

# Medicaid in Education Alert

New York State Department of Health (DOH), Office of Health Insurance Programs (OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education

Issue #15-04

TO: All SSHSP Medicaid Providers

FROM: NYS DOH OHIP SSHSP &  
NYSED Medicaid in Education Unit

DATE: July 21, 2015

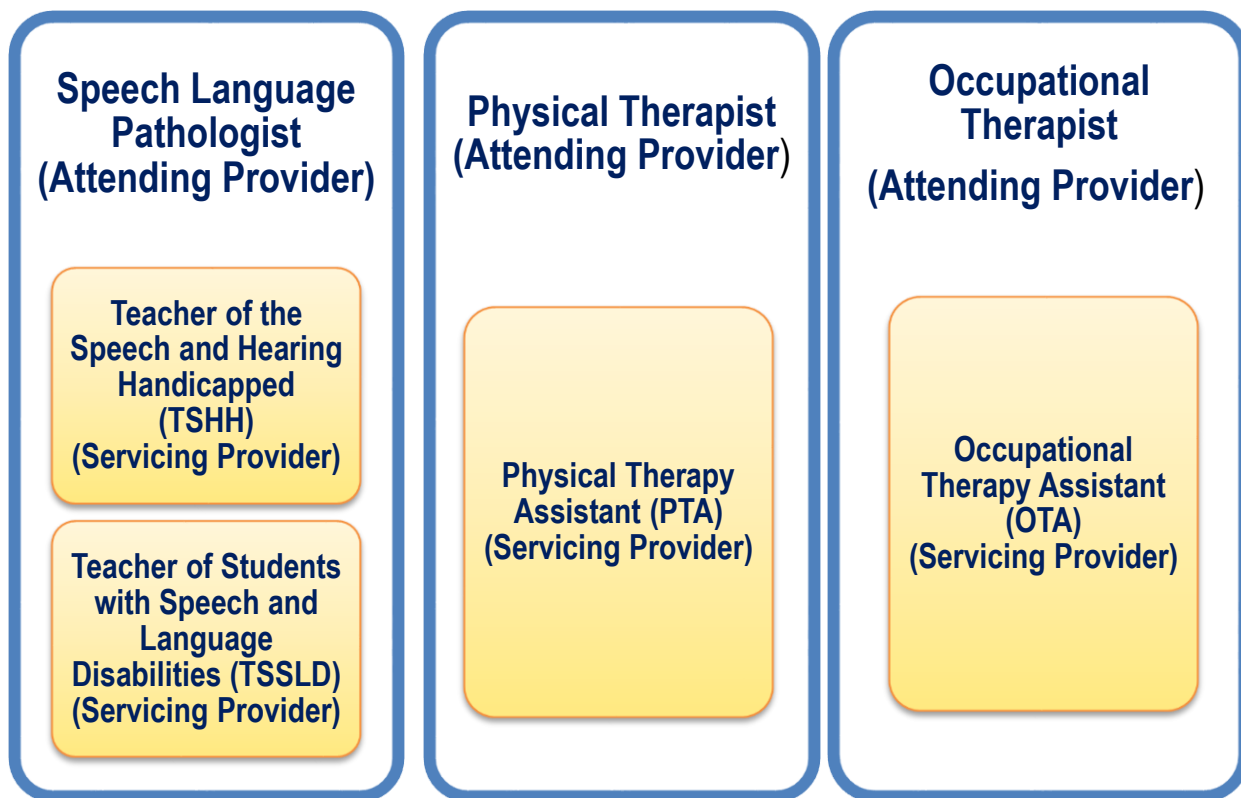
SUBJECT: Clarification on Timely Signatures/Co-signatures for “Under the  
Direction of” (UDO) and “Under the Supervision of” (USO)

This Medicaid Alert clarifies New York State Medicaid requirements for timely signatures and co-signatures on session notes for the Preschool/School Supportive Health Services Program (SSHSP). In addition, further clarification is provided on the difference between servicing providers and attending providers. This policy guidance is effective for dates of service September 1, 2015 and forward.

If the **servicing provider** operates “under the direction of” (UDO) or “under the supervision of” (USO) an **attending provider**, Medicaid may not be billed unless all UDO or USO requirements have been met. **Table 1** shows the practitioners that must operate “under the direction of” a Medicaid qualified attending provider under the SSHSP. **Table 2** illustrates the practitioners that must operate “under the supervision of” a Medicaid qualified attending provider under the SSHSP.

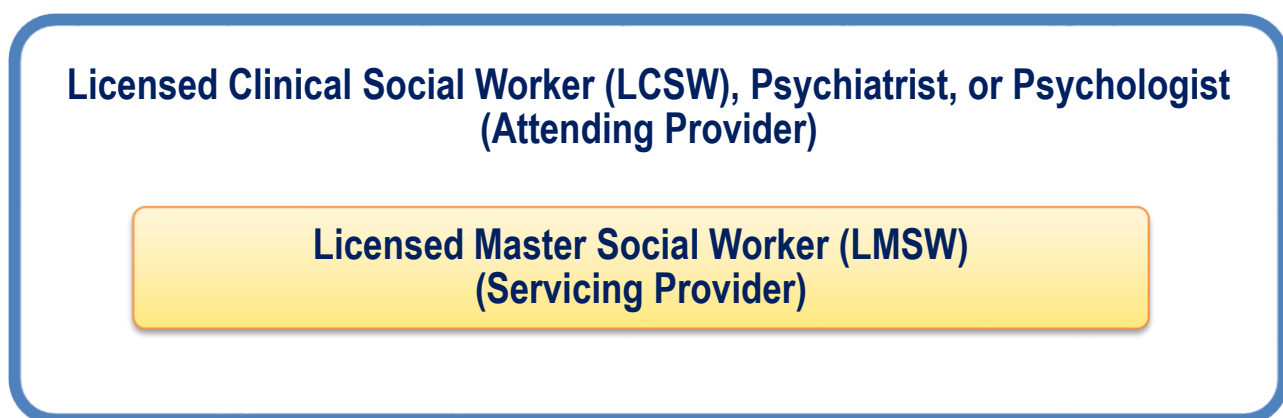
**Table 1.**

**Practitioners Operating “Under the Direction of” an Attending Provider**



**Table 2.**

**Practitioner Operating “Under the Supervision of” an Attending Provider**



## Documentation Requirements

Documentation of the provision of “under the direction of” or “under the supervision” must be on file. This documentation includes the **attending provider** signing and dating **each** session note that the **serving provider** has completed.

The **serving provider** (clinician that provides the service) must complete and sign a session note as close to the end of the session as practicable.

The **attending provider** (practitioner that has overall responsibility for the provided service) must:

- See the student at the beginning of and periodically during treatment;
- Co-sign and date each session note **not more than 45 days following the date of service** (this constitutes one component of documentation of UDO/USO); and
- Keep a written record of the provision of UDO/USO.

In addition, the attending provider must maintain documentation demonstrating that they have met SSHSP UDO/USO standards included in SSHSP handout #2 and consistent with their professional practice requirements.

Licensed professionals are reminded that it is their responsibility to be aware of and adhere to any supervision requirements related to their profession, as outlined on the NYS Education Department Office of the Professions website. Such requirements may be changed from time to time. For example, in 2014 amendments were made to section 76 of the Regulations of the Commissioner of Education for occupational therapy, requiring the development of a written supervision plan, documentation of formal supervision requirements and contacts, and limiting the number of occupational therapy assistants that can be supervised.

**When UDO/USO is required**, a claim is only Medicaid reimbursable if:

- All UDO/USO criteria are followed (See handout #2);
- All signatures are in place (both **serving provider** and **attending provider**);
- The co-signature date is **no more than 45 days following the date of service**; and
- Documentation of the provision of UDO/USO is on file.
- **Reminder:** All other Medicaid requirements must be in place:
  - The service must be included in the Individualized Education Program (IEP).
  - A written order or referral must be on file.
  - The service must be provided by a Medicaid qualified provider.
  - Documentation of the provision of the service must have been completed.

If you have any questions or comments regarding this alert, please contact the NYS Department of Health at (518) 473-2160 or at [SSHSP@health.ny.gov](mailto:SSHSP@health.ny.gov), your local Regional Information Center representative, or the NYS Education Department, Medicaid Unit at [medined@mail.nysed.gov](mailto:medined@mail.nysed.gov).