



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /
ALBANY, NY 12234

Special Education Program Services and Reimbursement Bureau: Thomas Hamel, Chief

Rate Setting Unit

<http://web1.nysed.gov/psruunit/psruhome.htm>

Medicaid Services Unit
5047

<http://web1.nysed.gov/medicaid/services.htm>

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STAC and Special Aids for Students with Disabilities Unit

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<http://web1.nysed.gov/stacunit/>

Date: March 23, 2004

To: Superintendents of Public School Districts
District Superintendents
County Executive
Superintendents of §4201 Schools
Special Education Directors
Business Officials
School District Medicaid Contacts
County Medicaid Contacts
§4201 Schools Medicaid Contacts

From: Robert J. Scalise, Coordinator
Medicaid Services Unit

Re: Applications for User Accounts to access the Medicaid Reports Website

The Central New York Regional Information Center (CNYRIC), the central billing agency for the Medicaid School Supportive Health Services Program (SSHSP) and the Preschool Supportive Health Services Program has developed a Website that will allow all school districts, counties and §4201 Schools, to access their Medicaid reports and files necessary to claim Medicaid

This Website is a secure site that is password protected and will allow access to only the reports and files appropriate to your school district, county or §4201 school. Once your Regional Information Center (RIC) provides you training, this will be the only source that your staff will have to access your reports and files. The staff assigned to your Medicaid program, at minimum would be your Special Education Director, School/Program Business Official and the individual who actually creates the claim, will need to have access to the Internet and this website.

Attached are two applications. These applications are requests for User Accounts that will allow access to the Medicaid Reports Website. CNYRIC will only provide access to individuals you have requested a user account for and will assign passwords. Once you have completed and submitted the application to your RIC, you must assure that any changes or

updates to these applications are provided to your RIC as soon as possible. These applications must be completed and signed by the Chief Operating Official of your agency.

Application #1 is to be used only for staff (employees) of your school district, county or §4201 School. You may complete as many applications as you deem necessary. Application #2 is to be used for individuals, with whom you have contracted with to prepare your Medicaid claim, i.e., private consultants; BOCES staff, etc.

I would appreciate a prompt response to this request so that we may begin the training process as soon as possible. This new process will be much more efficient and will assist you in processing your claims more timely.

If you have any questions regarding completing the applications please contact your local RIC. You may also contact Jeffrey Williams, from SED at (518) 486-6930 or at jwilliam@mail.nysed.gov.

cc: William Heppeler, Central New York Regional Information Center
Jeffrey Williams, New York State Education Department
Michael Albino, New York State Department of Health