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To: All Preschool/School Supportive Health Services (SSHS) Providers

From: Steven Wright, Coordinator – Medicaid Unit

Subject: Tracking Medicaid-in-Education Relevant Employees

As part of the New York State (NYS) Compliance Agreement with the federal government, the NYS Education Department (SED), and the NYS Department of Health (DOH) are developing a mandatory **annual Compliance Training program** for all Medicaid-in-Education relevant employees of school districts, counties and §4201 schools. The training will include a discussion of the contents of the NYS Compliance Agreement, written compliance policies and a briefing on any changes in federal and/or state laws, regulations, policies and procedures. The NYS Education Department is required to ensure that all relevant employees are aware of the standards of conduct for participation in the Medicaid program.

The NYS Compliance Agreement requires each school district, county and §4201 school to provide this office with the names of all their relevant employees. To assist with this process, an **online database (form) has been developed**. This form can be accessed at <http://www.forms2.nysed.gov/oms/medicaid/shsp.cfm>.

The information will be used to monitor and track all relevant employees for training purposes.

The term “relevant employee” is interpreted to include any person in the school district, county or §4201 school who, in some way, is involved with the Medicaid-in-Education program in New York State. These “relevant employees” can include, but are not limited to:

*Teachers of the Speech and Hearing Handicapped*  
*Teachers of Students with Speech and Language Disabilities*  
*Licensed Speech/Language Pathologists*  
*Licensed Psychologists*  
*Licensed Psychiatrists*  
*Licensed Clinical Social Workers*  
*Licensed Masters Social Workers*  
*Licensed Practical Nurses*  
*Registered Nurses*

*Licensed Nurse Practitioners  
Special Transportation Coordinators  
Medicaid Billing Clerks  
School Business Officials  
Special Education Directors  
Licensed Physical Therapists  
Physical Therapy Assistants  
Licensed Occupational Therapists  
Occupational Therapy Assistants  
Licensed and Registered Physicians  
Registered Physician Assistants  
Licensed and Registered Specialist Physicians  
Licensed and Registered Audiologists  
Compliance Officers*

**(Note: this list is not intended to be all-inclusive)**

“Relevant employee” also refers to people contracted by school districts, counties and §4201 schools for Medicaid-in-Education purposes. This includes BOCES employees, consultants hired for Medicaid billings and employees of nonpublic schools involved in Medicaid-in-Education.

The relevant employee online form should be completed by July 1, 2010. Larger districts and counties may find it easier to submit this information electronically in EXCEL or ACCESS using a prescribed format. In those situations, please contact Sheila Costa at 518-474-4178.

**SED may decide to pend Medicaid claims if a school district, county or §4201 school fails to register each relevant employee and/or those relevant employees fail to attend a Compliance Training. Your RIC will be scheduling the Compliance Trainings in the near future.**

Please direct questions regarding the online form to Sheila Costa at 518-474-4178 or send an e-mail to the New York State Education Department’s Medicaid Unit at [medined@mail.nysed.gov](mailto:medined@mail.nysed.gov).