

# Skilled Nursing



**Rush-Henrietta Central School  
District**

**Special Education Department**

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The Following are standards and procedures set forth by the Rush-Henrietta Central School District to ensure compliance with State and Federal Medicaid-in-Education regulations.

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## **Provider Credentials**

- Services must be provided by a currently licensed and registered professional nurse (RN) or currently licensed and registered practical nurse (LPN) under the direction of an RN, a physician, or other licensed and registered health care provider in accordance with the Nurse Practice Act.
- Services may also be provided by a NYS Licensed Practical Nurse (LPN) “Under the direction of” a licensed registered professional nurse, physician, or other licensed health care provider authorized under the Nurse Practice Act.
- All licensures and certification should be current and up-to-date.
- Licensed providers should have a valid National Provider Identifier (NPI).
- Electronic and scripted signatures should match the name on license and certification documentation.
- If you have a change in name or address, follow the protocol and guidelines for updating your licensure from the Office of Professions at the New York State website, <http://www.op.nysed.gov/prof/nurse/nurseforms.htm>.

## **Individual Education Plan**

- Skilled nursing services eligible for Medicaid reimbursement only include those services listed on the student’s Individual Education Plan (IEP), i.e., the medically necessary services the student requires to remain in school in order to benefit from special education services. Medicaid reimbursement is only available for skilled nursing services that are episodic in nature, rather than full-day 1:1 nursing.

## Skilled Nursing services eligible for Medicaid Reimbursement

<b>Treatments and procedures include, but are not limited to:</b>	
<b>Feeding</b>	Initiating gastrostomy tube or nasogastric tube feeding, bolus tube feeding and flushes, stoma care and dressing changes, feeding students with feeding difficulties such as choking
<b>Ostomies</b>	Ostomy care, and ostomy irrigation
<b>Respiratory</b>	Performing postural drainage and percussion, oral-pharyngeal, nasal, and endo-trachial suctioning, nebulizer treatment administration, ventilator care, tracheostomy care and suctioning, tracheostomy tube change/reinsertion, respiratory assessments
<b>Initiating, discontinuing, and monitoring oxygen administration</b>	Continuous/intermittent nasal and oral care, assessment of oxygen efficacy
<b>Catheterization</b>	Insertion of indwelling catheter, assessing and monitoring intake/output, intermittent catheterization, external care of indwelling catheter, and catheter irrigation
<b>Medications</b>	Administering medications via oral, gastrostomy or nasogastric tube or other indwelling lines, intramuscular (IM), (sub cutaneous), intravenous (IV) & parenteral nutrition (IV), topical, ocular, ear canal, rectal, vaginal, or respiratory routes. Assessing for medication side effects and efficacy.
<b>Treatments and procedures include, but are not limited to:</b>	
<b>Medical Support System</b>	Monitoring intravenous (IV) fluid administration and site care, initiating IV line and reinserting prn, assessing shunt functioning, central line care including dressing change and emergency intervention, insulin pump care, emergency care of student (including but not limited to: seizures, choking, respiratory and cardiac arrest, status asthmaticus, and anaphylaxis.)
<b>Specimen Collecting</b>	Venous or arterial blood draws; blood glucose monitoring and urine glucose monitoring; wound, stool or urine sample collection
<b>Other Nursing Procedures</b>	Collecting and assessing vital signs, applying sterile dressings, prevention and care of decubitus ulcers, cool and warm applications, and special skin care assessment cast care, skin assessment of incontinent student, medical aspects of bowel and bladder training programs

<b>Health Assessment</b>	<p>Collecting, documenting, assessing and evaluating a student's health information to determine the student's state of health.</p> <p>Evaluating patterns of functioning and need for health services, counseling and education. This includes assessing the student's current health status and on an as needed basis, reviewing medical diagnoses, treatments, or orders and requesting clarification or a change in a licensed health prescriber's order as necessary. Creating, implementing and evaluating nursing care plans. Collaborating with other disciplines on a student's health needs.</p>
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## **Referral for Skilled Nursing**

### **(Written Order)**

- A Written Order for service must be on file to claim for Medicaid Reimbursement.
- The Written Order is the documentation that establishes medical necessity for the related service to be furnished and constitutes medical direction of the ordering professional.
- If there is no Written Order, for the purpose of Medicaid Billing, one should be completed, filed appropriately and a copy sent to the appropriate staff member.

The following elements must be included on all Written Orders:

1. The name of the child for whom the order is written.
2. The complete date the order was written and signed.
3. The service(s) being ordered. Note: The frequency and duration of the ordered service must be either specified on the order itself or **the order can explicitly adopt the frequency and duration of the service in the IEP by reference.**
4. Ordering provider's contact information (office stamp or preprinted address and telephone number).
5. Signature of a NYS licensed, registered, and/or certified, as relevant, physician, physician assistant, or licensed nurse practitioner acting within his or her scope of practice.
6. The time period for which services are being ordered.
7. The ordering practitioner's *National Provider Identifier (NPI)* or license number.
8. Additionally, appropriate ICD-10 Code(s) must be included with diagnosis and/or reason for ordered services.
9. An Individualized Health Care Plan must be developed by the school nurse and should remain with the students other confidential records in the health office.

**Note:**

A new skilled nursing Services referral (following all previously mentioned guidelines) must be obtained any time there is a change to skilled nursing services on the student's IEP.

## **Directions for printing a Referral or order for services**

1. Log in to Frontline.
2. Click on My Students.
3. Type in the name of the student for whom you want to print an order.
4. Click on the Black box for IEP.
5. Click on Letters and Reports.
6. Check Report – Prescription Form for Related Services (Finalized Document).
7. Click on Process.
8. Choose a service group – Skilled Nursing.
9. Click on Next.
10. Click on the PDF to open the document.
11. Press Control P to print the order/referral.

The order/referral will be pre-printed with the student's name, date of birth, related service, frequency and duration. The provider needs to complete the bottom portion of the form with his/her information. A copy of the written order/referral needs to be sent to the Medicaid clerk in the Special Education Department.

If you are still having trouble and can't access a script, please contact the Medicaid clerk in the Special Education Department at 359-7921.

## Documenting Delivery of Service (RS Log)

- Rush-Henrietta School District staff must maintain documentation of Related Service treatments through use of the RS Log in Frontline.
- Attendance for **ALL** scheduled services must be entered into the RS Log for each student, including student and/or provider absences.
- All services provided must be entered and electronically signed, by the service provider, in the RS Log on a daily basis.
- Electronic signature indicates that the services entered into the RS Log were provided as stated.
- **The Medication Administration Report (MAR) and Session Notes** must be completed for every service delivered.
  1. Session Notes must be entered electronically in the RS Log at the time services are entered.
  2. **MAR and Session Notes must include:** Medication name, dosage, route, date, time, and dosage of medication administered, Signature and title of the person administering medication.
  3. Session Notes cannot be altered or edited once electronically signed.
  4. If a mistake was made, the entry must be deleted and re-entered.
  
- All actions in the RS Log must be performed by the related service provider delivering the service. Login and passwords should never be given to another individual for the purpose of entering anything in the RS Log on your behalf. If you forget your password contact the Medicaid clerk at 359-7921.
- RS Log entries will be considered “incomplete” unless all elements are included.
- RS Log Training Manual is available for detailed information regarding entering services and maintenance of the RS Log at the end of this packet.



## **Random Moment In Time Study**

A Random Moment Time Study (RMTS) is a mechanism for identifying the amount of time School Supportive Health Services Program (SSHSP) practitioners spend delivering Medicaid reimbursable activities. It is important to note that RMTS is not a management tool used to evaluate staff activities or performance.

- All moments will be received via email.
- You will receive an email notification with 48 hours to respond to your moment.
- At the time of your moment, you will log on to a secure website using the name and password provided in the email.
- You will respond to a series of questions describing the activity you were performing at the time of your moment.

### **Note:**

- All data transferred and collected is secure and confidential.
- You will have 48 hours to complete your response in order for it to be considered valid.
- You will receive one follow-up email 24 hours after the moment if you have not yet completed your moment.


## **Appendix**

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## Related Service Log

*(For use in entering RS Attendance for an individual student)*

### Adding an Entry for Medicaid eligible services (Speech, OT, PT, etc.)

1. Click the black button  to view the finalized document for the student. To add Related Service Log attendance for a student, place the mouse pointer over Log Entries to expand the menu, and then click the Related Service Log link.



2. Clicking the Related Services Log link displays the following screen:

The screenshot shows the 'Related Services Log' entry form. At the top, there are 'Save' and 'Cancel' buttons. Below them, the 'IEP Related Service' is set to 'Speech/Language Therapy (8/19/2013-12/25/2013)'. The 'Ratio' is 'Small Group (5:1)', 'Freq' is '2', 'Period' is 'Weekly', 'Duration' is '30 mins', and 'Location' is 'Therapy Room'. The 'Log Type' is 'Service Provided', 'Provider' is 'McCormick, Maryanne', and 'Ratio\*' is '5:1'. The 'Setting' is 'Student is Parentally Placed in a Nonpublic School'. The 'Session Start' and 'Session End' are both set to 'AM'. The 'Calculated Duration in Minutes\*\*' is '30 mins'. There are four 'CPT Code' fields, each with a 'Click here to select' link and a 'CPT Units' dropdown. A 'New Feature!' message states: 'Now you can enter all CPT Codes provided during the session.' Below this, there are instructions: '\* Enter actual ratio of service provided.' and '\*\*Enter Session Start and End Time to calculate duration or select Duration from dropdown. If Session Start and End Times are entered, the Calculated Duration will be considered an accurate reflection of the session duration.' The main area features a calendar for August 2013, with the date '22' selected. To the right of the calendar is a 'Day Detail - 8/22/2013' section. At the bottom, there is a table header for 'Related Services Log Entries - August 2013 (Filtered by Permissions)' with columns: Date, Code, Units, Service Name, Qty, Ratio, Duration, Log Type, Provider, Notes, e-Signature, USO/UDO, and Notes. A 'View Goals & Objectives' button and a 'Sign All' button are also present.

3. To add attendance, select the Related Service from the **IEP Related Service** drop down menu, ensuring that the date range of service corresponds to the time period for which attendance is being added. The Ratio, Frequency, Period and Duration from the student's finalized IEP for the selected service will display across the top of the screen.

4. Next, to the left of the calendar:

- a. Select the appropriate **Log Type** (i.e., Service Provided, Student Absence, etc.).
  - **NOTE:** Student Not Available or Provider Not Available should be used when indicating the session could not be provided as scheduled.  
Student Absence or Provider Absence should be used when indicating the student or provider, respectively, was not in school that day.
- b. The **Provider** field will auto-populate with the name of the provider recording attendance.
- c. Select the **Actual Ratio**.
- d. The **Quantity/Day** will default to 1 and is to designate the number of sessions provided. This number should never be changed.
- e. Select the **Setting**. A drop down menu of all Recommended Schools will display; the default is the Recommended School on the student's current document. Choose the school where the service is delivered.
  - i. The following choices will also be available:
    1. Home
    2. Hospital or Other Non-School
    3. Preschool Itinerant Services Only
    4. Private Provider Agency
    5. Student is Parentally Placed in a Non-Public School
    6. Other

**NOTE:** If Other is selected, a new text box will display, entitled **Other Setting**. Type in the name of the school, agency or setting in which the service was provided.

The screenshot shows a form with the following fields and values:

- Log Type: Service Provided
- Provider: McCormick, Maryanne
- Ratio\*: 5:1
- Quantity/Day: 1
- Setting: Other
- Other Setting: (highlighted text box)
- Session Start: [ ] [ ] AM
- Session End: [ ] [ ] AM
- Calculated Duration in Minutes\*\*: 30 mins
- Duration\*\*: 30 mins
- CPT Code (1): [ ] Click [here](#) to select CPT Units: [ ]
- CPT Code (2): [ ] Click [here](#) to select CPT Units: [ ]
- CPT Code (3): [ ] CPT Units: [ ]

- f. Select the **Session Start Time** and **Session End Time**. The Duration will be calculated in minutes based on the selections for Start and End Time and the duration field will then become disabled.
  - i. A value should **NOT** be selected from the Duration field dropdown unless recording a service that is **not** Medicaid claimable.

- g. Select the **CPT Code (1)** by clicking the link to the right of the text box and choosing the appropriate code from the list. If the session involved using more than 1 procedure, click the link to the right of the **CPT Code (2)** field.
  - h. Select the number of **CPT Units** based on the Calculated Duration and the Session Time specified for each selected CPT Code.
5. To add the Date of Service, click **on the number** for the first day of service for the month. This will highlight the date in gold on the calendar and enter a checkmark in the box for that date. If adding multiple dates of attendance, click in the checkboxes for subsequent days for the selected Log Type in the month.
- Note: Entering multiple dates of attendance is only recommended when recording attendance for those related services that are NOT Medicaid reimbursable.
6. When all information has been entered, click Add. The Related Service Log entries will list at the bottom of the screen. Click Save to save entries.
  7. To enter Session Notes, click the notepad icon to the left of the Provider e-Signature column. To view the current Goals and/or Objectives for the student, click the link for Goals and Objectives, as seen below (highlighted).

Related Services Log Entries - February 2012 (Filtered by Permissions)													View Goals & Objectives	
Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/UDO	Notes	Sign Fill	
	2/17/2012	97533	2	Occupational Therapy	1	1:1	30 mins	Service Provided	McCormick, Maryanne				N/A	
	2/21/2012	97532	2	Occupational Therapy	1	1:1	30 mins	Service Provided	McCormick, Maryanne				N/A	

Save Cancel

8. Enter notes in the pop up window and click **Save** to save the notes or **Cancel** to return to the Related Service Log. If allowable by district, click the checkbox for “Session notes on file”, if keeping session notes in another format (i.e.- paper/pen).

**Occupational Therapy (2/17/2012)**

Session notes on file

Notes

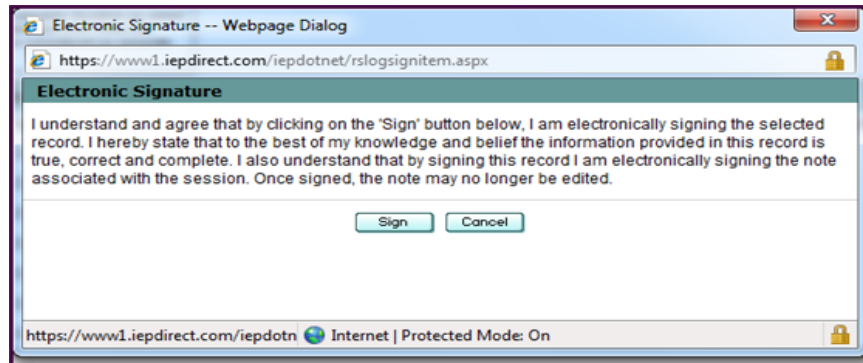
Session notes on file.

Save Cancel

9. Once the notes are saved, the notepad icon will turn gold. To view or edit daily notes, click the notepad icon. Notes may be edited until such time as the entry has been electronically signed.


Related Services Log Entries - February 2012 (Filtered by Permissions)													View Goals & Objectives	
Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/UDO	Notes	Sign Fill	
	2/17/2012	97533	2	Occupational Therapy	1	1:1	30 mins	Service Provided	McCormick, Maryanne				N/A	
	2/21/2012	97532	2	Occupational Therapy	1	1:1	30 mins	Service Provided	McCormick, Maryanne				N/A	

10. To sign an attendance entry, click the pen nib icon. The following pop up message will appear:



- Note: Once signed, the session note may not be edited in any way. Click the Sign button to electronically sign, or click Cancel to return to the Related Service Log.
11. After the attendance entry is signed, the pen nib icon will turn yellow. Hovering over the icon will provide the name and credential of the signer, as well as the date and time of the signature.
- Notes: If the Provider is NOT a Licensed Provider, the designated USO/UDO Provider will be unable to sign entries until the service provider has signed.
- The USO/UDO may sign multiple entries simultaneously using the “Sign All” button. Because session notes must be recorded as soon as practical after the session has been provided, there is no option for the Provider to “Sign All”. A separate notepad is also available for the USO/UDO to enter optional notes.

#### Adding an Entry for other Related Services (Music Therapy, Parent Counseling and Training, etc.)

1. Click the black button  to view the finalized document for the student. To add Related Service Log attendance for a student, place the mouse pointer over Log Entries to expand the menu, and then click the Related Service Log link.
2. To add attendance, select the Related Service from the IEP Related Service drop down menu, ensuring that the date range of service corresponds to the time period for which attendance is being added. The Ratio, Frequency, Period and Duration from the student’s finalized IEP for the selected service will display across the top of the screen.
3. Next, to the left of the calendar:
  - a. Select the appropriate Log Type (i.e., Service Provided, Student Absence, etc.).

b. The Provider field will auto-populate with the name of the provider recording attendance.

c. Select the Actual Ratio.

d. The Quantity/Day will default to 1 and is to designate the number of sessions provided. This number should never be changed.

e. Select the Setting. A drop down menu of all Recommended Schools will display; the default is the Recommended School on the student's current document. Choose the school where the service is delivered.

- The following choices will also be available:
  - Home
  - Hospital or Other Non-School
  - Preschool Itinerant Services Only
  - Private Provider Agency
  - Student is Parentally Placed in a Non-Public School
  - Other

**NOTE:** If Other is selected, a new text box will display, entitled Other Setting. Type in the name of the school, agency or setting in which the service was provided.

f. Skip the Start/End Time fields. The Duration drop down menu is enabled to make a selection.

10. To add the Date of Service, click on the number for the first day of service for the month on the calendar in the middle of the screen. This will highlight the date in orange on the calendar and put a checkmark in the box for that date. If adding multiple dates of attendance, click in the checkboxes for subsequent days for the selected Log Type in the month.
11. When all information has been entered, click Add. The Related Service Log entries will then be listed at the bottom of the screen.
12. To enter Session Notes, click the notepad icon to the left of the Provider e-Signature column. To view the current Goals and/or Objectives for the student, click the link.
13. **Optional:** Enter notes in the pop up window and click Save to save the notes or Cancel to return to the Related Service Log. If allowable by district, click the checkbox for "Session notes on file", if keeping any session notes in another format (i.e.- paper/pen).

14. Once the notes are saved, the will turn gold. To view or edit daily notes, click the notepad icon. Notes may be edited until such time as the entry has been electronically signed.
15. Click Save to save the entry (ies).

### Deleting or Invalidating an Entry

Medicaid states that electronic records can be kept provided that "...the electronic record is the original record and has not been altered or, if altered, shows the original and altered version, dates of creation and creator".

To comply with the requirement, deletion of entries will be permitted only for those RS Log entries that have not been saved.

Once saved, the entry may only be "invalidated". The invalidated record will be treated the same as a deleted record (will **not** be included for importing and reporting) but will display in the invalidation history tab which is visible in the Related Services Log in Frontline.

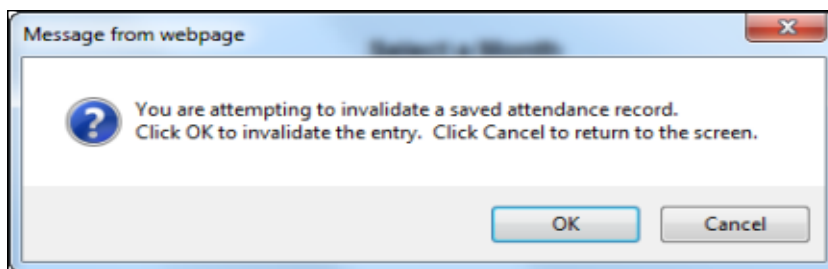
1. To delete an entry, click the delete X to the left of the unsaved entry.

Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/UDO	Notes
9/12/2011	97537	2	Occupational Therapy	1	1:1	35 mins	Service Provided	Gavin, Maureen				N/A
9/13/2011	97535	2	Occupational Therapy	1	1:1	30 mins	Service Provided	Gavin, Maureen				N/A

2. To invalidate an entry, click the invalidate button, to the left of the saved entry.

Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Sig
9/13/2011	97535	2	Occupational Therapy	1	1:1	30 mins	Service Provided	Gavin, Maureen		




3. Once the entry has been marked as invalid, the following warning message appears:





Clicking OK will invalidate the entry and remove it from the RS Log screen. Click Save.

To view any invalid entries, click the invalidate button on the upper right corner of the entry detail section at the bottom of the RS Log edit screen. The invalid entries will display in a pop up window as seen below:

Related Services Log Entries - January 2012 (Filtered by Permissions)													
Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/UDO	Notes	Sign Fill
 1/31/2012	92508	1	Speech/Language Therapy	1	3:1	30 mins	Service Provided	Speech, Sally				N/A	<input type="button" value="Sign Fill"/>

Notes: In order to enter attendance in a student's Related Service Log, the student MUST have:

- a finalized document in the selected school year
- Related Services entered on the IEP

In order for the Related Services Provider to use the Electronic Signature feature:

- the provider must be entered into Frontline as a user
- the provider must have Related Service Group Access (i.e. Psychological Counseling, Speech, Physical Therapy, etc.)
- the provider's credentials must be specified
- the electronic signature feature must be enabled for that use

## **Letters/Reports**

The following reports related to RS Log are available on the Letters & Reports page of Frontline depending on the user's level of access:

- Report - RS Attendance by Provider with Electronic Signature
- Report - RS Attendance By Student
- Report - RS Attendance Summary by Service: Required/Recorded Units of Service
- Report - RS Attendance Summary: Required/Recorded Units of Service
- Report - RS Log E-Signature Validation
- Report - RS Medicaid Compliance Checksheet (In-District Services)
- Report - RS Medicaid Compliance Checksheet (Out-of-District Services)
- Report - RS Monthly Service Report
- Report - RS Students with Attendance by Provider
- Report - RS Students with Attendance by Service
- Report - RS Students without required USO/UDO by Service
- Report - RS Summary of Daily Notes
- Report - RS Summary of Related Service Session Notes with CPT Codes

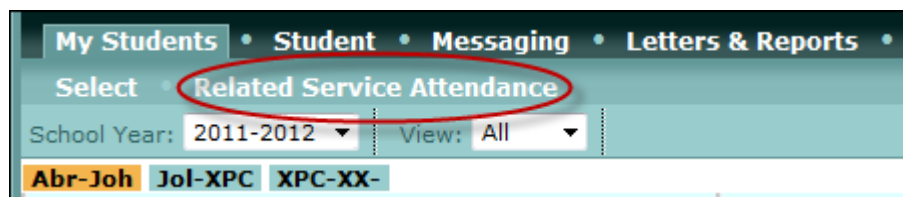
If unable to access a report on the Letters & Reports screen, please contact the district Central Office.

## My Related Service Attendance Wizard

(For use in entering RS Attendance for multiple students)

### Adding Entries for Medicaid Eligible services (Speech, OT, PT, etc.)

1. Click on Related Service Attendance, under the My Students tab, next to Select as seen below.



*Note: The Related Service Attendance link will only be accessible to users who have been identified as a Provider, have been assigned Related Service Group Access, have Credentials specified and their Electronic Signature enabled.*

2. To add attendance, select the Service and the Month/Day/Year for which attendance is being recorded. If default values are correct, service and date do not need to be selected.

A screenshot of the "Related Service Attendance" form. The form has a title bar "Related Service Attendance" and a "Steps: 1 2 3 4 5 6" indicator. Below the title bar, there are "Next" and "Cancel" buttons. The main content area contains the text: "Please select a Service and Date below. Then click Next to continue. Click Cancel to return to My Information." Below this text, there is a form with the following fields: "Related Service Attendance for:" with a dropdown menu showing "Speech"; "On:" with three dropdown menus showing "August", "24", and "2011". At the bottom right, there are "Next" and "Cancel" buttons.

3. Click Next.

- Students for whom attendance may be taken for the selected service on the selected date will display. To be included in the list, the student must have an active, finalized IEP on the selected date and the document must have at least one active row of the selected service.
4. A series of radio buttons are available to indicate an Attendance Type for each student on the selected date. Attendance Types include:
    - Service Provided (SP)
    - Student Not Available (SNA)
    - Student Absence (SA)
    - Provider Not Available (PNA)
    - Provider Absence (PA)
    - School Closed (SC)
    - Not Scheduled (NS)

**NOTE:** Student Not Available or Provider Not Available should be used when indicating the session could not be provided as scheduled. Student Absent or Provider Absence should be used when indicating the student or provider, respectively, was not in school that day.

5. Select the appropriate Attendance Type for each student.

- The default Attendance Type is *Not Scheduled*; if the student is not scheduled for service on the selected date, the attendance type should remain set to the default. If the date selected is a school holiday, date of closing or a weekend day, all students will default to *School Closed*; if the student did not receive services on that date, the attendance type should remain set to the default.

*More details about the specific service from each student’s IEP (Service Delivery, Frequency, Period, and Duration) displays to the right of the radio buttons.*

6. Click Next.

7. Record session information that is common to all of the students that were selected in Step 2 with an attendance type of *Service Provided*.

Please enter any session information that is common to all the selected students for recording their attendance. This information will be used to create the attendance entries in the RS Log for the students you selected in Step 2. You will be able to edit this information for any of these students in Step 4.

Click "Next" to record additional information for each student's session. To change the selected service or date, click "Step 1". Click "Step 2" to change the attendance type chosen for selected students. To exit the Wizard and return to the My Information tab click Cancel.

To record session information for a group of students, please make additional selections here.

Setting:	Rockyville High School	Qty:	1	Duration: 30 min
Actual Ratio:	3:1	End Time:	10:40 AM	
Start Time:	10:10 AM	CPT Units:	1	
CPT Code (1):	97150 <a href="#">Click here to select</a>	CPT Units:		
CPT Code (2):	<a href="#">Click here to select</a>	CPT Units:		
CPT Code (3):	<a href="#">Click here to select</a>	CPT Units:		
CPT Code (4):	<a href="#">Click here to select</a>	CPT Units:		

SP - Service Provided    
 SNA - Student Not Available    
 PNA - Provider Not Available    
 SC - School Closed    
 NS - Not Scheduled

- Select the **Setting**. A drop down menu of all Recommended Schools will display. Choose the school where the service is delivered.

- The following choices will also be available:
  - Home
  - Hospital or Other Non-School
  - Preschool Itinerant Services Only
  - Private Provider Agency
  - Student is Parentally Placed in a Non-Public School
  - Other

**NOTE:** If “Other” is selected, a new text box will display, entitled **Other Setting**. Type in the name of the school, agency or setting in which the service was provided.

- Select the **Actual Ratio**.
  - The **Quantity** will default to “1” and is to designate the number of sessions provided. This number should never be changed.
  - Select the **Session Start Time** and **Session End Time**. The AM/PM will default according to the time of day entered. The Duration is calculated in minutes based on the values for Start and End Times.
  - Select the **CPT Code** by clicking the link to the right of the text box and choosing the appropriate code from the list. Up to 4 codes may be selected. Select the number of **CPT Units** based on the Calculated Duration and the Session Time specified for the selected CPT Code.
8. When all information has been entered, click Next.
9. Click the edit pencil to modify session information (Setting, Actual Ratio, Start/End Times, CPT Code and/or CPT Unit) for each individual student, if needed.
- Enter session notes or check the box for **Session Notes on File**.
  - To view the student’s current Goals and/or Objectives, click the link, as seen below (highlighted).

The screenshot shows a software interface for entering session details. At the top, there is a table with columns: Student, Log Type, Code, Units, and Provider Notes. The first row shows: Student: Curiel, Manjusha; Log Type: Service Provided; Code: 97150; Units: 1; Provider Notes: (empty).

Below the table, there is a form for a specific student: Francis, Patricia. The form includes the following fields and options:

- Attendance Type:** Service Provided (dropdown menu)
- Setting:** Rockyville High School (dropdown menu)
- Actual Ratio:** 3:1 (dropdown menu)
- Start Time:** 10:10 AM (time and AM/PM dropdowns)
- End Time:** 10:40 AM (time and AM/PM dropdowns)
- Duration:** 30 min (displayed)
- Qty:** 1 (input field)
- CPT Code (1-4):** Each has a text box and a link "Click here to select". The first code is 97150.
- CPT Units (1-4):** Each has a dropdown menu. The first unit is 1.
- Provider Notes:** A text area containing "Session notes on file".
- Session notes on file:** A checkbox that is checked.
- View Goals & Objectives:** A yellow button.

10. Click Next to save changes and review the session information for all students for whom the service was provided.
11. Step 5 allows the Provider to review the session information for all students for whom the service was provided.
- If changes need to be made, click Back to modify attendance for any of the students.
  - If all Session information is correct, click Submit to continue to Step 6, the final step of the Wizard.

12. To sign all attendance entries simultaneously, click Sign All. Click the pen nib to sign entries for individual students.

- The following pop up message will appear after clicking Sign All or the pen nib:



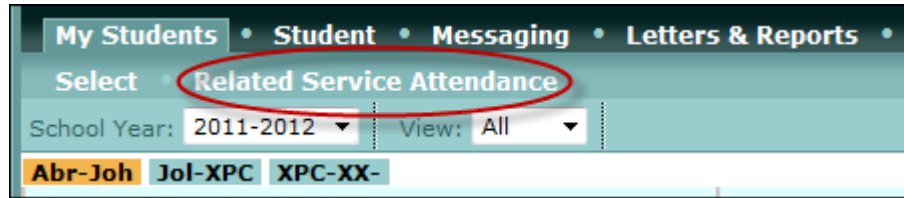
- Once signed, the session note **may not** be edited in any way. Click the **Sign** button to electronically sign, or click **Cancel** to return to the Related Service wizard Step 6 screen.
- After the attendance entry is signed, the pen nib will turn yellow. Hovering over the pen nib will provide the name and credential of the signer, as well as the date and time of the signature.
- If the Provider is **NOT** a Licensed Provider, the designated USO/UDO Provider will be unable to sign entries until the service provider has signed. The USO/UDO will need to enter each student's Related Service Log; they may NOT use the Group Attendance feature to review or sign entries.

13. Click Finish. Entries will now appear in each student's Related Service Log. The Group Attendance process is now complete.

14. To review attendance that has been recorded, click on the My Related Service Attendance link. Select the Service and the Month/Day/Year for which attendance was recorded. If default values are correct, service and date do not need to be selected.

### **Adding an Entry for a non-Medicaid Eligible Service (Music Therapy, Parent Counseling and Training, etc.)**

1. Click on Related Service Attendance, under the My Students tab, next to Select as seen below.



**Note:** The Related Service Attendance link will only be accessible to users who have been identified as a Provider, have been assigned Related Service Group Access, and have Credentials specified in Manage Users.

2. To add attendance, select the Service and the Month/Day/Year for which attendance is being recorded. If default values are correct, service and date do not need to be selected.
3. Click Next.
  - a. Students for whom attendance may be taken for the selected service on the selected date will display. To be included in the list, the student must have an active, finalized IEP on the selected date and the document must have at least one active row of the selected service.
  - b. **Note:** All non-Medicaid eligible services will display; be sure to choose those students and services that pertain to your caseload and service type.
4. A series of radio buttons are available to indicate an Attendance Type for each student on the selected date. Attendance Types include:
  - a. Service Provided (SP)
  - b. Student Not Available (SNA)
  - c. Student Absence (SA)
  - d. Provider Not Available (PNA)
  - e. Provider Absence (PA)
  - f. School Closed (SC)
  - g. Not Scheduled (NS)
5. Select the appropriate Attendance Type for each student.
  - a. The default Attendance Type is *Not Scheduled*; if the student is not scheduled for service on the selected date, the attendance type should remain set to the default. If the date selected is a school holiday, date of closing or a weekend day, all students will default to *School Closed*; if the student did not receive services on that date, the attendance type should remain set to the default.

*More details about the specific service from each student's IEP (Service Delivery, Frequency, Period, and Duration) displays to the right of the radio buttons.*
6. Click Next.
7. Record session information that is common to the students that were selected in Step 2 with an attendance type of *Service Provided*. CPT Code and CPT Unit fields may be left blank.

- a. Select the **Setting**. A drop down menu of all Recommended Schools will display. Choose the school where the service is delivered.
  - i. The following choices will also be available:
    1. Home
    2. Hospital or Other Non-School
    3. Preschool Itinerant Services Only
    4. Private Provider Agency
    5. Student is Parentally Placed in a Non-Public School
    6. Other

**NOTE:** If “Other” is selected, a new text box will display, entitled **Other Setting**. Type in the name of the school, agency or setting in which the service was provided.

- b. Select the **Actual Ratio**.
  - c. The **Quantity** will default to “1” and is to designate the number of sessions provided. This number should never be changed.
  - d. Select the **Session Start Time** and **Session End Time**. The AM/PM will default according to the time of day entered. The Duration is calculated in minutes based on the values for Start and End Times.
8. When all information has been entered, click Next.
  9. Click the edit pencil to modify session information (Setting, Actual Ratio, Start/End Times) for individual students, if needed. Complete all students.
    - a. Enter session notes or check the box for **Session Notes on File**. Entering Session Notes is Optional.
    - b. To view the student’s current Goals and/or Objectives, click the link, as seen below (highlighted).

The screenshot shows a form for entering session information. On the left, there are four CPT Code fields (1-4) with a 'Click here to select' link next to each. Below them is a 'Session notes on file' checkbox. On the right, there are 'Start Time' and 'End Time' dropdown menus (10:15 AM and 10:45 AM), a 'Duration: 30 min' label, and 'CPT Units' dropdown menus (1). A yellow box highlights a 'View Goals & Objectives' link. A green checkmark icon is visible in the bottom right corner of the form area.

10. Click Next to save changes and review the session information for all students for whom the service was provided.
11. Step 5 allows the Provider to review the session information for all students for whom the service was provided.
  - If changes need to be made, click Back to modify attendance for any of the students.



- If all Session information is correct, click Submit to continue to Step 6, the final step of the Wizard.
12. Click Finish. Entries will now appear in each student's Related Service Log. The Group Attendance process is now complete.
  13. To review attendance that has been recorded, click on the Related Service Attendance link. Select the Service and the Month/Day/Year for which attendance was recorded. If default values are correct, service and date do not need to be selected.

### Deleting or Invalidating an Entry

Medicaid states that electronic records can be kept provided that "...the electronic record is the original record and has not been altered or, if altered, shows the original and altered version, dates of creation and creator".

To comply with the requirement, deletion of entries will be permitted only for those RS Log entries that have not been saved. An unsaved entry is one that has not been electronically signed yet.

Once saved, the entry may only be "invalidated". The invalidated record will be treated the same as a deleted record (will **not** be included for importing and reporting) but will still display on the screen.

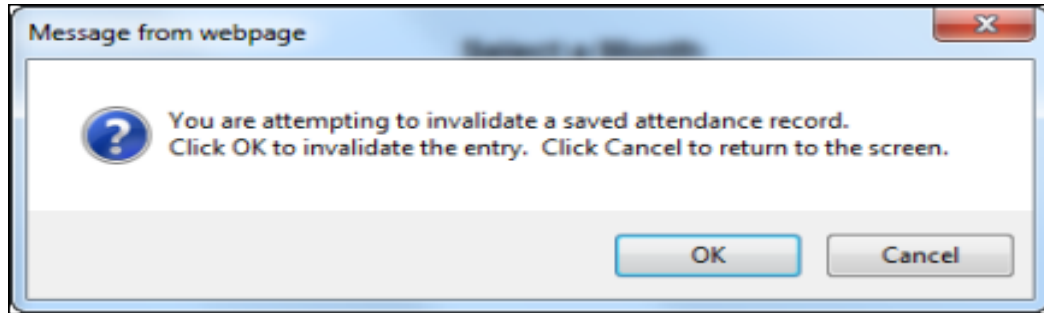
1. To delete an entry, click on the delete X to the left of the unsaved entry.

Related Services Log Entries - September 2011 (Filtered by Permissions)														
	Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/UDO	Notes	Sign All
	9/12/2011	97537	2	Occupational Therapy	1	1:1	35 mins	Service Provided	Gavin, Maureen					N/A
	9/13/2011	97535	2	Occupational Therapy	1	1:1	30 mins	Service Provided	Gavin, Maureen					N/A

2. To invalidate an entry, click on invalidate button to the left of the saved entry.

Related Services Log Entries - September 2011 (Filtered by Permissions)														
	Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Sig			
	9/13/2011	97535	2	Occupational Therapy	1	1:1	30 mins	Service Provided	Gavin, Maureen					

3. Once the entry has been marked as invalid, the following warning message appears:



Clicking OK will invalidate the entry and remove it from the RS Log screen. Click Save.

To view any invalid entries, click invalidate button on the upper right corner of the entry detail section at the bottom of the RS Log edit screen. The invalid entries will display in a pop up window as seen below:

Related Services Log Entries - January 2012 (Filtered by Permissions)														
Date	Code	Units	Service Name	Qty	Ratio	Duration	Log Type	Provider	Notes	e-Signature	USO/IUDO	Notes	Sign Fill	
1/31/2012	92508	1	Speech/Language Therapy	1	3:1	30 mins	Service Provided	Speech, Sally					N/A	

Save Cancel

Notes: In order to enter attendance, the student MUST have:

- a finalized document
- related services entered on the IEP

In order for the Related Service Provider to use the Electronic Signature feature:

- the provider must be entered into Frontline as a user
- the provider must have Related Service Group Access (i.e. Psychological Counseling, Speech, Physical Therapy, etc.)
- the provider's credentials must be specified
- the electronic signature feature must be enabled for that user

### Letters/Reports

The following reports related to RS Log are available on the Letters & Reports page of Frontline depending on the user's level of access:

- **Report - RS Attendance by Provider with Electronic Signature**
- **Report - RS Attendance By Student**
- **Report - RS Attendance Summary by Service: Required/Recorded Units of Service**
- **Report - RS Attendance Summary: Required/Recorded Units of Service**
- **Report - RS Log E-Signature Validation**
- **Report - RS Medicaid Compliance Checksheet (In-District Services)**
- **Report - RS Medicaid Compliance Checksheet (Out-of-District Services)**
- **Report - RS Students with Attendance by Provider**
- **Report - RS Students with Attendance by Service**
- **Report - RS Students without required USO/UDO by Service**
- **Report - RS Summary of Daily Notes**
- **Report - RS Summary of Related Service Session Notes with CPT Codes (In-District)**
- **Report - RS Summary of Related Service Session Notes with CPT Codes (Out-of--District)**

If unable to access to a report on the Letters & Reports screen, please contact the district **Central Office**.

## *Helpful Web Links*

### **Updated CPT Codes:**

[http://www.oms.nysed.gov/medicaid/medicaid\\_alerts/alerts\\_2016/16\\_08\\_interim\\_process\\_cpt\\_code\\_changes\\_pt\\_ot\\_12\\_8\\_16.pdf](http://www.oms.nysed.gov/medicaid/medicaid_alerts/alerts_2016/16_08_interim_process_cpt_code_changes_pt_ot_12_8_16.pdf)

### **Medicaid FAQ's**

[http://www.oms.nysed.gov/medicaid/q\\_and\\_a/](http://www.oms.nysed.gov/medicaid/q_and_a/)

### **Medicaid Handbook**

<http://www.oms.nysed.gov/medicaid/handbook/>

### **Annual Medicaid Training Materials**

[http://www.oms.nysed.gov/medicaid/training\\_materials/home.html](http://www.oms.nysed.gov/medicaid/training_materials/home.html)

### **RS Log Training Manual**



IEPD\_NY\_Training  
Manual for RS Log(Pr

### **RS log Attendance Wizard**



IEP Direct NY -  
Training Manual for R

### **ICD 10**

<http://www.icd10data.com>

### **Frontline (formerly IEP Direct)**

<https://login.frontlineeducation.com/login?signin=328d456bb17c87029645cc9914e9490f&productId=IepLegacy&clientId=StudentSolutions#/login>