Completing a Speech-Language Referral Form

Introduction

This training guide provides instructions for completing a Speech-Language Referral form in SESIS. Review the speech recommendations on the student’s most recently finalized IEP prior to completing the Speech-Language Referral.

The referral must be created and finalized at least once per school year and needs to be completed within 10 days of first providing services at the start of the school year. It is also necessary to complete a new Speech-Language Referral form if there are any changes at any time to the speech recommendation on the student’s IEP.

Create the Speech-Language Referral Form

1. Click the document icon from My Students panel on the homepage.

   **Note:** Alternatively, you can use the Quick Search panel to search for the student.

2. From the Create New Document dropdown menu select Speech-Language Referral located in the Related Services category.

3. Click Go.

4. Add a label/comment (optional) and click New.
Note: Verify the pre-populated information is correct at the top of the form. Update the Address, Phone and/or Email if necessary.

5. **Check the box** to indicate if the services are medically necessary or not.

**Note:** New York law defines “medically necessary medical, dental, and remedial care, services, and supplies” in the Medicaid program as those “necessary to prevent, diagnose, correct, or cure conditions in the person that... interfere with such person’s capacity for normal activity... and which are furnished by an eligible person in accordance with state law (N.Y. Soc. Serv. Law, § 365-a)."

6. **Check the box** for each Diagnosis Code that pertains to the student.

**Note:** At least one Diagnosis Code must be selected. The most common codes are listed. You can check the box for *Additional ICD-10 code(s)* to look up and select additional codes.

7. **Check the box** to certify the form. This is equivalent to your signature.

**Note:** The Finalized on date at the bottom of the form will automatically populate after the document is finalized.

8. Click **Save, Done Editing**.
Finalize the Referral

**Note:** The document must be finalized by the same user who created the document.

1. From the Set Document dropdown menu, select **Status from Draft to Final**.

2. Click **Accept**.

3. Click **OK**.