



Public Schools | Health Department

Office of School Health

OT/PT MEDICAID PROGRAM ABBREVIATED PRINCIPAL PROTOCOL

As part of an initiative to make New York City Public Schools' related services programs compliant with state Medicaid requirements, NYCPS is having physicians observe and review the related services provided to students with disabilities attending NYC public, non-public, and charter schools. Physicians will briefly observe students in therapy and/or school settings and have discussions with the Occupational and/or Physical Therapist as appropriate. Physicians will not perform physical examinations of the child and they will not have personal contact with students. Physicians will be completing an electronic order/referral in the Automated Student Health Record (ASHR) system for each student currently receiving OT/PT services at your school.

In order to facilitate this process, NYCPS' Office of School Health (OSH) will assign approved physicians to a specific school site. The principal of each site/program is an integral component in ensuring the success of this program.

BEFORE PHYSICIAN VISIT

- Designate a school liaison who will assist the physician in preparation for the visit(s) and be available during the actual visit(s).
- Send out (backpack with students) or email Parent Notification Letter ASAP to all students receiving OT and/or PT services, otherwise the visit will need to be rescheduled. *This letter is for notification/information purposes only. Parental consent is not required.*
- Notify ALL OT/PT therapists and teachers of the date of physician visit.
- Request ALL OT/PT therapists to provide a copy of their individual Caseloads (NOT workload).

DURING PHYSICIAN VISIT

- Provide a desk/space to the physician to setup their laptops for SESIS access and order entry. If necessary, provide hard copies of student records for physician review.
- Physician will review students' IEP in SESIS and if necessary, the hard copies of student records
- Physician will meet briefly with the therapists to discuss their Caseloads, purposes of prescribed therapy, etc.
- Either the treating therapist or a staff member familiar with the students (e.g., IEP coordinator, etc.) will identify and/or introduce the students to the physician.
- The physician will complete electronic order forms in ASHR only for students who were observed on the day of the visit.

AFTER PHYSICIAN VISIT



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- Physician creates a written summary of completed electronic OT/PT/SP orders in ASHR for observed students and the summary of absent on the day of the visit and unserved students with OT/PT mandates on their IEP's.
- The physician provides this summary to the school's IEP team for the school's record.