans from the previous session),
 - 2) Click the “Create Plans from Pre-License Plans,” button (if you have previously created Pre-License Plans),
 - 3) Selecting the Service Provider and Supervisor from the drop-downs to create NEW Plans

1) Copy Plans from Prior Session		2) Create Plans fom Pre-License Plans	
Session	Service Provider	Supervisor	
2021 - 2022 Winter	3) <input type="text"/>	<input type="text"/>	Add

SUPERVISION PLAN OPTIONS

(Options for Creating Supervision Plans)

Supervision Plan Options

1) Copy Plans from Prior Session.

Copy Plans from Prior Session

Create Plans fom Pre-License Plans

Excel

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.

Copy Plans from Prior Session

Create Plans fom Pre-License Plans

Excel

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-License plans.

3) Create New Plans

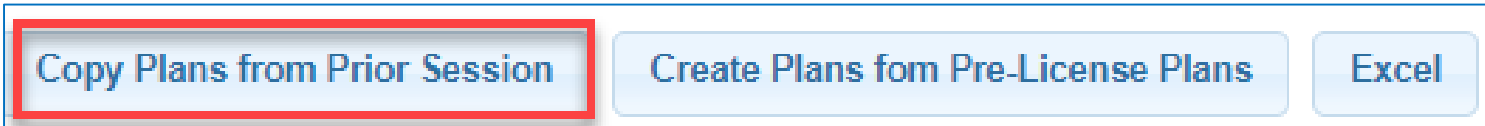
Copy Plans from Prior Session		Create Plans fom Pre-License Plans		Excel
Session	Service Provider	Supervisor		
2022 - 2023 Winter	CASON, KARMEN	DICKINSON, RYAN	Add	

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

SUPERVISION PLANS

(Copy Plans from Prior Session)

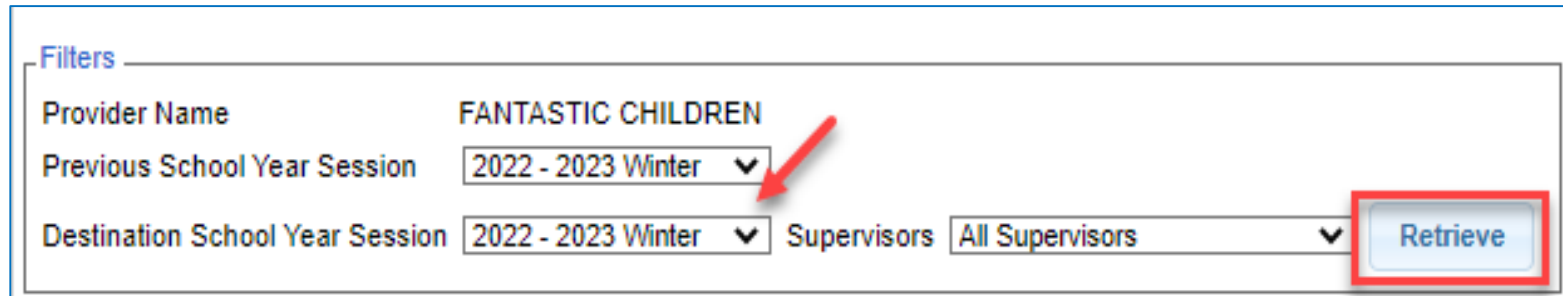
- ❑ To Copy Supervision Plans from a Prior Session, click the **Copy Plans from Prior Session** button (just under the Filters box.)



A screenshot of a software interface showing three buttons: 'Copy Plans from Prior Session', 'Create Plans fom Pre-License Plans', and 'Excel'. The 'Copy Plans from Prior Session' button is highlighted with a red rectangular border.

The screen below comes up.

- Select the dates for the Previous School Year Session
- Select the dates for the Destination School Year Session (*current school year*)
- Select All Supervisors
- Retrieve



A screenshot of a 'Filters' box in a software interface. It contains the following fields: 'Provider Name' with the value 'FANTASTIC CHILDREN', 'Previous School Year Session' with a dropdown menu showing '2022 - 2023 Winter', and 'Destination School Year Session' with a dropdown menu showing '2022 - 2023 Winter'. To the right of these fields is a 'Supervisors' dropdown menu showing 'All Supervisors'. A red arrow points to the 'Previous School Year Session' dropdown. The 'Retrieve' button is highlighted with a red rectangular border.

SUPERVISION PLANS

(Copy Plans from Prior Session)

- ❑ After you click **RETREIVE**, the following list populates.
- ❑ Select the specific **Plans** that you would like copied from the prior session.
- ❑ Click the **Create Plans Button**

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
<input checked="" type="checkbox"/>	2021 - 2022 Winter	ELVIA NIXON	EDIE EASTMAN	No
<input type="checkbox"/>	2021 - 2022 Winter	KAI ONEIL	LEONARD GRAHAM	No
<input type="checkbox"/>	2021 - 2022 Winter	KARMEN CASON	JUSTINA DAILEY	No

- ❑ After you click the **Create Plans button**, you will see a message that states, “**Supervision Plans Created Successfully**” in a yellow bar. You will also see that the checkbox is removed and there is a “**YES**” indicated for the Plan.

Supervision Plans created successfully				
Select All	Select None	Create Plans		
	School Year Session	Therapist Name	Supervisor Name	Supervision Plan Exists in Destination School Year Session
<input checked="" type="checkbox"/>	2021 - 2022 Winter	ELVIA NIXON	EDIE EASTMAN	Yes
<input type="checkbox"/>	2021 - 2022 Winter	KAI ONEIL	LEONARD GRAHAM	No
<input type="checkbox"/>	2021 - 2022 Winter	KARMEN CASON	JUSTINA DAILEY	No

SUPERVISION PLANS

(Create Supervision Plans from Pre-License Plans)

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

- To create Supervision Plans from existing Pre-License Plans, click the **Create Plans from Pre-License Plans** button. Filter for the dates of the Plans that you are copying and click Retrieve.

Filters

Provider Name FANTASTIC CHILDREN

Previous School Year Session 2022 - 2023 Winter

Destination School Year Session 2022 - 2023 Winter Supervisors All Supervisors

Retrieve

- 1) **Select** each therapist that requires a Plan (or you can click the “Select All” button to select ALL),
- 2) Click the **Create Select Plans** button.

Filters

Provider Name FANTASTIC CHILDREN

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

Supervision School Year Session 2022 - 2023 Winter

Retrieve

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
<input checked="" type="checkbox"/>	VEGA, PHEBE	CFY			ABRAHAM, ALETHA	1/4/2023	6/30/2023	No
<input checked="" type="checkbox"/>	BELTRAN, NOLA	CFY			CARR, NELLIE	2/9/2023	6/30/2023	No

ASSIGNING SUPERVISION PLANS

(Create Supervision Plans from Pre-License Plans)

This screen shows that a supervision plan was **successfully created** (from a Pre-License Plan) for each student.

Select AllSelect 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
<input checked="" type="checkbox"/>	VEGA, PHEBE	CFY			ABRAHAM, ALETHA	1/4/2023	6/30/2023	No
<input checked="" type="checkbox"/>	BELTRAN, NOLA	CFY			CARR, NELLIE	2/9/2023	6/30/2023	No

Supervision Plans successfully created.

Filters

Provider Name

FANTASTIC CHILDREN

Pre License Plan School Year Session

2022 - 2023 Winter

Supervisors

All Supervisors

Supervision School Year Session

2022 - 2023 Winter

Retrieve

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
	VEGA, PHEBE	CFY			ABRAHAM, ALETHA	1/4/2023	6/30/2023	Yes
	BELTRAN, NOLA	CFY			CARR, NELLIE	2/9/2023	6/30/2023	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

Excel

Session	Service Provider	Supervisor	
2022 - 2023 Winter	CASON, KARMEN	DICKINSON, RYAN	Add

ENROLLMENT SUPERVISION PLANS

(Assigning the Children/Enrollments to the Supervision Plan)

- Now that the Supervision Plans have been copied from a Previous Session, Pre-License Plan or Manually Selected, you will need to assign the Enrollment Plan (children/enrollments) to the Supervision Plan.
- After you click the **Details** Link at the end of the row, you will see the **Supervision Plan Details** Screen.

Session	Service Provider	Supervisor	
2022 - 2023 Winter	BELTRAN, NOLA	BLOOM, SHAREE	Details Delete
2022 - 2023 Winter	BELTRAN, NOLA	CARR, NELLIE	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: 2022 - 2023 Winter
Service Provider: BELTRAN, NOLA
Supervisor: GREENE, COLLEEN

Supervision Plan Details
Session: 2022 - 2023 Winter
Service Provider: BELTRAN, NOLA
Supervisor: GREENE, COLLEEN

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	
AVILES, RAPHAEL	RS2223W0188019	ST 2x30 Individual	12	9/15/2022	Add/View Face to Face Meeting Dates
BUSH, RODERICK	RS2223W0190121	ST 3x30 Individual	9		Add/View Face to Face Meeting Dates
ENGEL, JONAH	RS2223W0187538	ST 3x30 Individual	13		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**, (Auto Selection Process) and
- 2) **Add a Supervision Plan for an Enrollment** (Manual Selection Process)

This is a screen of enrollments that needs 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 plans.
- 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**:

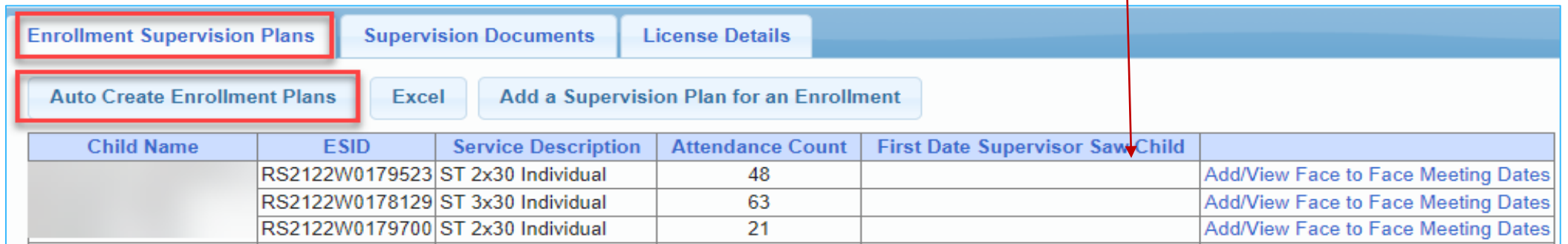
- Click the **Auto Create Enrollment Plans** button to assign an enrollment to a Supervision Plan.
- Clicking the **Auto Create Enrollment Plans** button will add an enrollment to a Supervision Plan (if attendances exist).

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

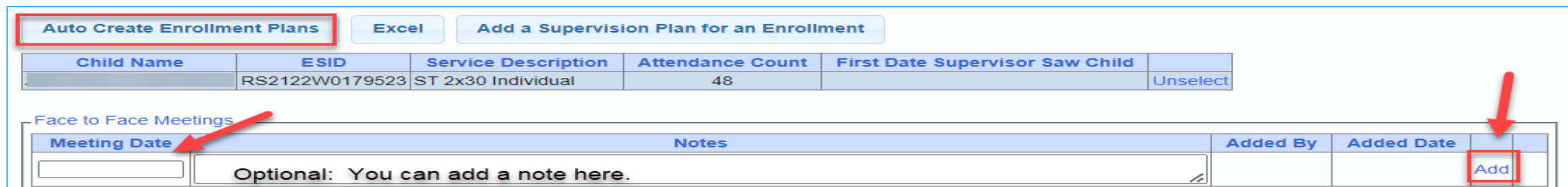
(Auto Create Enrollment Plans)

- ❑ 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 meeting 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	
<input type="text"/>	Optional: You can add a note here.			Add

(Add a 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 copied to a Supervision Plan.
- ❑ Click the **Add Supervision Plan for an Enrollment** button.
- ❑ The following screen comes up.

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
AVILA, PORFIRIO	RS2223W0196027	ST 3x30 Individual	0	Add/View Face to Face Meeting Dates
CHANCE, CURT	RS2223W0189004	ST 2x30 Individual	6	Add/View Face to Face Meeting Dates
CHERRY, YONG	RS2223W0187706	ST 2x30 Individual	6	Add/View Face to Face Meeting Dates

Create Enrollment Supervision Plans

Return to Supervision Details

Supervision Plans

	Session	Service Provider	Supervisor
Select	2022 - 2023 Winter	NOLA BELTRAN	COLLEEN GREENE
Select	2022 - 2023 Winter	NOLA BELTRAN	NELLIE CARR
Select	2022 - 2023 Winter	NOLA BELTRAN	SHAREE BLOOM
Select	2022 - 2023 Winter	NOLA BELTRAN	Susan Jones

Enrollments

Select All

Deselect All

	Child Name	E SID	Service Description	Has Supervision Plan
<input type="checkbox"/>	ACOSTA, LOREN	RS2223W0197145	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/24/2023)	No
<input type="checkbox"/>	AVILES, RAPHAEL	RS2223W0188019	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	No
	AVILES, RAPHAEL	RS2223W0188019	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	Yes
<input type="checkbox"/>	BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	No
	BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	Yes
	ENGEL, JONAH	RS2223W0187538	RS (ST) 9200-2 3x30 - I - (09/06/2022-06/23/2023)	Yes
	GRIFFITH, GEOFFREY	RS2223W0188462	RS (ST) 9200-2 2x30 - I - (09/06/2022-10/21/2022)	Yes
<input type="checkbox"/>	GRIFFITH, GEOFFREY	RS2223W0190324	RS (ST) 9200-2 2x30 - I - (10/24/2022-06/23/2023)	No

ASSIGNING SUPERVISION PLANS

(Add Supervision Plan for an Enrollment)

- ❑ 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 **Return to Supervision Details**

Supervision Plans

	Session	Service Provider	Supervisor
Select	2022 - 2023 Winter	NOLA BELTRAN	COLLEEN GREENE
Select	2022 - 2023 Winter	NOLA BELTRAN	NEELIE CARR
Select	2022 - 2023 Winter	NOLA BELTRAN	SHARLE BLOOM
Select	2022 - 2023 Winter	NOLA BELTRAN	Susan Jones

Enrollments

Select All Deselect All

	Child Name	ESID	Service Description	Has Supervision Plan
<input type="checkbox"/>	ACOSTA, LOREN	RS2223W0197145	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/24/2023)	No
<input type="checkbox"/>	AVILES, RAPHAEL	RS2223W0188019	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	No
<input type="checkbox"/>	AVILES, RAPHAEL	RS2223W0188019	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	Yes
<input type="checkbox"/>	BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	No
<input type="checkbox"/>	BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	Yes
<input type="checkbox"/>	ENGEL, JONAH	RS2223W0187538	RS (ST) 9200-2 3x30 - I - (09/06/2022-06/23/2023)	Yes
<input type="checkbox"/>	GRIFFITH, GEOFFREY	RS2223W0188462	RS (ST) 9200-2 2x30 - I - (09/06/2022-10/21/2022)	Yes
<input type="checkbox"/>	GRIFFITH, GEOFFREY	RS2223W0190324	RS (ST) 9200-2 2x30 - I - (10/24/2022-06/23/2023)	No

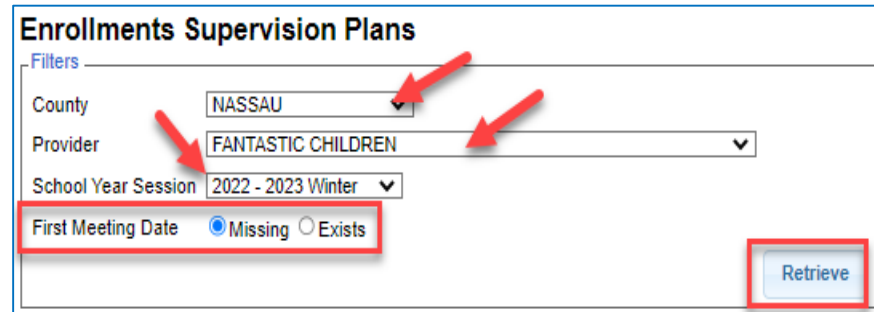
ASSIGNING SUPERVISION PLANS

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 or Caseload Maintenance>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:

Provider:

School Year Session:

First Meeting Date: ☒ Missing ☐ Exists



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

First Meeting Date – Missing Report

- ❑ 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 in the Portal.
- ❑ This 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 Supervision Plans

Filters

County

NASSAU

Provider

FANTASTIC CHILDREN

School Year Session

2022 - 2023 Winter

First Meeting Date

☒ Missing

☐ Exists

Retrieve

Excel

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHANCE, CURT	RS2223W0189004	RS (ST) 9200-2 2x30 - I - (09/01/2022-10/26/2022	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHERRY, YONG	RS2223W0187706	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
COFFMAN, EDWIN	RS2223W0188355	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023	MA, HOA	DIETZ, CAMMIE	No	No		Add	
DOTSON, GABRIELLE	RS2223W0187802	RS (ST) 9200-2 2x30 - I - (09/02/2022-06/23/2023	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date

ENROLLMENTS NEEDING FIRST VISIT

Supervision/Enrollment(s) 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.**”

Enrollments Supervision Plans

Filters

County

NASSAU

Provider

FANTASTIC CHILDREN

School Year Session

2022 - 2023 Winter

First Meeting Date

Missing

Exists

Retrieve

Excel

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHANCE, CURT	RS2223W0189004	RS (ST) 9200-2 2x30 - I - (09/01/2022-10/26/2022)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHERRY, YONG	RS2223W0187706	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
COFFMAN, EDWIN	RS2223W0188355	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	MA, HOA	DIETZ, CAMMIE	No	No		Add	
DOTSON, GABRIELLE	RS2223W0187802	RS (ST) 9200-2 2x30 - I - (09/02/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date

- ❑ 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 Face-to-Face co-visit date.

ENROLLMENTS NEEDING FIRST VISIT

Supervision/Enrollment(s) 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
BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes		Plan Details Add Meeting Date
CHANCE, CURT	RS2223W0189004	RS (ST) 9200-2 2x30 - I - (09/01/2022-10/26/2022)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details Add Meeting Date
CHERRY, YONG	RS2223W0187706	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details Add Meeting Date
COFFMAN, EDWIN	RS2223W0188355	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	MA, HOA	DIETZ, CAMMIE	No	No		Add
DOTSON, GABRIELLE	RS2223W0187802	RS (ST) 9200-2 2x30 - I - (09/02/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	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.

- ❑ You will also see a “Yes” indicated (instead of a “No”) in the *Supervision Plan Attached to Enrollment* column and the *Add Link* in the *Supervision* Column changes to “*Plan Details*” and the “*Add Meeting Date*” link appears in the last column.

ENROLLMENTS NEEDING FIRST VISIT

Adding the Face-to-Face Meeting Date

- 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	
USH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes	<input type="text"/>	Plan Details	Update Cancel
HANCE, CURT	RS2223W0189004	RS (ST) 9200-2 2x30 - I - (09/01/2022-10/26/2022)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
HERRY, YONG	RS2223W0187706	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	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 (if entered).

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

FANTASTIC CHILDREN

School Year Session

2022 - 2023 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	
AVILES, RAPHAEL	RS2223W0188019	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes	2/1/2023	Plan Details	Add Meeting Date

SUPERVISION DOCUMENTATION

(UDO Child Log – Meeting Minutes)

“UNDER THE DIRECTION OF” LOG

Child Name _____ School Year _____

Service _____ Service Mandate _____

Service Provider _____ Certification/License # _____

Supervising Clinician _____ License # _____

Activity	Meeting Date	Meeting Type (Individual, Group, Phone, Etc.)	Services/Evaluation Recommended	UDO Signature
Initial Observation Face-to-Face w/ Child				
FIRST QTR REVIEW				
Meeting				
Meeting				
Meeting				

These forms were created for presentation purposes only. Check with your County for official forms.

Name of Child: |

Date:	<input type="checkbox"/> Observation	<input type="checkbox"/> Review Meeting
Notes:		

Date:	<input type="checkbox"/> Observation	<input type="checkbox"/> Review Meeting
Notes:		

SUPERVISION DOCUMENTATION

(Certification of Under the Direction of and Accessibility)

These forms were created for presentation purposes only.

Check with your County
for official forms.

**CERTIFICATION OF
UNDER THE DIRECTION AND ACCESSIBILITY**

I, _____, _____, _____
 (Name of Supervising Clinician) (Credential) (Type of Therapist)

With current license number _____, certify that I am providing "Under the Direction of" services to the following

_____ for the _____ school year:
 (Title of Provider, e.g., PTA)

CHILD: _____ DOB _____

Name of Therapist being Supervised	Certification/License # & NPI #

Name of Therapist being Supervised	Certification/License # & NPI #

SUPERVISION DOCUMENTS

(Uploading Documents for the Supervision Plan)

Supervision Documents Tab (Medicaid>Supervision Plans)

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

Enrollments Supervision Plans

Filters

County:

Provider:

School Year Session:

First Meeting Date: ☒ Missing ☐ Exists

Child Name	ESID	Service	Service Provider	Co-Signer	Supervision Plan Exists	Supervision Plan Attached to Enrollment	Date of First Meeting	Supervision	
BUSH, RODERICK	RS2223W0190121	RS (ST) 9200-2 3x30 - I - (09/01/2022-06/23/2023)	BELTRAN, NOLA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHANCE, CURT	RS2223W0189004	RS (ST) 9200-2 2x30 - I - (09/01/2022-10/26/2022)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
CHERRY, YONG	RS2223W0187706	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	KUMAR, FREIDA	GREENE, COLLEEN	Yes	Yes		Plan Details	Add Meeting Date
COFFMAN, EDWIN	RS2223W0188355	RS (ST) 9200-2 2x30 - I - (09/06/2022-06/23/2023)	MA, HOA	DIETZ, CAMMIE	No	No		Add	

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

Enrollment Supervision Plans

Supervision Documents

License Details

SUPERVISION DOCUMENTS

(Uploading 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 several types of documents:

- Documents about the child,
- Documents about the therapist,
- Supervision log for child,
- Supervisor Accessibility Form, and
- Pre-License Plan Documents.

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

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

❑ Click **Upload Document**.

The screenshot displays the 'Supervision Plan Details' page. At the top, it shows session information: 'Session: 2022 - 2023 Winter', 'Service Provider: BELTRAN, NOLA', and 'Supervisor: GREENE, COLLEEN'. Below this is a navigation bar with three tabs: 'Enrollment Supervision Plans', 'Supervision Documents' (which is selected and highlighted with a red box), and 'License Details'. The main content area is titled 'Upload Document' and contains a 'Choose File' button (highlighted with a red box), a text field showing 'No file chosen', and a note '*Accepts .pdf, .docx, .doc, .jpg, .jpeg'. Below these is a 'Supervision Document Type' dropdown menu (highlighted with a red box) which is open, showing a list of document types: 'CFY - Form 6', 'Copy of Permit Application', 'Supervisor notes about child', 'Supervisor notes about therapist', 'Supervision Log for child', and 'Supervisor Accessibility Form'. The 'Supervisor Accessibility Form' option is highlighted with a red box and a red arrow. At the bottom right of the form area is an 'Upload Document' button (highlighted with a red box).

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**.

The screenshot shows the 'Supervision Documents' tab in a web application. It features three tabs: 'Enrollment Supervision Plans', 'Supervision Documents', and 'License Details'. The 'Supervision Documents' tab is active. Below the tabs, there is a section titled 'Upload Document'. On the left, there is a 'Choose File' button and the text 'No file chosen'. Below this, it says '*Accepts .pdf, .docx, .doc, .jpg, .jpeg, .png, .gif file formats'. A red arrow points from the 'Choose File' button to the file upload area. To the right of the file upload area, there are two drop-down menus. The first is labeled 'Supervision Document Type' and has 'Supervisor notes about child' selected. A red box highlights this drop-down menu. The second is labeled 'Enrollment Supervision Plan' and has 'RS2122W0179523 ST 2x30 Individual' selected. A red box highlights this drop-down menu. A red arrow points from the 'Supervision Document Type' drop-down to the 'Enrollment Supervision Plan' drop-down. At the bottom right, there is a blue 'Upload Document' button. A red arrow points from the 'Enrollment Supervision Plan' drop-down to the 'Upload Document' button. A red arrow also points from the 'License Details' tab to the 'Supervision Document Type' drop-down.

Enrollment Supervision Plans Supervision Documents License Details

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 Supervisor notes about child ▼

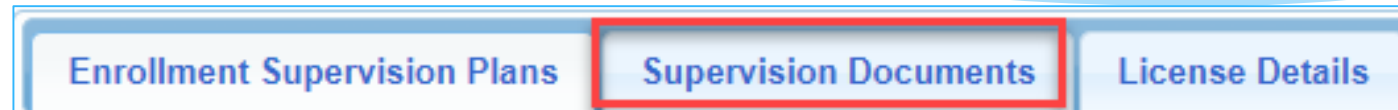
Enrollment Supervision Plan RS2122W0179523 ST 2x30 Individual ▼

Upload Document

SUPERVISION DOCUMENTS

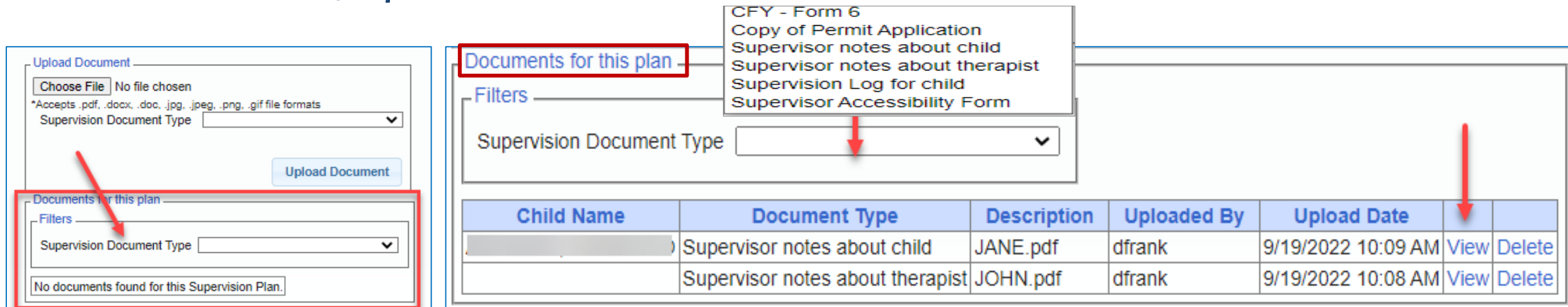
(Viewing/Printing Documents for the Supervision Plan)

Supervision Documents Tab –



Enrollment Supervision Plans **Supervision Documents** License Details

*If you want to view documents that were uploaded previously, you would go to the Documents for this Plan section of the screen and filter for the specific document type (if the list is long) or you can just click on the **VIEW** link to view and/or print the document.*



Upload Document

Choose File No file chosen

*Accepts .pdf, .docx, .doc, .jpg, .jpeg, .png, .gif file formats

Supervision Document Type

Upload Document

Documents for this plan

Filters

Supervision Document Type

No documents found for this Supervision Plan.

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

Child Name	Document Type	Description	Uploaded By	Upload Date		
	Supervisor notes about child	JANE.pdf	dfrank	9/19/2022 10:09 AM	View	Delete
	Supervisor notes about therapist	JOHN.pdf	dfrank	9/19/2022 10:08 AM	View	Delete

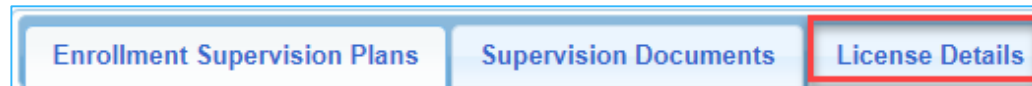
DEMONSTRATION

PRE-LICENSE PLANS

SUPERVISION PLANS

ENROLLMENT NEEDING FIRST VISIT

LICENSE DETAILS TAB



- 3) The **License Details** tab will show you the license information for the service provider and the supervisor.

Supervision Plan Details

Session: 2022 - 2023 Winter
Service Provider: BELTRAN, NOLA
Supervisor: Jones, Susan

Enrollment Supervision Plans Supervision Documents **License Details**

Service Provider
Name: BELTRAN, NOLA

Supervisor
Name: Jones, Susan

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

Profession Code	Start Date	End Date	License #
SLP	4/3/2020	7/31/2025	029609

QUESTIONS??

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

IN SUMMARY

(Supervision Quick Reference Guide)

1) Select the Service Provider and Supervisor (Supervision Plan)

- Go to Medicaid or Caseload Maintenance>Supervision>Supervision Plans>Filter>Retrieve
- Copy Plans from Prior Session or Create Plans from Pre-License Plans or
Select the Service Provider & Supervisor from the respective drop-downs
- Click the **Details** Link to assign the child/enrollment to the Supervision Plan

2) Assign the Enrollment Plan (child & enrollment) to the Supervision Plan

- Click the **Details** Link at the end of the row to assign the child/enrollment to the Supervision Plan
- Click the **“Add a Supervision Plan for an Enrollment”** button
- Select the specific Supervision Plan in the Supervision Plans Grid
- Select all the children and enrollments that apply to the specific Supervision Plan
- Click **Create Enrollment Supervision Plans** button

IN SUMMARY

(Supervision Quick Reference Guide)

3) **Upload the Required Audit Documentation**

- Click the *Supervision Documents Tab*
- Click *Choose File*
- Select *Document Type*
- Click *Upload Document* (If you need to upload documentation for a child, you will need to select the specific child from the “*Enrollment Supervision Plan*” Drop-Down.)

4) **Enter the Face-to-Face Meeting Date**

- (*Medicaid* or *Caseload Maintenance*>Supervision>Enrollment Needing First Visit)
- Filter for County, Provider, School Year Session, Click the *Missing* Radio Button, Click *Retrieve*
- Click the *Add Meeting Date* Link at the end of the row
- Enter the meeting date and click the *Update* link at the end of the row

Who Needs a Pre-License Plan?

Who Needs a Supervision Plan?

- ❑ The chart below indicates who needs a **Pre-License Plan** and who needs a **Supervision Plan**.

WHO NEEDS A PRE-LICENSE PLAN? (Supervision>Pre-License Plan)	WHO NEEDS A SUPERVISION PLAN? (Supervision>Supervision Plans)
(Unlicensed individuals as noted below)	(Unlicensed individuals that have a Pre-License Plan, UDO/USO - Therapy Assistants, Speech Teachers & LMSWs as noted below)
CFY (Clinical First Year)	CFY, TSHH, TSSLD
OT Permit	OT Permit, OTAs, COTAs
PT Permit	PT Permit, PTAs
LMSW Permit	LMSW Permit, LMSW
PSY Permit	PSY Permit

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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>
 - **Medicaid Support Email:** Medicaid@CPSEPortal.com
 - Questions/Guidance regarding Medicaid compliance:
Contact Deborah Frank dfrank@jmcguinness.com, 518-393-3635, Ext. #41