

Dear Contract Agency Speech Provider,

The New York City Department of Education (NYC DOE) will begin seeking reimbursement from the Medicaid benefit for services provided by Contract Agency Speech Providers. There are two basic requirements of speech providers that are necessary for NYC DOE to begin claiming benefits.

- 1. Complete an Electronic Speech Referral for each student on your caseload (only providers with a Speech Language Pathology license (SLP) are permitted to create referrals for Speech).
- 2. Providers who complete the referral must obtain a Medicaid ID, if they have not done so already (a billing or non-billing ID's acceptable).
- 3. Per section 3 (Medicaid Training/Authorization) of your agreement with NYC DOE, speech providers are contractually obligated to complete these requirements. Specifically:
- **3.22.4** In addition all other Medicaid related provisions and requirements as specifically enumerated elsewhere in this RFP, the Contractor shall be responsible for complying, at DOE's direction, with any and all current and future regulations promulgated by the State of New York and/or the Federal government necessary for DOE to receive reimbursement for Medicaid-eligible services provided by the Contractor.

AND

- **3.21.6** Speech-Language Referral: Each year, prior to the commencement of services, it shall be the responsibility of the Contractor to ensure that each Speech-Language Pathologist assigned to provide and/or supervise Speech-Language services under the Contract completes a Speech-Language Referral in the format below or in another form as prescribed by DOE. Please note that the language for this referral has not yet been finalized and the prototype for this referral below may be subject to change.
- **3.21.6.1** Reports tracking submission of the Speech-Language Referral as specified must be provided to DOE on a regular basis as prescribed by DOE, and made available to DOE at other all times upon request.

WHAT YOU NEED TO DO

- 1. If you are a speech provider with an SLP, complete an <u>Electronic Speech Referral</u> for each student on your caseload. If you do not have the SLP and serve under the supervision of a speech therapist with an SLP, your supervisor should complete an <u>Electronic Speech Referral</u> for each student on your caseload. Below are some helpful points for completing the Electronic Referral. For a more complete tutorial, please consult the <u>eReferral Users' Guide</u>.
 - Indicate whether this referral is for a medically necessary service. As it relates to speech therapy, the National Academy for State Health Policy (NASHP) has defined "Medical Necessity" in New York State as that which is "necessary to prevent, diagnose, correct or cure conditions in the person that ... interfere with such person's capacity for normal activity". For the full definition and additional information pertaining to Medical Necessity, please visit the NASHP website.

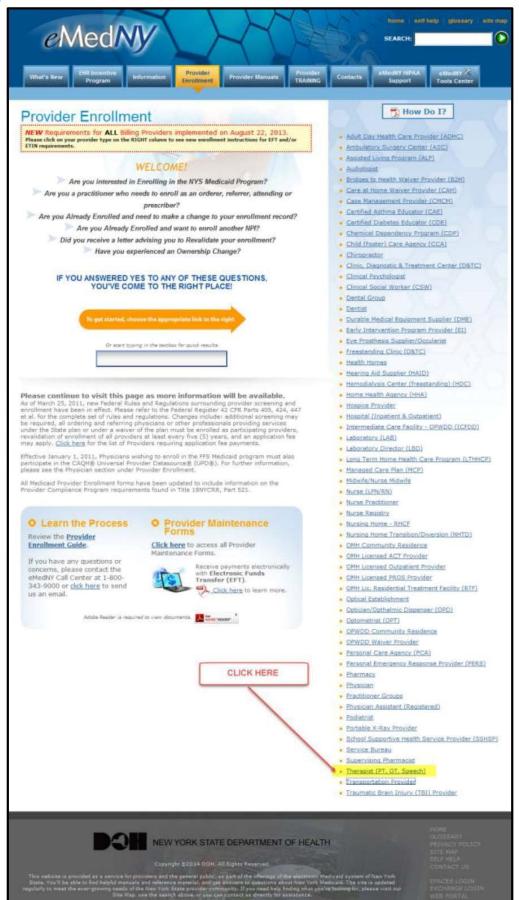


Enter an ICD-10 diagnosis code. Note: this is different than the five digit CPT code. A list of
diagnosis codes for speech disorders can be found here: <u>ASHA New/Revised Speech-Language
Pathology ICD-10-CM Codesfor-SLP/</u>. Below is a list of some common diagnosis codes used for
speech and language services provided in a school setting:

ICD-10 Code Options
F80.2 - Mixed receptive-expressive language disorder
F80.0 - Phonological disorder
F80.9 - Developmental disorder of speech and language, unspecified
F80.4 - Speech and language development delay due to hearing loss
F84.0 - Autistic disorder
F82 - Specific developmental disorder of motor function
F80.1 - Expressive language disorder
F80.89 - Other developmental disorders of speech and language
R62.50 - Unspecified lack of expected normal physiological development in childhood

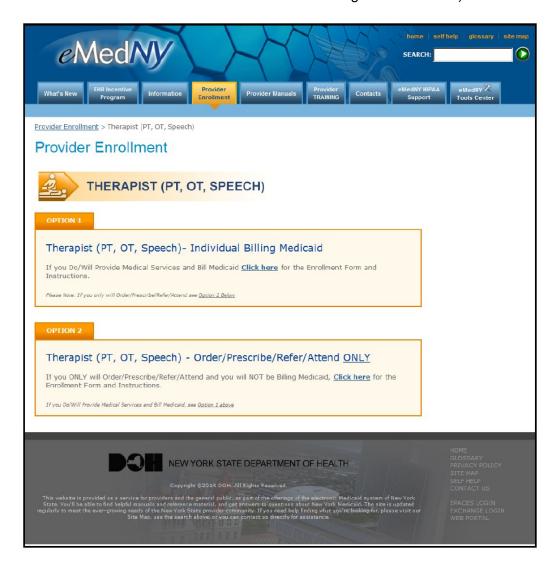
- Email on File with PETS: Only the e-mail address in NYC DOE's official record (PETS system) should be used.
- **Print:** If you would like to print the referral, you must select "Print" in your web browser before submitting the referral; once submitted, the document will be securely transmitted to NYC DOE and you will no longer have the option to view or print the document (in Google Chrome, you can also use the print feature to save as a pdf).
 - Using Google Chrome, follow these <u>instructions</u> to print from a standard printer (select "Change..." → "Save as PDF" to save your referral as a PDF).
 - Using Internet Explorer, follow these instructions to print webpages.
- Submit: Select "Save" to securely transmit the referral to NYC DOE (see not about printing above);
 check e-mail.
- Confirm: Referrals are incomplete confirmed. After submitting a valid referral for service, you will
 receive an e-mail at the address indicated on the form. Locate this e-mail in your inbox. Select "I
 confirm that I intend to create this referral".
- 2. All speech providers with an SLP must obtain a Medicaid ID, if they do not already have one.
 - Go to the <u>eMedNY Provider Enrollment Page</u>. Near the bottom of the list of links on the right side of the screen, select "Therapist (PT, OT, Speech)." Select the appropriate option and complete the forms as instructed.







 Because the NYC DOE is responsible for Medicaid claiming for speech services provided to NYC students per their IEP, providers should register for a non-billing ID (listed as "Order/Prescribe/Refer/Attend ONLY" on the registration screen).



Speech practitioners who provide services to individuals in addition to NYC students receiving IEP services and do additional billing may wish to consider registering as an "Individual Billing Medicaid.