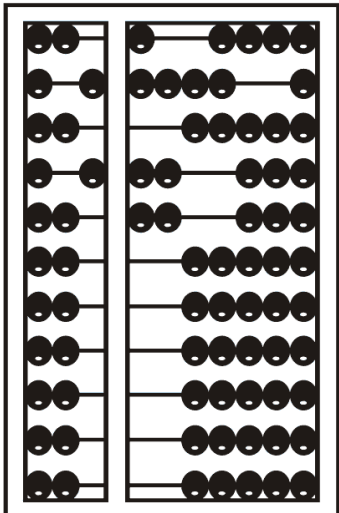




Digital Speech Recommendations

(for SLPs Using the Portal)

(July 2026)

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
- Ellen Farney, Medicaid Team
- Darcy McMullen, Medicaid Team
- Stephanie Arbour, Medicaid Team

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, for 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 or 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.

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 recommendation does not need to be **scanned, entered and uploaded** to the Portal,
- The digital recommendation will limit (or eliminate) requests for **replacement prescriptions**.
- The resulting services are Medicaid reimbursable if the SLP is OPRA enrolled.

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 recommendation; all other requirements will come up automatically* when the digital recommendation 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 but can be changed.*)
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 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 the digital order is 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
- ☐ 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	☒	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 recommendation, 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

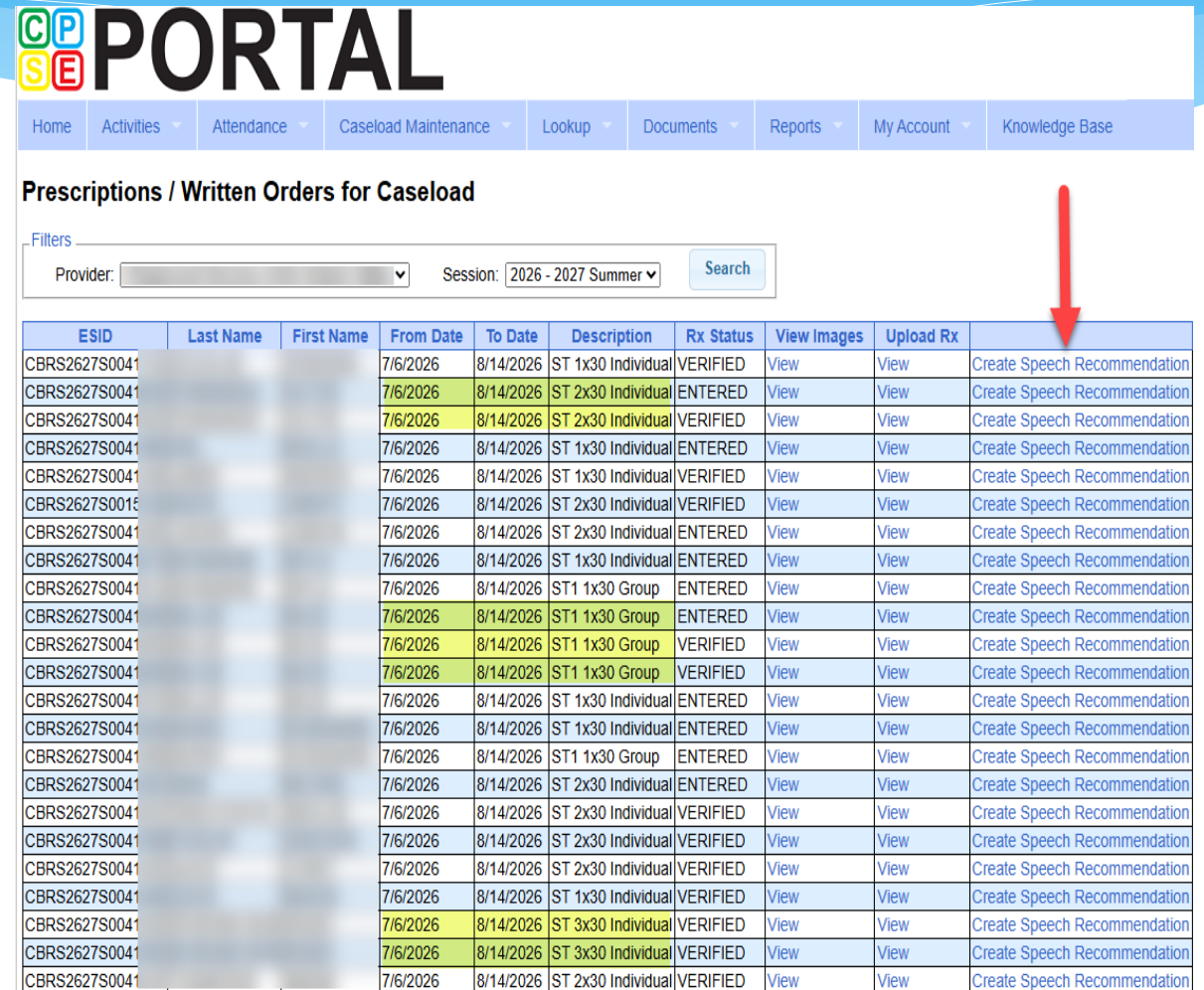
Phone Number



Digital Speech Recommendations – Update Prescriptions for Caseload Screen

- ❑ SLPs will now be able to create an additional digital order from the **Prescriptions for Caseload** screen even if a previous order already exists.
- ❑ The “Create Speech Recommendation” link will now remain on the screen and SLPs will no longer need to use the **Create New Order** option to create subsequent digital orders
- ❑ The grid will add a line for each order added to a child’s enrollment*

*Highlighted enrollments show children with more than one prescription for that specific enrollment



CPSE PORTAL

Home Activities Attendance Caseload Maintenance Lookup Documents Reports My Account Knowledge Base

Prescriptions / Written Orders for Caseload

Filters

Provider: Session: 2026 - 2027 Summer

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0015			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1 1x30 Group	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1 1x30 Group	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1 1x30 Group	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1 1x30 Group	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1 1x30 Group	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 3x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 3x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S0041			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation

CPSE PORTAL DIGITAL SPEECH RECOMMENDATION

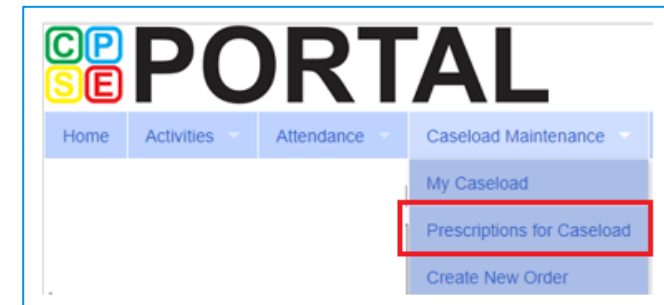
(How to Create the Digital Order/Recommendation)

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

1) Prescriptions for Caseload

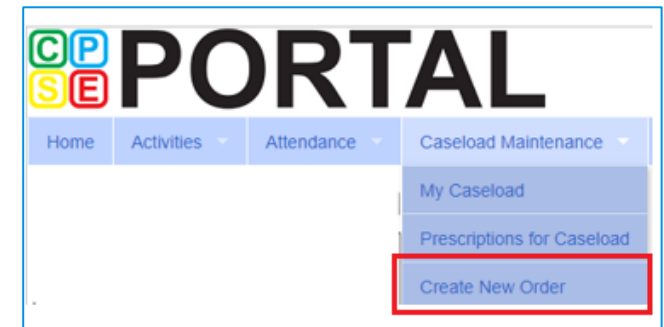
Caseload Maintenance > Prescriptions for Caseload

(Can now be used for all prescriptions, initial & subsequent)



2) Create New Order

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



PRESCRIPTIONS FOR CASELOAD

This screen will show all children on a therapist's caseload, including those that already have a prescription uploaded. You will see an additional column on the **Prescriptions for Caseload Screen** that shows a link, **Create Speech Recommendation**.

Prescriptions / Written Orders for Caseload

Filters

Provider:

Session:

2026 - 2027 Summer

Search

ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S001			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST1 1x30 Group	ENTERED	View	View	Create Speech Recommendation

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

PERIOD OF SERVICE OPTIONS

(For the Digital Order)

❑ The **Period of Service** (*Term of Service*) for the prescription has three options for the provider to select.

- 1) Applies to entire school year
- 2) Applies to specific school year/session
- 3) Applies to specific date range

Period of Service

☐ Applies to entire school year

☐ Applies to specific school year / session

☐ Applies to specific date range

❑ What you enter in this section is pre-determined by the child's enrollment(s).

- If the child will be serviced for the entire school year, the **first option** will be selected and is also the default option.
- If the child will be serviced for only one session (summer or 10-month session), the **second option** will be selected.
- If the child is serviced on a calendar year basis, the **third option** will be selected and the specific dates delineated on the IEP would be entered.

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

CREATING THE DIGITAL ORDER

(from the Prescriptions for Caseload Screen)

Create Digital Order

Child Lookup
Hansen, Arthur County: **DUTCHESS** District: **Chester** DOB: **8/4/2022** [Redo Search](#)

Create recommendation for Speech Services

LEARNING TOGETHER, INC. ▼

Prescription effective date range
☒ Applies to entire school year **2025 - 2026** ▼ **Defaults to the entire school year**
☐ Applies to specific school year / session **2024 - 2025 Winter** ▼
☐ Applies to specific date range

Reason for Services

ICD
 SLP enters the ICD Code

Reason

Frequency
☒ **Specific Frequency**
Frequency: **Duration:** **Weekly** ▼ **I** ▼
☐ ~~Per the IEP~~

NEW *Frequency will auto-fill from the Prescription for Caseload Grid.*

[Preview and Sign](#) **If the default term of service is used only the ICD Code needs to be entered before Preview & Signing.**

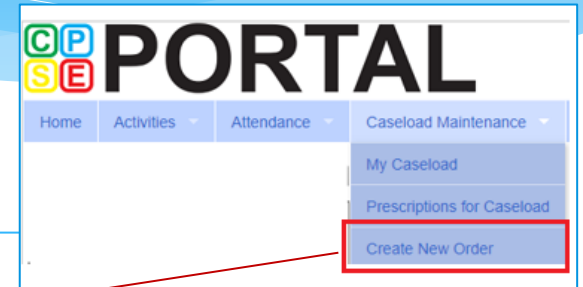
*** NOTE:** The date that the digital recommendation is created/saved, becomes the signature date of the recommendation and is the **first date that Medicaid can be billed**. The digital recommendation must be completed by the first session to ensure Medicaid compliance. The agency may need to create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

CREATE NEW ORDER

The second option for creating a digital order is from the **Create New Order** option under Caseload Maintenance.

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

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



Create Digital Order

Child Lookup

Name (Last,First) **Search** [Hide Advanced Search options]

School Year County Provider District

Child Number STAC ID Electronic Service ID

Add Unmatched Child

Create Digital Order

Child Lookup

Name (Last,First) **Search** [Hide Advanced Search options]

School Year County Provider District

Child Number STAC ID Electronic Service ID

Add Unmatched Child

	Child Number	Last Name	First Name	DOB	CIN	District	County	MatchStatus	
Select	C01000195276	BLAND	DUSTIN	6/26/2018		SOUTH COLONIE CSD	Albany	County Record	Details

CREATING THE DIGITAL ORDER

(from the Create New Order Screen)

The screenshot shows the 'Create Digital Order' form. At the top, there is a 'Child Lookup' section with fields for County (SCHENECTADY), District (Schenectady), and DOB (10/17/2020), along with a 'Redo Search' button. Below this is the 'Create recommendation for Speech Services' section. It includes a dropdown menu, a 'Prescription effective date range' section with three radio button options: 'Applies to entire school year' (selected), 'Applies to specific school year / session', and 'Applies to specific date range'. The 'Applies to entire school year' option has a dropdown set to '2024 - 2025' and a red annotation 'Defaults to the entire school year'. The 'Reason for Services' section has an 'ICD' field with a search box and a red annotation 'SLP enters the ICD Code'. Below this is a 'Reason' text field. The 'Frequency' section has a yellow background and a 'NEW' label. It contains two radio button options: 'Specific Frequency' (selected) and 'Per the IEP'. The 'Specific Frequency' option has fields for 'Frequency', 'Duration', and dropdowns for 'Weekly' and 'I/G'. A red arrow points from the 'NEW' label to the 'Specific Frequency' radio button, and a red annotation 'SLP enters the service mandate.' is circled in purple. At the bottom, there is a 'Preview and Sign' button.

Create Digital Order

Child Lookup
County: **SCHENECTADY** District: **Schenectady** DOB: **10/17/2020** **Redo Search**

Create recommendation for Speech Services

Prescription effective date range

☒ Applies to entire school year 2024 - 2025 Defaults to the entire school year

☐ Applies to specific school year / session 2024 - 2025 Winter

☐ Applies to specific date range

Reason for Services

ICD
Search by code or description...

Reason

Frequency

☒ Specific Frequency **NEW** Frequency: Duration: Weekly I/G

☐ Per the IEP

Preview and Sign

SLP enters the ICD Code

SLP enters the service mandate.

* **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

C

P

S

E

PORTAL

Hello, ksouto

Home

Activities

Attendance

Caseload Maintenance

Lookup

Documents

Reports

My Account

Speech Recommendation for Services

Preview for accuracy prior to Digitally Signing.

Name:

DOB:

Provider:

District:

County:

Period Covered

Frequency:

Reason for Services

Hansen, Arthur

8/4/2022

LEARNING TOGETHER, INC.

Chester

DUTCHESS

7/1/2024 To 6/30/2025

2.00x30 Weekly(I)

ICD Code(s):

ICD Code	ICD Description
F80.0	Phonological disorder

Provider Contact Information

Name:

Phone Number:

Address 1:

Address 2:

City:Montgomery State:NY Zip:12549

LEARNING TOGETHER, INC.

(845) 293-5600

228 Ward Street

Licensed Speech and Language Pathologist Information

Name:

NPI:

License:

Souto, Kristen

1568895647

010523

Digital Signature

Signature:

Date:

Kristen Souto, CCC/SLP

5/22/2025

Digitally Sign

After you click **DIGITALLY SIGN**, the Signature Screen populates.

SIGNATURE SCREEN

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

Signature:

CCC/SLP

NPI:

1568895647

Date:

5/22/2025

Pin:

Enter PIN #

I agree.

Click I Agree

REQUIRED ELEMENTS OF A WRITTEN ORDER

1. The Period of Service
2. The Service being ordered & the Frequency/Duration
3. Child's Name
4. Patient Diagnosis
5. Provider's Contact Information
6. Ordering Practitioner's NPI/License #
7. Signature
8. Signature Date

CPS SE PORTAL Hello, ksouto

Home Activities Attendance Caseload Maintenance Lookup Documents Reports My Account

Speech Recommendation for Services 2)

Name: 3) Hansen, Arthur
DOB: 8/4/2022
Provider: LEARNING TOGETHER, INC.
District: Chester
County: DUTCHESS
Period Covered 1) 7/1/2024 To 6/30/2025
Frequency: 2) 2.00x30 Weekly(I)

Reason for Services

ICD Code(s):

ICD Code	ICD Description
F80.0	Phonological disorder 4)

Provider Contact Information 5)

Name: LEARNING TOGETHER, INC.
Phone Number: (845) 293-5600
Address 1: 228 Ward Street
Address 2:
City:Montgomery State:NY Zip:12549

Licensed Speech and Language Pathologist Information

Name: Souto, Kristen
NPI: 1568895647 6)
License: 010523

Digital Signature

Signature: 7) Kristen Souto, CCC/SLP Date: 5/22/2025 8)

Digitally Sign

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: 202425 School Year (Jul 01, 2024 to Jun 30, 2025)	
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.	
Student Name	ELIANA
Date of Birth	10/17/2020
Agency/Provider	
CPSE District	Schenectady
County	SCHENECTADY
ICD Code(s)	F84.0: Autistic disorder
Reason for Services	
Frequency	2.00x30 Weekly (G)
Agency/Provider Contact information	
Name:	BETTY
Address 1:	123 Main Street
Address 2:	
City, State, Zip:	Schenectady, ny, 12305
Phone:	518-111-1111
Licensed Speech and Language Pathologist information	
Name:	Betty
NPI:	15080127
License:	0083
Digitally signed by:	
Betty	Speech Pathologist, CCC-SLP
Name	Date
	04/23/2025

Unless another option is selected the default time period/term of service will auto-fill from the “Create Digital Order” screen.

This block of information fills in automatically when you click on the “**Create Speech Recommendation**” link or when you select the child from the Child Lookup search if you use the **Create New Order** option

The ICD is entered by the SLP on the “**Create Digital Order**” Screen.

The frequency is entered by the SLP on the “**Create Digital Order**” Screen or is automatically filled in from the “**Create Speech Recommendation**” link

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 the order is digitally signed.

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 still an option
- If you click on the VIEW link in the Upload Rx Column, you will be able to view or print the digital speech recommendation.

Prescriptions / Written Orders for Caseload									
Filters									
Provider:		Session: 2026 - 2027 Summer		Search					
ESID	Last Name	First Name	From Date	To Date	Description	Rx Status	View Images	Upload Rx	
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S001			7/6/2026	8/14/2026	ST 2x30 Individual	VERIFIED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 2x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST 1x30 Individual	ENTERED	View	View	Create Speech Recommendation
CBRS2627S004			7/6/2026	8/14/2026	ST1 1x30 Group	ENTERED	View	View	Create Speech Recommendation

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 for the order.

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	View	Edit Entry	
7/1/2020	6/30/2021	Speech Therapy	PER IEP		1730278607	7/1/2020	R47.89	VERIFIED	View	Edit Entry	
7/1/2020	6/30/2021	Speech Therapy	PER IEP		1730278607	10/5/2020	R47.89	VERIFIED	View	Edit Entry	
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1730278607	9/19/2019	R47.89	MISSING IMAGE	Assign Image	Edit Entry	Delete
7/1/2019	6/30/2020	Speech Therapy	PER IEP		1730278607	9/20/2019	R47.89	VERIFIED	View	Edit Entry	

- 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 recommendation.

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	

VIEW/PRINT RX FROM PRESCRIPTIONS FOR CASELOAD

- ❑ Click the “View” link in either the View Images or Upload Rx 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
CBRS2223W0022645	BLAND	DUSTIN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0015862	COPELAND	CONSUELO	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0015863	COPELAND	CONSUELO	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
RS2223W0017241	CURRIE	QUENTIN	9/7/2022	6/23/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022149	FERRELL	ALAN	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
RS2223W0017300	GILLIS	BENNETT	9/7/2022	6/23/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022186	GRADY	JEANNIE	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022187	GRADY	JEANNIE	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
RS2223W0025391	HALVERSON	VERNIE	9/7/2022	6/23/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022144	HERBERT	DUNCAN	9/7/2022	6/22/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022145	HERBERT	DUNCAN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022278	MEEKS	BRYAN	9/7/2022	6/22/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022279	MEEKS	BRYAN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022650	MEJIA	PHILIP	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022157	OKEEFE	WALTER	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022158	OKEEFE	WALTER	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022670	RIDDLE	IRWIN	9/7/2022	6/22/2023	ST 4x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022262	ROBLES	COURTNEY	9/7/2022	10/28/2022	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022925	ROBLES	COURTNEY	10/31/2022	6/22/2023	ST 4x30 Individual	MISSING		Upload	Create Speech Recommendation
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		
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	
CBRS2223W0022645	BLAND	DUSTIN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create 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**).

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		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
CBRS2223W0022645	BLAND	DUSTIN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0015862	COPELAND	CONSUELO	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0015863	COPELAND	CONSUELO	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
RS2223W0017241	CURRIE	QUENTIN	9/7/2022	6/23/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022149	FERRELL	ALAN	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
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CBRS2223W0022187	GRADY	JEANNIE	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
RS2223W0025391	HALVERSON	VERNIE	9/7/2022	6/23/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022144	HERBERT	DUNCAN	9/7/2022	6/22/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022145	HERBERT	DUNCAN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022278	MEEKS	BRYAN	9/7/2022	6/22/2023	ST 2x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022279	MEEKS	BRYAN	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022650	MEJIA	PHILIP	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022157	OKEEFE	WALTER	9/7/2022	6/22/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022158	OKEEFE	WALTER	9/7/2022	6/22/2023	ST1 1x30 Group	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022670	RIDDLE	IRWIN	9/7/2022	6/22/2023	ST 4x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022262	ROBLES	COURTNEY	9/7/2022	10/28/2022	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation
CBRS2223W0022925	ROBLES	COURTNEY	10/31/2022	6/22/2023	ST 4x30 Individual	MISSING		Upload	Create Speech Recommendation
RS2223W0025934	SHEPPARD	EMIL	9/7/2022	6/23/2023	ST 3x30 Individual	MISSING		Upload	Create Speech Recommendation

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.

HOW TO CREATE AN UNMATCHED CHILD

- ❑ Go to Caseload Maintenance>**Unmatched Children**>Click Add Child
- ❑ Fill in the “Add Child” Screen>Click Add

(Make sure this information is correct, if the official record has different information (i.e., different DOB or service dates), the two records will not match.)

Home	File Transfer ▾	Activities ▾	eSTACs ▾	Attendance ▾	Billing ▾	Caseload Maintenance ▾	Lookup ▾	Reports ▾	Medicaid ▾	People ▾	My Account ▾	Knowledge Base
------	-----------------	--------------	----------	--------------	-----------	-------------------------------	----------	-----------	------------	----------	--------------	----------------

Unmatched Children **Add Child** **Click "Add Child"**

Add Child

Provider **ACHIEVEMENTS ▾**

County **▾** District **▾**

Last Name First Name MI ☐

DOB Gender ☐

Address 1 Address 2

City State **New York ▾** Zip

Home Phone

SEDSTACID

Add

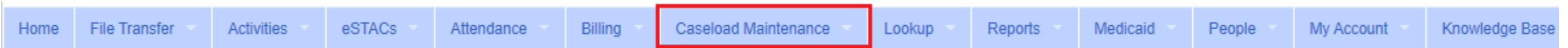
Fill in the information highlighted in red and click ADD.

Address1	City	State	Zip	HomePhone				
		NY			Enrollments	Attempt Match	Edit	Delete
		NY			Enrollments	Attempt Match	Edit	Delete
		NY			Enrollments	Attempt Match	Edit	Delete

***To Edit or Delete an unmatched child, click the appropriate button at the end of the row.**

HOW TO CREATE AN UNMATCHED ENROLLMENT (for Center-Based, Related Service & SEIT)

 **Go to Caseload Maintenance>Add/Edit Unmatched Enrollments**

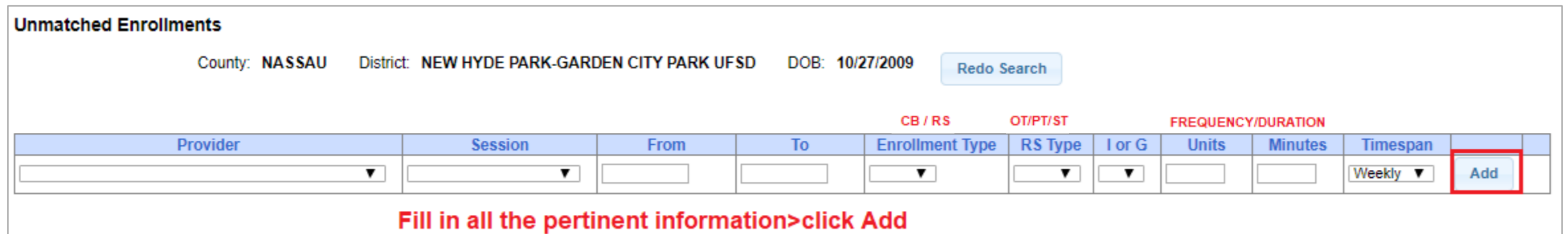


- **Type the child's name into the Name box>Click SEARCH**



The 'Unmatched Enrollments' search form. It includes a label 'Name (Last,First)', an input field containing the text 'Type Name>SEARCH', a 'Search' button highlighted with a red box, and a link '[Show Advanced Search options]'.

- **Fill in all the pertinent information in the table** (Session, From/To Dates, Enrollment Type, RS Type, I/G, Freq/Dur, Etc.).
- **Click “Add” at the end of the row.**



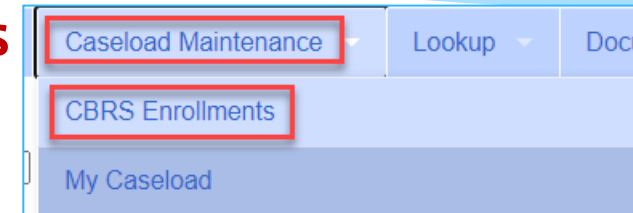
The 'Unmatched Enrollments' section of the application. It shows search filters: County: NASSAU, District: NEW HYDE PARK-GARDEN CITY PARK UFSD, and DOB: 10/27/2009. A 'Redo Search' button is present. Below is a table with columns: Provider, Session, From, To, Enrollment Type, RS Type, I or G, Units, Minutes, Timespan, and an 'Add' button. The 'Add' button is highlighted with a red box. Below the table, the text 'Fill in all the pertinent information>click Add' is displayed in red.

Provider	Session	From	To	Enrollment Type	RS Type	I or G	Units	Minutes	Timespan	
									Weekly	Add

HOW TO CREATE UNMATCHED CBRS EROLLMENTS

(The Unmatched CB Enrollment must be created first.)

❑ Go to **Caseload Maintenance>CBRS Enrollments**



- Select the **correct session**,
- Enter the **Provider**
- Enter the **County**
- Enter the child's information (**Last Name, First Name**)
- Click **Search**

CB Enrollments

Session 2019 - 2020 Winter Provider ACHIEVEMENTS County SCHENECTADY Last Name smith First Name lisa DOB Search Clear

County	District	Last Name	First Name	ElectronicServiceID	Provider	Program	Start Date	End Date	
SCHENECTADY	Burnt Hills- Ballston Lake	Smith	Lisa		ACHIEVEMENTS	-G	01/20/2020	06/25/2020	Select

HOW TO CREATE UNMATCHED CBRS EROLLMENTS

(Continued)

- Fill in the following CBRS data.

- ✓ From and To **Dates**
- ✓ **RS Type** (OT/PT/ST)
- ✓ **Individual or Group**
- ✓ **Units** (Frequency)
- ✓ **Minutes** (Duration)
- ✓ **Time Span** (Weekly, Monthly, etc.)
- ✓ Click **ADD**

Unmatched CB Enrollment

Session: 2019 - 2020 Winter | Provider: ACHIEVEMENTS | County: SCHENECTADY | Last Name: Smith | First Name: Lisa | DOB: 7/29/18

County	District	Last Name	First Name	Electronic ServiceID	Provider	Program	Start Date	End Date	
SCHENECTADY	Burnt Hills-Baldwin Lake	Smith	Lisa		ACHIEVEMENTS	-G	01/20/2020	06/25/2020	Select

Included Services for

Electronic ServiceID	From	To	RS Type	I or G	Units	Minutes	Timespan	
	12/14/2020	6/25/2021	ST	I	2.00	30	WEEKLY	Edit Delete
	12/14/2020	6/25/2021					WEEKLY	Add

Unmatched CBRS Enrollment(s)

COMPLETED CBRS ENROLLMENT SCREEN

Unmatched CB Enrollment for Aletha Abraham

CB Enrollments

Session Provider County Last Name First Name DOB

County	District	Last Name	First Name	ElectronicServiceID	Provider	Program	Start Date	End Date	
SCHENECTADY	Schenectady	ABRAHAM	ALETHA	CB1920W0009825	ACHIEVEMENTS	9165-	09/04/2019	06/26/2020	Select

Enter data into boxes and click ADD to enter enrollment information.

ElectronicServiceID	From	To	RS Type	I or G	Units	Minutes	Timespan	
	9/7/2016	6/23/2017					WEEKLY	Add

Showing top 25 results...

Included Services for ABRAHAM, ALETHA

ElectronicServiceID	From	To	RS Type	I or G	Units	Minutes	Timespan	
CBRS1920W0020774	9/4/2019	6/26/2020	ST	I	1.00	30	WEEKLY	
CBRS1920W0020775	9/4/2019	6/26/2020	ST1	G	1.00	30	WEEKLY	
CBRS1920W0020776	9/4/2019	6/26/2020	OT	I	1.00	30	WEEKLY	
CBRS1920W0020777	9/4/2019	6/26/2020	PT	I	1.00	30	WEEKLY	

Completed Unmatched CBRS Enrollment(s) for Aletha Abraham

ORDERING, PRESCRIBING, REFERRING, ATENDING (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.
(OT/PT Service Providers do not diagnose/prescribe so OPRA enrollment is not required.)
- ☐ All Full-Service Medicaid 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)

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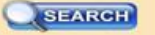
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NPI Number:



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:** (Online Application) *Paper applications no longer accepted by eMedNY*
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
- ❑ **Link to Change your Address**
<https://www.emedny.org/info/ProviderEnrollment/changeaddress.aspx>

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
 - Questions/Guidance regarding Medicaid compliance: Contact Deborah Frank, Medicaid Specialist – 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