

# Digital Speech Recommendations

(for SLPs Using the Portal)

(Updated June 2024)

# CLARIFICATION

- ❑ Today's webinar is for agencies (and their service providers) that are using the CPSE Portal to generate digital speech recommendations.
- ❑ Today's webinar is not for agencies (and their service providers) that are using the **McGuinness CLAIMS/EnterClaims** software.

# INTRODUCTIONS

## ❑ McGuinness Medicaid Team

**Deborah Frank, McGuinness Medicaid Specialist**

- Kelly Knowles, Medicaid Team
- Danielle Croskey, Medicaid Team
- Ellen Farney, Medicaid Team

# MEDICAID@CPSEPORTAL.COM

McGuinness has a separate Portal mailbox strictly for Medicaid Issues. The mailbox is **MEDICAID@CPSEPORTAL.COM**.

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

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

# TOPICS COVERED

- ☐ Benefits of Using the Digital Speech Recommendation
- ☐ Required Elements of a Written Order
- ☐ One-Time Set-up
- ☐ How to Create the Digital Speech Recommendation
- ☐ Troubleshooting the Digital Speech Recommendation Process
- ☐ Reports
- ☐ Unmatched Children & Enrollments
- ☐ OPRA

# CPSE PORTAL DIGITAL ORDER/RECOMMENDATION

## What is a digital order/recommendation?

- ❑ It is a written order/recommendation (*for Speech Therapy Services*) that is created on the computer and digitally signed, rather than written on paper and signed with a pen.
- ❑ The digital order follows all the requirements of a paper order except that it is created and signed digitally.

# ELECTRONIC SIGNATURES

**Are electronic signatures acceptable? Yes.**

*“Electronic signatures are acceptable if adequate security is in place and confidentiality is maintained. The use of an electronic signature has the same validity as a signature affixed by hand. However, **providers must be prepared to authenticate or prove that the record was electronically signed by the person authorized to sign the record.** Electronic signatures affixed by someone other than the actual practitioner are not allowable. An exception to this rule would apply where the applicable statute or regulation specifically requires a hand-written signature. **The provider’s electronic medical record must have control features, such as pass codes or electronic signatures.**”*

# WHEN SHOULD A WRITTEN ORDER BE COMPLETED?

## (Timing of the Written Order) – Medicaid Handbook / Q&A

### From the Medicaid Provider & Billing Handbook, Page 21

- ❑ It should be noted that the written order/written referral must be in place **prior to the initiation of services** (prospective), including evaluations.

### From the Medicaid Q & A – Question # 94

- ❑ Can a NYS licensed and currently registered speech-language pathologist (SLP) **who has not seen the student** write a referral for speech therapy? **No.**

**The SLP cannot write a referral if they have not seen the student** 18NYCRR 505.11 states that a written order must contain a diagnostic statement and purpose of treatment. **It is not acceptable under the Medicaid program for the ordering referring professional never to have met with the child** as it is incompatible with the obligations of the ordering practitioner to assure that the ordered care, services, or supplies will meet the recipient's needs and restore him or her to the best possible functional level. [December 13, 2010]



# WHEN CAN A SLP PREPARE THEIR SPEECH RECOMMENDATION?

McGuinness received direction from SED regarding this specific issue.

SLPs can write a Speech recommendation “**directly following**” the initial session with the child under the following circumstances:

- ❑ The SLP uses the results of the initial evaluation (which should be delineated in the IEP)
- ❑ The SLP can be assured that the ordered services will meet the child’s needs
- ❑ The SLP can be assured that the child’s level of function can be increased to the best possible outcome
- ❑ If the above criteria can be met, the recommendation can be written on the same day “**after**” the initial session and the session will be Medicaid-eligible. If the prescription is not written on the same day that services began, any provided sessions that took place prior to the date of the prescription must be marked as “**Not Medicaid-Eligible**” on the session note.
- ❑ The date of the Speech recommendation must be the **same date as the initial session** with the child.

# QUESTIONS

Any questions?

# DIGITAL SPEECH RECOMMENDATIONS

- ❑ There are many benefits of using the digital option for Speech recommendations.
  - The digital recommendation is **Medicaid-compliant** and **verified** upon completion,
  - The resulting digital order does not need to be **scanned, entered and uploaded** to the Portal,
  - The digital recommendation will limit (or eliminate) requests for **replacement prescriptions**.
  
- ❑ All full-service Medicaid counties have discontinued the practice of accepting paper prescription forms for speech services and are now **requiring** their SLPs to complete the digital speech recommendation in the Portal.

# WHAT IS REQUIRED ON A MEDICAID WRITTEN ORDER?

Listed below is a list of all the required (8) elements of a Written Order. Only the items in **red** will need to be entered by the SLP when creating the digital order; all other requirements will come up automatically\* when the digital order is generated. (*\*if the one-time set-up is completed for the ordering practitioner and billing provider.*)

1. **Child's Name.**
2. **Term of Service** – The time period for which the service(s) are being ordered. (*Defaults to Entire School Year*)
3. The **Service(s)** being ordered (*including frequency & duration of the ordered service*)
4. **Patient Diagnosis** and/or reason/need for ordered service(s).
5. **Signature** of a NYS Medicaid enrolled provider who is a NYS licensed, registered, and/or certified, as relevant, physician, physician assistant, or licensed nurse practitioner acting within the scope of their practice.
6. **Signature Date** – The complete date the order was written and signed – Entered automatically when created.
7. Practitioner's **NPI and/or License** number(s).
8. **Practitioner's Contact Information** (*Office stamp or pre-printed address and telephone number permitted*).

# One-Time Set Up – Ordering Practitioner

Prior to creating any digital recommendation, there is a **one-time set-up** that is required for the ***practitioner*** as well as the ***billing provider***. If this is not set up prior to creating the digital recommendation, the SLP will not be able to complete the digital recommendation.

## **FOR THE ORDERING PRACTITIONER:** (My Account>My Profile)

- ☐ Ordering practitioner name
  - NPI and license information
  - Provider contact information including address and phone number
  - Signature
    - ✓ Signature title and credentials must be entered
    - ✓ Pin # must be set up

# ORDERING PRACTITIONER INFORMATION

## (My Account > My Profile)

My Account>My Profile

- My Account
- Known
- Change Password
- User Account Details
- My Credentials Verifications
- My Profile
- My PIN

### My Profile

Personal and Professional

User Information

Favorites

#### Information in CPSE Database

Last Name

First Name

NPI

Signature, Title, and Credentials   
(e.g.: Mary Brown, CCC-SLP)

Update

#### Licenses / Certifications / Professions [NYS Office of the Professions]

	Description	Credential Type	#	State	NY Profession Code	From	To	Active		
SLP	Licensed Speech & Language Pathologist	License	010654	NY	058	9/15/1998	12/31/2021	<input checked="" type="checkbox"/>	Edit	Remove

Add

#### Information from NPPES NPI Registry

[Click here for NPPES website](#)

NPI  This NPI is for an

First Name

Last Name

Credentials

Mailing Address 1

Mailing Address 2

City  State  Zip

# PIN FOR DIGITAL SIGNATURES


My Account ▾	Known
Change Password	
User Account Details	
My Credential Verifications	
My Profile	
My PIN	

## PIN Selection

You have already chosen a PIN.

PIN Number:

Username:

Password:  

Change PIN

# One-Time Set Up – Billing Provider

## For the **Billing Provider**: (My Account>Billing Provider Profile)


*[If you are a therapist that has an independent vendor contract with the County and bill the County directly, you are a billing provider.*

*If you are a therapist employed by an agency, then the agency is the billing provider.]*

- The **Billing Provider** must enter their billing information into the Portal (complete address and phone number including area code) to the Billing Provider Profile (if not already entered). If this is not set up prior to creating the digital order, the SLP will not be able to complete the digital recommendation.
- The information that is entered for the billing provider becomes the SLP's contact information on the recommendation, which is required on all SSHSP prescriptions.



# PROVIDER BILLING PROFILE

My Account  Knowledge

Change Password

User Account Details

My Credential Verifications

My Profile

My PIN

Billing Provider Profile

## Billing Provider Profile

Provider Info

User Information

### Billing Provider

Name

### Billing Address

Address 1

Address 2

City

State  Zip

Phone Number



# QUESTIONS

Are there any questions?

# CALENDAR YEAR DIGITAL ORDERS

IEP Service Dates: 5/1/24 to 4/30/25 (including ESY)

Prescriptions will be required as follows:

- 1) One order with service dates 5/1/24 to 6/30/24 (2023-24 school year – **10-Mo.**)
- 2) One order with service dates 7/1/24 to 8/31/24 (2024-25 school year - **ESY**)
- 3) One order with service dates 9/1/24 to 4/30/25 (2024-25 school year – **10-Mo.**)

IEP Service Dates: 5/1/24 to 4/30/24 (No ESY)

Prescriptions will be required as follows:

- 1) One order with service dates 5/1/24 to 6/30/24 (2023-24 school year)
- 2) One order with service dates 9/1/24 to 4/30/25 (2024-25 school year)

Prescription effective date range

☐ Applies to entire school year 2022 - 2023 ▼

☐ Applies to specific school year / session 2023 - 2024 Summer ▼

☒ Applies to specific date range

# CPSE PORTAL DIGITAL SPEECH RECOMMENDATION

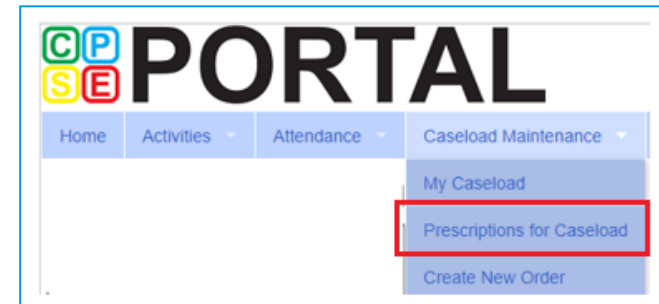
## (How to Create the Digital Order/Recommendation)

- There are two ways to create the digital recommendation – both are on the **CASELOAD MAINTENANCE Menu.**

### 1) Prescriptions for Caseload

Caseload Maintenance > Prescriptions for Caseload

(Use this screen to enter initial/new prescriptions.)



### 2) Create New Order

Caseload Maintenance > Create New Order > Enter Child's Name>Search

(Use this screen to enter subsequent prescriptions.

Example: (When a change in service occurs and a new Rx is required)



# PRESCRIPTIONS FOR CASELOAD

This screen is **only** for children that do **NOT** have a prescription uploaded. You will see an additional column on the **Prescriptions or Caseload Screen** that shows a link, **Create Speech Recommendation**.

**Prescriptions / Written Orders for Caseload**

Filter By \_\_\_\_\_

Provider:  Session:

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
RS2223W018991			10/13/2022	6/30/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018962			9/26/2022	6/23/2023	ST 3x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018963			9/6/2022	6/23/2023	ST 3x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W019032			9/6/2022	6/23/2023	ST 2x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018966			9/29/2022	11/11/2022	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018965			9/19/2022	6/30/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018980			9/19/2022	6/23/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W019287			9/19/2022	6/23/2023	ST 3x30 Individual	POTENTIAL	<a href="#">View existing images</a>	<a href="#">Upload</a>	<a href="#">Create Speech Recommendation</a>
RS2223W018941			9/6/2022	6/23/2023	ST 2x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	

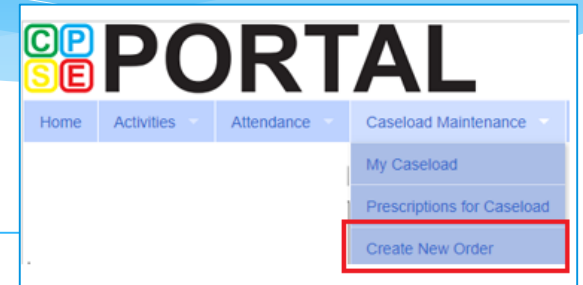
1. Click the **Create Speech Recommendation** link. When the link is activated, **six of the eight** required items will auto-fill the digital recommendation template (*Child's name, DOB, county, district, agency, term of service – date range, Credentials & Practitioner's Contact Info*).
2. The SLP will fill in the two remaining fields to complete the digital order.
  - \* Enter all applicable ICD Codes
  - \* Preview & Digitally Sign (with your Pin #)

# CREATE NEW ORDER

If the child already has a prescription uploaded, you will need to create the subsequent order from the **Create New Order** Menu option.

Type in the **child's Name** >  
Click **SEARCH** > Click **SELECT**

After **SELECT** is clicked, the digital template comes up.



The screenshot shows the 'Create Digital Order' form. The 'Child Lookup' section has a text input field for 'Name (Last,First)' and a 'Search' button, both highlighted with red boxes. Below the input field are dropdown menus for 'School Year', 'County', 'Provider', and 'District', and text input fields for 'Child Number', 'STAC ID', and 'Electronic Service ID'. An 'Add Unmatched Child' button is at the bottom.

The screenshot shows the 'Create Digital Order' form with search results. The 'Child Lookup' section has the 'Name (Last,First)' field filled with 'BLAND'. The 'Search' button is highlighted with a red box. Below the input field are dropdown menus for 'School Year', 'County', 'Provider', and 'District', and text input fields for 'Child Number', 'STAC ID', and 'Electronic Service ID'. An 'Add Unmatched Child' button is at the bottom. Below the form is a table with search results.

	Child Number	Last Name	First Name	DOB	CIN	District	County	MatchStatus	
Select	001000195276	BLAND	DUSTIN	6/26/2018		SOUTH COLONIE CSD	Albany	County Record	Details

# CREATING THE DIGITAL ORDER

## (from Prescriptions for Caseload or Create New Order)

Everything above this line is auto-filled from information already in the Portal.

(Child's Name, DOB, County, District, Agency, Term of Service/date range - Six of the eight items)

The two items below this line will be completed by the SLP.

1. ICD Code(s)
2. Digital Signature

The screenshot shows the 'Create Digital Order' form. A horizontal red line divides the form into two sections. Above the line, the 'Child Lookup' section is pre-filled with 'BAXTER, DAVIDA', 'County: SCHENECTADY', 'District: Schenectady', and 'DOB: 10/8/2014'. A red arrow points to the 'Redo Search' button with the text 'Fills in automatically.'. Below this, the 'Create recommendation for Speech Services' section has a dropdown menu set to 'THERAPY', with a red arrow pointing to it and the text 'Fills in automatically.'. The 'Prescription effective date range' section has three radio button options: 'Applies to entire school year' (selected), 'Applies to specific school year / session', and 'Applies to specific date range'. The selected option has a dropdown menu showing '2018 - 2019'. A red arrow points to this dropdown with the text 'Defaults to "Applies to Entire School Year, but you can select the other options.' Below the line, the 'Reason for Services' section has an 'ICD' field containing 'F80.2 F80', with a red arrow pointing to it and the text 'Type in the ICD Code(s)'. Below the 'ICD' field is a 'Reason' text area. At the bottom left of the form is a red asterisk icon next to a 'Preview and Sign' button. A red arrow points to this button with the text 'Click Preview and Sign'.

\* **NOTE:** The date that the digital recommendation is created/saved, becomes the signature date of the recommendation and is the **first date that Medicaid can be billed**. The digital recommendation must be completed by the date of the first session to ensure Medicaid compliance. The SLP may need to create an “unmatched enrollment” that the agency will need to “match” once the official record has been created. More on this topic later in the presentation.

# PREVIEW & SIGN THE DIGITAL ORDER

**CPSE PORTAL** Hello, sstark. You are currently logged in for Shannon Stark (Logout) JAMES IV & ASSOCIATES Consul

Home Activities Attendance Caseload Maintenance Lookup Reports My Account Knowledge Base

### Speech Recommendation for Services

A Speech and Language referral for services is recommended in accordance with the request by the Committee on Preschool Special Education Services, when provided, will be in accordance with the Individualized Education Program designed by the Committee.

**Name:** BARNES, EARL  
**DOB:** 2/24/2014  
**Provider:** PROGRESSUS THERAPY, LLC  
**District:** Schenectady  
**County:** SCHENECTADY  
**Period Covered:** 7/1/2018 To 6/30/2019

**Reason for Services**

ICD Code(s):	ICD Code	ICD Description
F50.0	Phonological disorder	

**Provider Contact Information**

**Name:** PROGRESSUS THERAPY, LLC  
**Phone Number:** 0065551111  
**Address 1:** 123 Main Street  
**Address 2:**  
**City:** Albany **State:** NY **Zip:** 12345

**Licensed Speech and Language Pathologist Information**

**Name:** Stark, Shannon  
**NPI:** 1003129438  
**License:** 010664

**Digital Signature**

**Signature:** Shannon Stark, M.A. CCC/SLP **Date:** 1/14/2019

**Digitally Sign**

**SIGNATURE SCREEN**

By entering my pin I am signing this recommendation for speech services

**Signature:** Shannon Stark, M.A. CCC/SLP  
**NPI:** 1003129438  
**Date:** 1/14/2019

**Pin:**  **Enter PIN #**

**I agree.** **Click I AGREE**

**Preview to ensure accuracy. If accurate, click DIGITALLY SIGN.**

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# REQUIRED ELEMENTS OF A WRITTEN ORDER

**CPSE PORTAL** Hello, sstark. You are currently logged in for **Shannon Stark** (Logout) **JAMES MCGUINNNESS & ASSOCIATES** Consult

Home Activities Attendance Caseload Maintenance Lookup Reports My Account Knowledge Base

### Speech Recommendation for Services

A Speech and Language referral for services is recommended in accordance with the request by the Committee on Preschool Special Education. Services, when provided, will be in accordance with the Individualized Education Program designed by the Committee.

**Name:** BARNES, EARL  
**DOB:** 2/24/2014  
**Provider:** PROGRESSUS THERAPY, LLC  
**District:** Schenectady  
**County:** SCHENECTADY  
**Period Covered:** 7/1/2018 To 6/30/2019

**Reason for Services**

ICD Code	ICD Description
F80.0	Phonological disorder

**Provider Contact Information**

**Name:** PROGRESSUS THERAPY, LLC  
**Phone Number:** 8885551111  
**Address 1:** 123 Main Street  
**Address 2:**  
**City:** Albany **State:** NY **Zip:** 12345

**Licensed Speech and Language Pathologist Information**

**Name:** Stark, Shannon  
**NPI:** 1003129438  
**License:** 010654

**Digital Signature**

**Signature:** Shannon Stark, M.A. CCC/SLP **Date:** 1/14/2019

Digitally Sign

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1. The time period for which services are being ordered;
2. The service(s) being ordered (including specific frequency or per IEP)
3. Child's name
4. Patient Diagnosis
5. Provider's contact information including address and phone #
6. Ordering practitioner's NPI or license #
7. Signature
8. Date the order was written and signed

# DOWNLOADABLE / PRINTABLE COPY

If you are not successful in creating the digital speech recommendation, look at where the information is pulling from (**noted in red**) and try to determine if anything needs to be entered.

## ITEMS TO CHECK:

- **Create Digital Order Screen**
  - ✓ ICD Code & Digital Signature
- **My Account>Billing Provider Profile**
  - ✓ Address/Phone #
- **My Account>My Profile**
  - ✓ Name, NPI, License
  - ✓ Signature & Credentials
  - ✓ Digital Signature Set-up

The resulting Rx does not need to be printed, scanned, uploaded or entered into the Portal. The Rx is verified upon completion.

The Signature fills from the **My Profile Screen** (My Account>My Profile). If your signature and credentials are not filled in, the order cannot be created.

Period Covered: 201819 School Year ( Jul 01, 2018 to Jun 30, 2019 )

### Speech Recommendation for Services

A Speech and Language referral for services is recommended in accordance with the request by the Committee on Preschool Special Education.

Services, when provided, will be in accordance with the Individualized Education Program designed by the Committee.

Student Name	BARNES, EARL
Date of Birth	02/24/2014
Agency/Provider	PROGRESSUS THERAPY, LLC
CPSE District	Schenectady
County	SCHENECTADY

ICD Code(s)

F80.0: Phonological disorder

Reason for Services

Agency/Provider Contact information

Name: PROGRESSUS THERAPY, LLC

Address 1: 123 Main Street

Address 2:

City, State, Zip: Albany, NY, 12345

Phone: 8885551111

Licensed Speech and Language Pathologist information

Name: Stark, Shannon

NPI: 1003129438

License: 010654

Digitally signed by:

Shannon Stark, M.A. CCC/SLP

01/14/2019

Name Date

Unless another option is selected the default time period/term of service will auto-fill when the "Create Speech Recommendation" link is clicked.

This block of information fills in automatically when you click on the "Create Speech Recommendation" link.

This fills from the "Create Digital Order" Screen. This is one of the two fields that is entered by the SLP.

This block of information fills in from the **Billing Provider Screen** (My Account>Billing Provider Profile). If this is not filled in, the order cannot be created. This should be updated by the Agency.

This block of information fills in from the **My Profile Screen** (My Account>My Profile). If this is not filled in, the order cannot be created. This information is entered/updated by the SLP.

The signature date fills in automatically when created.

# HOW DO YOU KNOW IF A DIGITAL SPEECH RECOMMENDATION HAS BEEN COMPLETED?

## ❑ Go to **Caseload Maintenance>Prescriptions for Caseload**

- A list of children on your caseload will come up.
- You will see the status of your prescription (Entered, Verified, Missing)
- You will also see that the **Create Speech Recommendation** link is no longer an option and the Upload Rx Link now displays **“View.”**
- If you click on the VIEW link in the Upload Rx Column, you will be able to print the digital speech recommendation.

**Prescriptions / Written Orders for Caseload**

Filter By \_\_\_\_\_

Provider:  Session: 2022 - 2023 Winter

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
RS2223W018991			10/13/2022	6/30/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018962			9/26/2022	6/23/2023	ST 3x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018963			9/6/2022	6/23/2023	ST 3x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W019032			9/6/2022	6/23/2023	ST 2x30 Individual	ENTERED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018966			9/29/2022	11/11/2022	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018965			9/19/2022	6/30/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W018980			9/19/2022	6/23/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
RS2223W019287			9/19/2022	6/23/2023	ST 3x30 Individual	POTENTIAL	<a href="#">View existing images</a>	<a href="#">Upload</a>	<a href="#">Create Speech Recommendation</a>
RS2223W018941			9/6/2022	6/23/2023	ST 2x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	

Link is removed when Rx is completed.

# HOW DO YOU KNOW IF A DIGITAL SPEECH RECOMMENDATION HAS BEEN COMPLETED?

(From Child Lookup)

Lookup>**Child Lookup**>Written Orders Tab

Under the Written Order Tab you will see a **Description Column** in the first table. If a digital order has been completed, you will see narrative that states, “**Order File created from CPSE Portal.**” You will also see the date signed and upload dates.

Enrollments **Written Orders**

Upload Prescription Entry Upload Prescription Image

Prescription Images

Description	SchoolYear	Signed By	Date Signed	Date Uploaded	Invalid Reason	Invalidated	
Order File created from CPSE Portal	201920		9/3/2019	9/3/2019	Click "manage" to view the digital image.		manage
	201920		9/2/2019	9/17/2019			manage

Prescription Entries

From	To	Service	Frequency	Signed By	Date Signed	
7/1/2019	6/30/2020	Speech Therapy	PER IEP		9/2/2019	manage
7/1/2019	6/30/2020	Speech Therapy	PER IEP		9/3/2019	manage

Click "manage" to view the details of the recommendation

# HOW DO YOU KNOW IF A DIGITAL SPEECH RECOMMENDATION HAS BEEN COMPLETED?

(From Prescription Entry Maintenance)

- Go to Medicaid>Prescriptions>**Prescription Entry Maintenance**> Type the name of the child > Search > Select > Written Orders Tab

From the **Prescription Entries Tab** – **Status Column**, you will see the status of the prescription (Verified, Entered, or Missing).

Enter Prescription Entry

Medicaid>Prescriptions>Prescription Entry Maintenance

Prescription Entries

Prescription Images

Prescription Entries

From	To	Order Type	Frequency	Signed By	NPI	Date Signed	ICD Codes	Status			
7/1/2021	6/30/2022	Speech Therapy	PER IEP		1730278607	6/28/2021	R47.89	VERIFIED	<a href="#">View</a>	<a href="#">Edit Entry</a>	
7/1/2020	6/30/2021	Speech Therapy	PER IEP		1730278607	7/1/2020	R47.89	VERIFIED	<a href="#">View</a>	<a href="#">Edit Entry</a>	
7/1/2020	6/30/2021	Speech Therapy	PER IEP		1730278607	10/5/2020	R47.89	VERIFIED	<a href="#">View</a>	<a href="#">Edit Entry</a>	
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1730278607	9/19/2019	R47.89	MISSING IMAGE	<a href="#">Assign Image</a>	<a href="#">Edit Entry</a>	<a href="#">Delete</a>
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1730278607	9/20/2019	R47.89	VERIFIED	<a href="#">View</a>	<a href="#">Edit Entry</a>	

- From the **Prescription Images Tab** - **Description column**, you will notice, **Order File created from CPSE Portal**. This tells you that you have successfully completed the digital speech recommendation and shows you the date it was signed, uploaded and created. Click “**manage**” to view/print the resulting digital order.

Prescription Entries

Prescription Images

Prescription Images

School Year	Description	Signed By	Date Signed	Date Uploaded	Image Status			
202122	Order File created from CPSE Portal		6/28/2021	6/28/2021	ATTACHED TO VERIFIED ORDER	View	Edit Image	
202021	Order File created from CPSE Portal		7/1/2020	7/1/2020	ATTACHED TO VERIFIED ORDER	View	Edit Image	



# PRINT RX FROM PRESCRIPTIONS FOR CASELOAD

- ❑ Click the “View” link in either the Rx Entry or Rx Image column.
- ❑ From the **Upload Rx** column, click “View.”
- ❑ Right Click>Print, or
- ❑ Click the Printer Icon at the top of the screen.

OrderImageHandler.ashx 1 / 1 75% + -

Period Covered: 202223 School Year ( Jul 01, 2022 to Jun 30, 2023 )

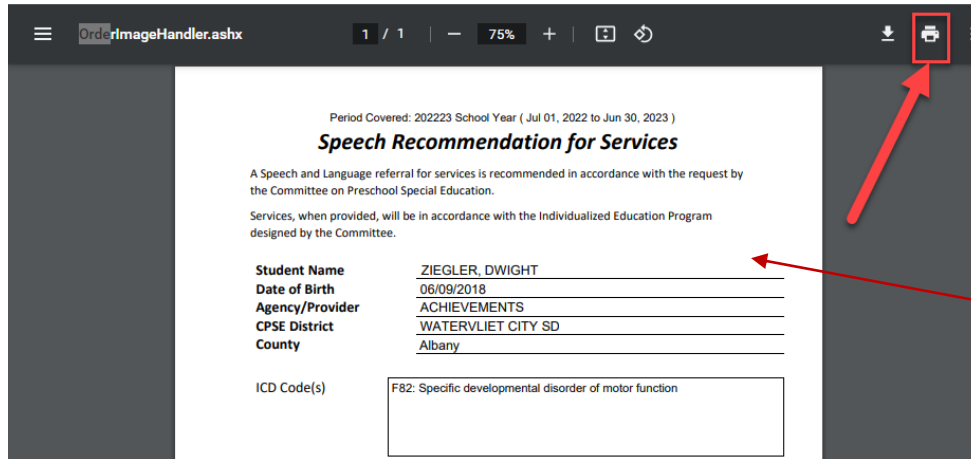
**Speech Recommendation for Services**

A Speech and Language referral for services is recommended in accordance with the request by the Committee on Preschool Special Education.

Services, when provided, will be in accordance with the Individualized Education Program designed by the Committee.

Student Name: ZIEGLER, DWIGHT  
Date of Birth: 06/09/2018  
Agency/Provider: ACHIEVEMENTS  
CPSE District: WATERVLIET CITY SD  
County: Albany

ICD Code(s): F82: Specific developmental disorder of motor function



Prescriptions / Written Orders for Caseload									
Filter By _____									
Provider: ACHIEVEMENTS ▼		Session: 2022 - 2023 Winter ▼		Search					
ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
RS2223W0025386	BACH	MIKE	9/7/2022	6/23/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022644	BLAND	DUSTIN	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
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RS2223W0025934	SHEPPARD	EMIL	9/7/2022	6/23/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022216	ZIEGLER	DWIGHT	9/7/2022	6/22/2023	ST 3x30 Individual	VERIFIED	View	View	
CBRS2223W0022217	ZIEGLER	DWIGHT	9/7/2022	6/22/2023	ST1 1x30 Group	VERIFIED	View	View	

# DIGITAL SPEECH RECOMMENDATIONS

(Signature Date)

The signature date of the digital recommendation is the date that the SLP completed the digital recommendation in the Portal and that date is the first date that Medicaid can be billed. Any sessions that were provided ***prior*** to the digital recommendation signature date will not be covered by the digital recommendation (and cannot be submitted to Medicaid).

Please make sure you (the SLP) are checking the ***Rx Status*** once you have completed each child's digital recommendation.

Prescriptions / Written Orders for Caseload									
Filter By									
Provider: ACHIEVEMENTS ▼		Session: 2022 - 2023 Winter ▼		Search					
ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
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CBRS2223W0022645	BLAND	DUSTIN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation

# DEMONSTRATION

**How to enter a digital speech recommendation in the Portal**



# QUESTIONS

Are there any questions on creating the digital speech recommendation?

# TROUBLESHOOTING

## (the Digital Speech Recommendation)

*I filled in all the fields to generate the Digital Speech Recommendation, but could not complete the process. Why?*

- ☐ There is a **one-time set-up** (for both the billing provider and the therapist) that fills in some of the “required” components of the digital speech recommendation. Have both profiles been completed?
  - ❖ **ONE FOR THE BILLING PROVIDER (My Account>Billing Provider Profile)**, complete billing address and phone number (including area code)
  - ❖ **ONE FOR THE ORDERING PRACTITIONER - SLP (My Account>My Profile)** including:
    - ✓ The ordering practitioner’s name
    - ✓ NPI and license numbers
    - ✓ Signature, title and credentials
    - ✓ Pin # (for the digital signature)
- ☐ Did you enter the **ICD Code(s)?** (This is a required field. The order cannot be completed without the ICD Code.)
- ☐ Did you click “**Preview and Sign**” to preview and digitally sign the completed order? Did you click **I Agree?** (This is a required field. The order cannot be completed without a digital signature.)
- ☐ **I can’t complete a subsequent digital order. The Create Speech Recommendation link is not available, why?**

If the child had a prescription previously, you will need to use the “**Create New Order**” option (**Caseload Maintenance>Create New Order**).

# QUESTIONS

Any questions?

# REPORTS

## Missing Scripts & Status of Scripts

- ❑ There are two ways to run a report to check the prescription status of what has been completed or missing.
  - **Billing Admins: Medicaid>Missing Documents > Missing Scripts**  
This report will show what is missing, verified and/or not verified.
  - **SLPs: Caseload Maintenance > Prescriptions for Caseload** - (Status of Prescriptions)  
This report will show the status for each child on your caseload.  
(Missing, Verified, Entered, Invalidated/Reason)

# MISSING PRESCRIPTIONS REPORT

## Medicaid > Missing Documents > Missing Scripts

**Missing Scripts** ←

Filters

Provider  Session 2018 - 2019 Winter County NASSAU Retrieve

Show Missing Scripts ☒ Show Not Verified Scripts ☐ Show Verified Scripts ☐

Status	LastName	FirstName	DOB	ESID	From Date	To Date	Service	I/G	Frequency	County	District
MISSING			11/10/15		03/04/19	06/26/19	OT	I	2x30	NASSAU	GREAT NECK UFSD
MISSING			04/27/14		09/05/18	06/26/19	ST	I	3x30	NASSAU	ROCKVILLE CENTRE UFSD
MISSING			12/27/13		01/28/19	06/26/19	ST	I	1x30	NASSAU	HICKSVILLE UFSD
MISSING			12/27/13		01/28/19	06/26/19	ST	G	1x30	NASSAU	HICKSVILLE UFSD
MISSING			01/09/15		12/03/18	06/26/19	OT	I	2x30	NASSAU	HERRICKS UFSD
MISSING			05/28/15		09/05/18	06/26/19	OT	I	1x30	NASSAU	HICKSVILLE UFSD
MISSING			12/01/14		11/05/18	06/26/19	OT	I	2x30	NASSAU	GARDEN CITY UFSD
MISSING			12/01/14		03/18/19	06/26/19	ST	I	1x30	NASSAU	GARDEN CITY UFSD
MISSING			12/01/14		03/18/19	06/26/19	ST	I	2x30	NASSAU	GARDEN CITY UFSD
MISSING			12/01/14		03/18/19	06/26/19	CSL	I	1x30	NASSAU	GARDEN CITY UFSD
MISSING			11/06/14		02/11/19	06/26/19	OT	I	2x30	NASSAU	FRANKLIN SQUARE UFSD
MISSING			03/01/15		03/14/19	06/26/19	ST	I	3x30	NASSAU	WEST HEMPSTEAD UFSD
MISSING			06/16/15		02/11/19	06/26/19	ST	I	1x30	NASSAU	GARDEN CITY UFSD
MISSING			06/16/15		03/11/19	06/26/19	ST	I	3x30	NASSAU	GARDEN CITY UFSD
MISSING			06/16/15		03/11/19	06/26/19	ST	I	1x30	NASSAU	GARDEN CITY UFSD
MISSING			06/25/15		01/23/19	06/26/19	ST	I	3x30	NASSAU	UNIONDALE UFSD
MISSING			06/20/15		03/18/19	06/26/19	OT	I	3x30	NASSAU	ELMONT UFSD
MISSING			11/12/14		03/29/19	06/26/19	OT	I	1x30	NASSAU	MANHASSET UFSD
MISSING			11/12/14		03/29/19	06/26/19	OT	I	1x30	NASSAU	MANHASSET UFSD
MISSING			01/20/15		01/14/19	06/26/19	PT	I	2x30	NASSAU	ELMONT UFSD

# PRESCRIPTION STATUS

## Caseload Maintenance > Prescriptions for Caseload

### Prescriptions / Written Orders for Caseload

Filter By \_\_\_\_\_

Provider: **ACHIEVEMENTS** Session: **2022 - 2023 Winter**

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CBRS2223W0022216	ZIEGLER	DWIGHT	9/7/2022	6/22/2023	ST 3x30 Individual	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	
CBRS2223W0022217	ZIEGLER	DWIGHT	9/7/2022	6/22/2023	ST1 1x30 Group	VERIFIED	<a href="#">View</a>	<a href="#">View</a>	

# QUESTIONS

Any questions on the reports?

# UNMATCHED ENROLLMENTS & DIGITAL ORDERS

**How does this work when the county/school district doesn't create an enrollment until after the service starts?**

- **Do Not wait** for the “official” enrollment to be entered by the county/school district before completing the digital order. You will most likely have to begin treating the child prior to the creation of the official enrollment.
- Agencies (Billing Admins) have the ability to create “**unmatched**” children and enrollments.
- Unmatched children and enrollments are **placeholders**. They **exist so you can work contemporaneously** while waiting for the official record to be created *(by the county or school district)*.
- With an unmatched child and/or enrollment, you can **complete treatment logs, create digital orders, upload prescriptions**, etc.
- When the official record is created, the billing provider *(agency/independent provider)* will need to “**match**” the temporary *(unmatched)* record to the official record. The matching process moves all the written orders, treatment logs, etc., to the “official” record and the temporary *(unmatched)* record is deleted.
- **Independent providers will need to complete both processes** *(creating the unmatched child/enrollment and then matching)*.



# UNMATCHED ENROLLMENTS & DIGITAL ORDERS

- ❑ Service providers (SLPs) cannot create unmatched enrollments.
- ❑ If the county enrollment is not created before the first service date of the school session, the agency must create an unmatched child (*if the child is not already in the Portal*) and an unmatched enrollment.
- ❑ If an SLP creates a digital recommendation without an unmatched enrollment, the digital recommendation will not be attached to the enrollment.

# ORDERING, PRESCRIBING, REFERRING, ATTENDING (for SLPs Only)

- ☐ In order for Medicaid to pay on a claim, the ordering/referring provider must be enrolled with Medicaid as an **Ordering, Prescribing, Referring or Attending (OPRA)** provider.  
(Service Providers (OT/PT) do not diagnose/prescribe so OPRA enrollment is not required.)
- ☐ Most counties require that their SLPs (who are recommending/ordering) be OPRA enrolled so the services they provide will be Medicaid reimbursable.
- ☐ How do you know if you are enrolled? The link below will allow you to search eMedNY to determine your eligibility.

**Enrolled Practitioner's Search Page:** (to check your enrollment status):

<https://www.emedny.org/info/opra.aspx>

# ENROLLED PRACTITIONER'S SEARCH

Enter your **NPI**>Click **Search**.

If not enrolled, you will see,  
**“NO RESULTS FOUND.”**

If enrolled, you will see ,  
**“1 match found”** with all your  
pertinent information.

## ENROLLED PRACTITIONERS SEARCH (including OPRAs)

Individuals who order/prescribe/refer/attend services payable by the fee-for-service Medicaid Program must be enrolled in the fee-for-service Medicaid Program. Billing/rendering providers should use this search feature to confirm the individual is enrolled.


**Searching by NPI brings the best result.** If NPI is not provided on the script, the billing/rendering provider should search by name or license number to obtain the NPI. The billing/rendering provider **MUST** then confirm with the individual that the correct NPI was identified in the search.

**Find Enrolled Practitioners (including OPRAs)**

Search By:

- ☒ NPI
- ☐ License Number
- ☐ Provider Name

NPI number:



**NO RESULTS FOUND**

**eMedNY** ENHANCED BY Google

What's New Information Provider Enrollment Provider Manuals Provider Outreach and Training Contacts eMedNY HIPAA Support eMed Too

## ENROLLED PRACTITIONERS SEARCH (including OPRAs)

Individuals who order/prescribe/refer/attend services payable by the fee-for-service Medicaid Program must be enrolled in the fee-for-service Medicaid Program. Billing/rendering providers should use this search feature to confirm the individual is enrolled.


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**Find Enrolled Practitioners (including OPRAs)**

Search By:

- ☒ NPI
- ☐ License Number
- ☐ Provider Name

NPI Number:



**1 match found**

NPI	LICENSE NUMBER	PROFESSION CODE	NAME
1508	000083	058	

# Ordering, Prescribing, Referring, Attending – OPRA

## Helpful Links / Phone # - eMedNY

- ❑ **eMedNY Call Center Phone Number: 1-800-343-9000**
- ❑ **Enrolled Practitioner's Search Page:** (to check your enrollment status):  
<https://www.emedny.org/info/opra.aspx>
- ❑ **Next Anticipated Revalidation Date:** (to check your revalidation status):  
<https://health.data.ny.gov/Health/Medicaid-Enrolled-Provider-Listing/keti-qx5t/data>
- ❑ **Provider Enrollment & Maintenance Screen:** (Application)  
New Enrollment • Revalidation • Reinstatement/Reactivation  
<https://www.emedny.org/info/ProviderEnrollment/ther/index.aspx>
- ❑ **Revalidation Information:** (Enrolled – Required to Revalidate)  
<https://www.emedny.org/info/ProviderEnrollment/revalidation/index.aspx>
- ❑ **Link to Frequently Asked Questions (FAQs):**  
[https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/Core\\_OPRA\\_FAQs.pdf](https://www.emedny.org/info/ProviderEnrollment/ProviderMaintForms/Core_OPRA_FAQs.pdf)
- ❑ **Link to Change your Address**  
<https://www.emedny.org/info/ProviderEnrollment/changeaddress.aspx>

# QUESTIONS

Any questions?

# FOLLOW-UP

- ❑ This presentation is being 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>
- Email: [Medicaid@CPSEPortal.com](mailto:Medicaid@CPSEPortal.com)
- Questions/Guidance regarding Medicaid compliance: Contact Deborah Frank – [dfrank@jmcguinness.com](mailto:dfrank@jmcguinness.com).

## ❑ HELPFUL LINKS

## ❑ MEDICAID REFERENCES

- Provider Policy & Billing Handbook - <http://www.oms.nysed.gov/medicaid/handbook/>
- Medicaid Questions & Answers [http://www.oms.nysed.gov/medicaid/q\\_and\\_a/q\\_and\\_a\\_combined\\_revised\\_12\\_9\\_16.pdf](http://www.oms.nysed.gov/medicaid/q_and_a/q_and_a_combined_revised_12_9_16.pdf)