



# Completing a Speech-Language Referral Form

## Introduction

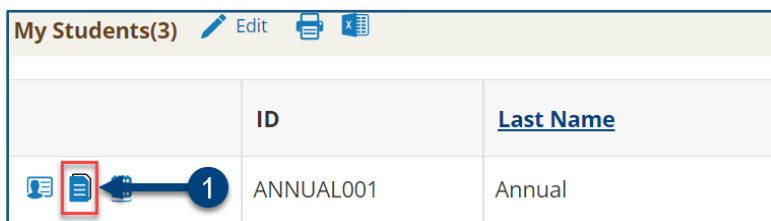
This training guide provides instructions for completing a *Speech-Language Referral* form in SESIS. Review the speech recommendations on the student's most recently finalized IEP prior to completing the *Speech-Language Referral*.

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.

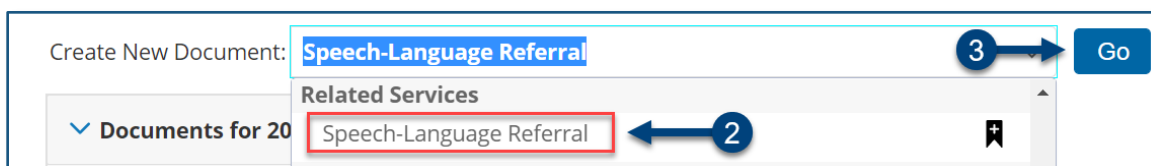
## Create the Speech-Language Referral Form

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

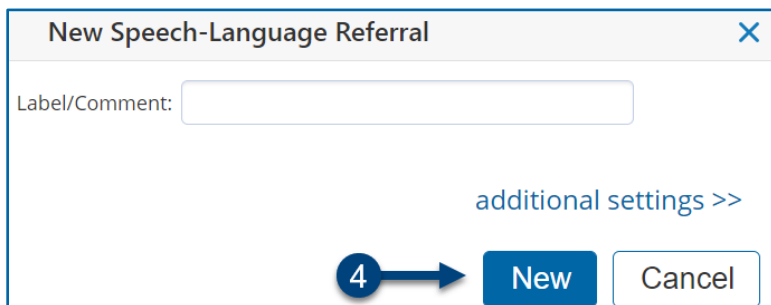
**Note:** Alternatively, you can use the *Quick Search* panel to search for the student.



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.

I have reviewed the speech recommendations on the IEP for student \_\_\_\_\_, NYCID \_\_\_\_\_, DOB \_\_\_\_\_ and, in my opinion, the services: \*  are medically necessary  are medically not necessary ← 5

Diagnosis Code: \*

F80.0 <input type="checkbox"/> Phonological disorder	F80.9 <input type="checkbox"/> Developmental disorder of speech and language, unspecified
F80.2 <input type="checkbox"/> Mixed receptive-expressive language disorder ← 6	R62.50 <input type="checkbox"/> Unspecified lack of expected normal physiological development in childhood
F84.0 <input type="checkbox"/> Autistic disorder	F80.4 <input type="checkbox"/> Speech and language development delay due to hearing loss
F80.1 <input type="checkbox"/> Expressive language disorder	F80.89 <input type="checkbox"/> Other development disorders of speech and language

X Additional ICD-10 code(s) :

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

By clicking the certification below, it is my intent to electronically submit this record to the NYC DOE. My submission of this record in this fashion is the legal equivalent of my handwritten signature on the submitted referral.

\* I certify that the information contained herein is accurate. ← 7

Referral Submitted and Finalized on: \_\_/\_\_/\_\_ for the IEP for \_\_\_\_\_, for a period not to exceed one year.

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

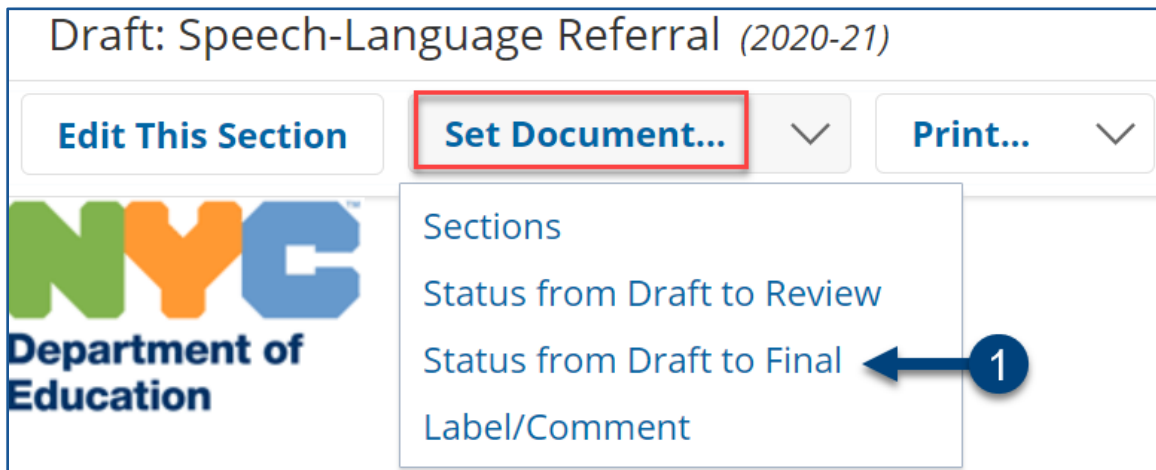
8. Click **Save, Done Editing**.

8 → Save, Done Editing Save, Continue 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**.



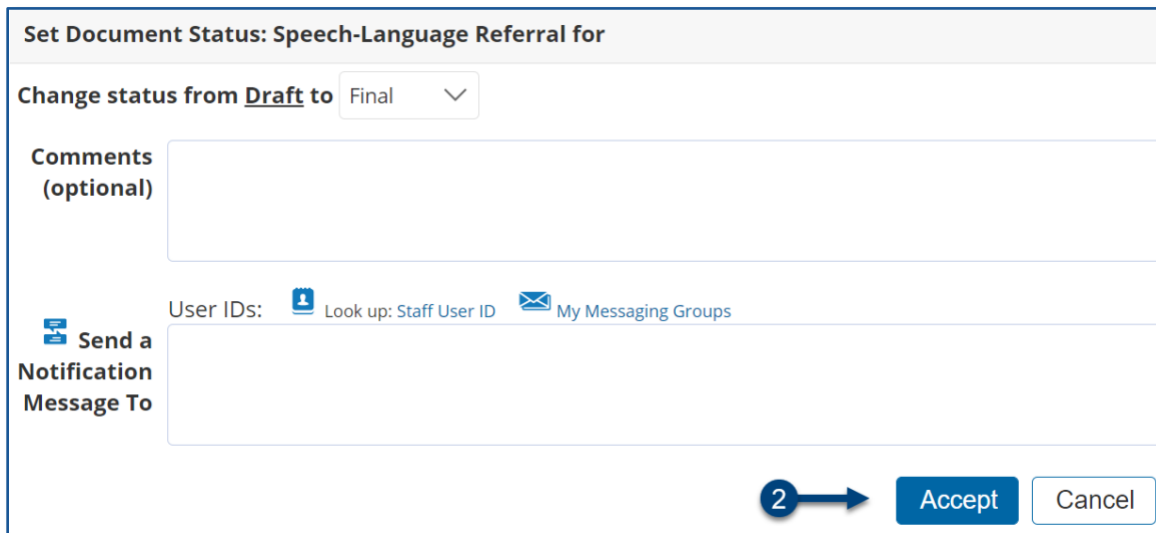
Draft: Speech-Language Referral (2020-21)

Edit This Section   **Set Document...**   Print...

NYC Department of Education

Sections  
Status from Draft to Review  
**Status from Draft to Final** ← 1  
Label/Comment

2. Click **Accept**.



Set Document Status: Speech-Language Referral for

Change status from **Draft** to Final

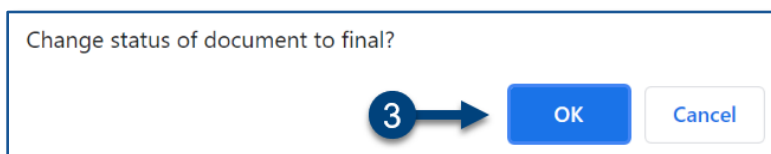
Comments (optional)

User IDs: Look up: Staff User ID My Messaging Groups

Send a Notification Message To

2 → Accept Cancel

3. Click **OK**.



Change status of document to final?

3 → OK Cancel