



NEW YORK STATE  
DEPARTMENT OF HEALTH  
OFFICE OF THE MEDICAID INSPECTOR GENERAL

REVIEW OF AMSTERDAM CITY SCHOOL DISTRICT  
CLAIMS FOR SCHOOL SUPPORTIVE HEALTH SERVICES  
PROGRAM SERVICES  
PAID FROM  
JANUARY 1, 2009 – DECEMBER 31, 2009

FINAL AUDIT REPORT

James G. Sheehan  
Medicaid Inspector General

June 21, 2011



STATE OF NEW YORK  
OFFICE OF THE MEDICAID INSPECTOR GENERAL  
800 North Pearl Street  
Albany, NY 12204

ANDREW M. CUOMO  
GOVERNOR

JAMES G. SHEEHAN  
MEDICAID INSPECTOR GENERAL

June 21, 2011

[REDACTED]  
Amsterdam City School District  
11 Liberty Street  
Amsterdam, NY 12010

Re: Final Audit Report  
Audit #: 10-2697

Dear [REDACTED]

Enclosed is the Office of the Medicaid Inspector General (OMIG) final audit report entitled "Review of Amsterdam City School District" (Amsterdam City School District) paid claims for School Supportive Health Services Program services covering the period January 1, 2009, through December 31, 2009.

In the attached final audit report, the OMIG has detailed our objectives and scope, procedures, laws, regulations, rules and policies, sampling technique, findings, provider rights, and statistical analysis.

The OMIG has attached the sample detail for the paid claims determined to be in error. This final audit report incorporates consideration of any additional documentation and information presented in response to the draft report dated April 11, 2011. The mean point estimate overpaid is \$429,506. The lower confidence limit of the amount overpaid is \$347,876. We are 95% certain that the actual amount of the overpayment is greater than the lower confidence limit. This audit may be settled through repayment of the lower confidence limit of \$347,876.

[REDACTED]  
Page 2  
June 21, 2011

If the Amsterdam City School District has any questions or comments concerning this final audit report, please contact [REDACTED] at [REDACTED] or through email at [REDACTED]. Please refer to report number 10-2697 in all correspondence.

Sincerely,

[REDACTED]  
Director of Provider Audit  
Bureau of Fee for Service Audit  
Office of the Medicaid Inspector General

cc: [REDACTED]

Enclosure

CERTIFIED MAIL # [REDACTED]  
RETURN RECEIPT REQUESTED

## **OFFICE OF THE MEDICAID INSPECTOR GENERAL**

[www.omig.ny.gov](http://www.omig.ny.gov)

The mission of the Office of the Medicaid Inspector General (OMIG), as mandated by New York Public Health Law § 31 is to preserve the integrity of the New York State Medicaid program by preventing and detecting fraudulent, abusive and wasteful practices within the Medicaid program and recovering improperly expended Medicaid funds.

### **DIVISION OF MEDICAID AUDIT**

The Division of Medicaid Audit professional staff conducts audits and reviews of Medicaid providers to ensure compliance and program requirements and, where necessary, to recover overpayments. These activities are done to monitor the cost-effective delivery of Medicaid services for prudent stewardship of scarce dollars; to ensure the required involvement of professionals in planning care to program beneficiaries; safeguard the quality of care, medical necessity and appropriateness of Medicaid services provided; and, to reduce the potential for fraud, waste and abuse.

### **DIVISION OF MEDICAID INVESTIGATIONS**

The Division of Medicaid Investigations (DMI) investigates potential instances of fraud, waste, and abuse in the Medicaid program. DMI deters improper behavior by inserting covert and overt investigators into all aspects of the program, scrutinizing provider billing and services, and cooperating with other agencies to enhance enforcement opportunities. Disreputable providers are removed from the program or prevented from enrolling. Recipients abusing the system are not removed from this safety net, but their access to services is examined and restricted, as appropriate. DMI maximizes cost savings, recoveries, penalties, and improves the quality of care for the state's most vulnerable population.

### **DIVISION OF TECHNOLOGY AND BUSINESS AUTOMATION**

The Division of Technology and Business Automation will continue to support the data needs for the OMIG in the form of audit and investigative support, data mining and analysis, system match and recovery, through the use of commercial data mining products and procurement of expert service consultants.

### **OFFICE OF COUNSEL TO THE MEDICAID INSPECTOR GENERAL**

The Office of Counsel to the Medicaid Inspector General promotes the OMIG's overall statutory mission through timely, accurate and persuasive legal advocacy and counsel.

## **EXECUTIVE SUMMARY**

### **BACKGROUND**

Pursuant to Title XIX of the Social Security Act, the Medicaid program provides medical assistance to low-income individuals and individuals with disabilities. The federal and state governments jointly fund and administer the Medicaid program. In New York State, the Department of Health (DOH) administers the Medicaid program. As part of this responsibility, the OMIG conducts audits and reviews of various providers of Medicaid reimbursable services, equipment and supplies. These audits and reviews are directed at ensuring provider compliance with applicable laws, regulations, rules and policies of the Medicaid program as set forth by the Departments of Health and Mental Hygiene [Titles 10, 14 and 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York] and the Medicaid Provider Manuals.

Reimbursement under the Medicaid program is available under the School Supportive Health Services Program and Preschool Supportive Health Services Program (SSHSP and PSHSP) for certain diagnostic and health support services provided to students with, or suspected of having disabilities. SSHSP applies to the 5-21 year old population and PSHSP applies to the 3-4 year old population pursuant to §4410 of the Education Law. In 1988, Section 1903 of subdivision (c), of the Social Security Act (SSA) was added by §411(k)(13)(A) of the Medicare Catastrophic Act of 1988 (PL 100-360), to clarify Congressional intent by stating that nothing in Title XIX of the SSA shall preclude Medicaid coverage of services included in a disabled student's Individualized Education Program (IEP). New York State implemented the Federal law in 1989 by amending Section 368 (d) and (e) of Chapter 558 of the Social Services Laws to authorize payment of medical assistance funds for PSHSP and SSHSP services.

### **OBJECTIVE AND SCOPE**

The objective of our audit was to ensure the Amsterdam City School District's compliance with applicable Federal and State laws, regulations, rules and policies governing the New York State Medicaid Program. With respect to SSHSP services, our audit covered services paid by Medicaid from January 1, 2009 through December 31, 2009.

### **SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM COMPLIANCE AGREEMENT**

In July 2009, the United States Department of Justice, on behalf of the Office of Inspector General (OIG) of the Department of Health and Human Services and the Centers for Medicare and Medicaid Services (CMS) entered into a Settlement Agreement (Settlement Agreement) with the State of New York, the City of New York, and the Board of Education of the City School District of the City of New York to end litigation related to the New York State School Health Services Program (Program). In addition to the Settlement Agreement CMS entered into Program Compliance Agreement (Compliance Agreement) with New York State Department of Health (DOH), New York State Department of Education and the New York State Office of the Medicaid Inspector General (OMIG) with respect to the Program's compliance with all rules and regulations applicable to this program. Under the terms of the Program Compliance Agreement, the OMIG must conduct payment audits of the Program's compliance with all applicable federal laws and regulations regarding claims for federal Medicaid participation. The payment audits will focus on program physical therapy, occupational therapy, speech therapy, audiological evaluations, evaluations for all available services, nursing services, psychological services, transportation, medical evaluations, targeted case management services, initial individual education plan (IEP), triennial evaluations, annual IEP, requested or interim IEP and ongoing service coordination.

The OMIG is required to perform separate payment Program claim audits for the New York City School District and for school districts in the rest of the state. The results of these audits must be provided to CMS.

### **SUMMARY OF FINDINGS**

We inspected a random sample of 100 claims with \$42,427.00 in Medicaid payments. Of the 100 claims in our random sample, 44 claims had at least one error and did not comply with State requirements. Of the 44 noncompliant claims, 29 contained more than one deficiency. Specifics are as follows:

<u>Error Description</u>	<u>Number of Errors</u>
No Documentation of SLP Meeting with Speech Teacher	29
No Documentation of SLP Face to Face Contact with Child	26
No Progress Notes Provided or No Signature/Dated	7
No Backup OT Supervision of Regular Meetings re: Child	4
No Documentation of PT Meeting with Therapist re: Child	3
No Documentation Provided: Claim Should be Voided	2
No Documentation of PT Meeting with Child	2
No SLP Review of IEP and Speech Teachers Schedule	2
No Documentation of SLP Availability	1
No Documentation of Parental Contact (TCM/IEP)	1
No Documentation of SLP Reviewing Progress Notes	1
No Documentation of PT Reviewing Progress Notes	1
No Documentation of OT Reviewing Progress Notes	1
No SLP Sign-Off or Co-Sign of Monthly Service Report (CA)	1

Based on the procedures performed, the OMIG has determined the Amsterdam City School District was overpaid \$18,184.00 in sample overpayments with an extrapolated point estimate of \$429,506. The lower confidence limit of the amount overpaid is \$347,876.

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## INTRODUCTION

### BACKGROUND

#### Medicaid Program

Pursuant to Title XIX of the Social Security Act, the Medicaid program provides medical assistance to low-income individuals and individuals with disabilities. The federal and state governments jointly fund and administer the Medicaid program.

#### New York State's Medicaid Program

In New York State, the Department of Health (DOH) is the State agency responsible for operating the Medicaid program. Within DOH, the Office of Health Insurance Programs administers the Medicaid program. DOH uses the electronic Medicaid New York Information system (eMedNY), a computerized payment and information reporting system, to process and pay Medicaid claims, including SSHSP and PSHSP claims.

As part of this responsibility, the OMIG conducts audits and reviews of various providers of Medicaid reimbursable services, equipment and supplies. These audits and reviews are directed at ensuring provider compliance with applicable laws, regulations, rules and policies of the Medicaid program as set forth by the Departments of Health and Mental Hygiene [Titles 10, 14 and 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York] and the Medicaid Provider Manuals.

#### New York State's School Supportive Health Services Program and Preschool Supportive Health Services Program

Reimbursement under the Medicaid program is available under the School Supportive Health Services Program and Preschool Supportive Health Services Program (SSHSP and PSHSP) for certain diagnostic and health support services provided by a school or county to students with, or suspected of having disabilities. Services (physical therapy, occupational therapy, speech pathology/therapy, psychological counseling, skilled nursing services), evaluations (basic and comprehensive psychological evaluations, medical evaluations, medical specialist evaluations, audiological evaluations) and special transportation must be provided by qualified professionals either under contract with, or employed by, school districts/§4201 schools/county agencies. In addition, school districts are able to claim Medicaid reimbursement for five additional services identified as Targeted Case Management (TCM). Furthermore, the school districts/§4201 schools/counties must be enrolled as Medicaid providers in order to bill Medicaid.

The specific standards and criteria for SSHSP and PSHSP services are primarily outlined in the provider manual "Medicaid Claiming/Billing Handbook – (UPDATE #6)" as updated by the New York State Department of Health with the New York State Education Department, and Part 200 of the Regulations of the Commissioner of the New York State Education Department.

## **School Supportive Health Services Program Compliance Agreement**

In July 2009, the United States Department of Justice, on behalf of the Office of Inspector General (OIG) of the Department of Health and Human Services and the Centers for Medicare and Medicaid Services (CMS) entered into a Settlement Agreement (Settlement Agreement) with the State of New York, the City of New York, and the Board of Education of the City School District of the City of New York to end litigation related to the New York State School Health Services Program (Program). In addition to the Settlement Agreement CMS entered into Program Compliance Agreement (Compliance Agreement) with New York State Department of Health (DOH), New York State Department of Education and the New York State Office of the Medicaid Inspector General (OMIG) with respect to the Program's compliance with all rules and regulations applicable to this program. Under the terms of the Program Compliance Agreement, the OMIG must conduct payment audits of the Program's compliance with all applicable federal laws and regulations regarding claims for federal Medicaid participation. The payment audits will focus on program physical therapy, occupational therapy, speech therapy, audiological evaluations, evaluations for all available services, nursing services, psychological services, transportation, medical evaluations, targeted case management services, initial individual education plan (IEP), triennial evaluations, annual IEP, requested or interim IEP and ongoing service coordination.

The OMIG is required to perform separate payment Program claim audits for the New York City School District and for school districts in the rest of the state. The results of these audits must be provided to CMS.

### **OBJECTIVE, SCOPE, AND METHODOLOGY**

#### **Objective**

The objective of our audit was to ensure the Amsterdam City School District's compliance with applicable Federal and State laws, regulations, rules and policies governing the New York State Medicaid Program and to verify that:

- Medicaid reimbursable services were rendered for the dates billed;
- appropriate rate or procedure codes were billed for services rendered;
- student related records contained the documentation required by the regulations; and,
- claims for payment were submitted in accordance with DOH regulations and the appropriate Provider Manuals.

#### **Scope**

Our audit period covered payments to the Amsterdam City School District for SSHSP services paid by Medicaid from January 1, 2009, through December 31, 2009. Our audit universe consisted of 2,362 claims totaling \$1,008,453.00

During our audit, we did not review the overall internal control structure of the Amsterdam City School District. Rather, we limited our internal control review to the objective of our audit.

## Methodology

To accomplish our objective, we:

- reviewed applicable Federal and State laws, regulations, rules and policies;
- ran computer programming application of claims in our data warehouse that identified 2,362 paid School Supportive Health Services Program claims, totaling \$1,008,453.00;
- selected a random sample of 100 claims from the population of 2,362 claims; and,
- estimated the overpayment paid in the population of 2,362 claims.

In determining the propriety of the claims for the sample selection, the following documents were inspected, where applicable and/or available:

- Medicaid electronic claim information
- Individualized Education Program (IEP)
- CSE Meeting Minutes
- Invitation to parent/guardian to attend a CSE meeting and notification of the outcome
- Any additional documentation deemed by the Amsterdam City School District necessary to substantiate the Medicaid paid claim

Each Medicaid claim in the sample was compared to the corresponding documentation in the recipient's record to ascertain the propriety of services paid. Additional supportive documentation was requested as necessary.

## LAWS, REGULATIONS, RULES AND POLICIES

The following are applicable Laws, Regulations, Rules, and Policies of the Medicaid program referenced when conducting this audit:

- Departments of Health and Mental Hygiene [Titles 10, 14, and 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York (10 NYCRR, 14 NYCRR, 18 NYCRR)], and State Education Department [Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York (8 NYCRR Part 200)].
- Medicaid Management Information System and eMedNY Provider Manual, including applicable updates by the New York State Department of Health with the New York State Education Department.
- In addition to any specific detailed findings, rules and/or regulations which may be listed below, the following regulations pertain to all audits:

Regulations state: "By enrolling the provider agrees: (a) to prepare and to maintain contemporaneous records demonstrating its right to receive payment . . . and to keep for a period of six years from the date the care, services or supplies were furnished, all records necessary to disclose the nature and extent of services furnished and all information regarding claims for payment submitted by, or on behalf of, the provider . . . (e) to submit claims for payment only for services actually furnished and which were medically necessary or otherwise authorized under the Social Services Law when furnished and which were provided to eligible persons; (f) to submit claims on officially authorized claim forms in the manner specified by the department in conformance with the standards and procedures for claims submission; . . . (h) that the information provided in relation to any claim for payment shall be true, accurate and complete; and (i) to comply with the rules, regulations and official directives of the department."  
*18 NYCRR Section 504.3*

Regulations state: "All bills for medical care, services and supplies shall contain: . . . (8) a dated certification by the provider that the care, services and supplies itemized have in fact been furnished; that the amounts listed are due and owing . . . ; that such records as are necessary to disclose fully the extent of care, services and supplies provided to individuals under the New York State Medicaid program will be kept for a period of not less than six years from the date of payment . . . ; and that the provider understands that payment and satisfaction of this claim will be from Federal, State and local public funds and that he or she may be prosecuted under applicable Federal and State laws for any false claims, statements or documents, or concealment of a material fact provided. . . ."

*18 NYCRR Section 540.7(a)*

Regulations state: "An overpayment includes any amount not authorized to be paid under the medical assistance program, whether paid as the result of inaccurate or improper cost reporting, improper claiming, unacceptable practices, fraud, abuse or mistake."  
*18 NYCRR Section 518.1(c)*

Furthermore, according to regulations, all providers must prepare and maintain contemporaneous records demonstrating their right to receive payment under the medical assistance program. In addition, the provider must keep, for a period of six years, all records necessary to disclose the nature and extent of services furnished and the medical necessity therefore, including any prescription or fiscal order for the service or supply. This information is subject to audit for a period of six years and must be furnished, upon request.

*18 NYCRR Section 517.3(b)*

## DETAILED FINDINGS

The OMIG's review of Medicaid claims paid to the Amsterdam City School District from January 1, 2009, through December 31, 2009, identified 44 claims with at least one error, for a total sample overpayment of \$18,184.00 (Attachment C).

### Sample Selection

**1. No Documentation of SLP Supervision and Direction by Meeting with Therapist**

2, 14, 15, 16, 18, 21, 22, 24, 26, 29, 36, 38, 44, 47, 48, 49, 53, 54, 57, 58, 59, 66, 69, 77, 78, 83, 95, 98, 99

Regulations state, "Services for individuals with speech, hearing, and language disorders means diagnostic, screening, preventive, or corrective services provided by or under the direction of a speech pathologist or audiologist, for which a patient is referred by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law."

The Medicaid Claiming/Billing Handbook states, "When providing direction to a TSHH, the licensed SLP is responsible for documenting the following four major criteria: 3. a. The SLP should be available, as needed, to the TSHH for assistance and consultation but need not be on the premises; and b. The SLP must have regular scheduled meetings with the TSHH [Effective July 1, 2005]."

*Medicaid Claiming / Billing Handbook  
Update #6, page 13*

In 29 instances pertaining to 24 recipients, the claim was billed while there was no documentation of supervision or direction by meeting with the therapist.

**2. No Documentation of SLP Supervision and Direction by Meeting with Child Prior to Services and Periodically**

2, 14, 15, 16, 21, 22, 24, 26, 29, 36, 38, 47, 48, 49, 53, 54, 57, 58, 59, 66, 69, 77, 78, 95, 98, 99

Regulations state, "Services for individuals with speech, hearing, and language disorders means diagnostic, screening, preventive, or corrective services provided by or under the direction of a speech pathologist or audiologist, for which a patient is referred by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law".

*42 C. F. R. §440.110  
United States Code of Federal Regulations*

The Medicaid Claiming/Billing Handbook states, "Documentation needed for face-to-face contact: Documentation must show that the SLP has seen the beneficiary at the beginning of and periodically during treatment, be familiar with the treatment plan as recommended by the referring physician or other licensed practitioner, have continued involvement in the care provided, and review the need for continued services throughout the treatment. (updated 2/6/07)

*Medicaid Claiming / Billing Handbook  
Update #6, page 14*

P/SSHSP policy states, "No services provided by the Teacher of the Speech and Hearing Handicapped (TSHH) before the first meeting between the qualified SLP and the child are reimbursable by Medicaid."

*Medicaid in Education Alert Issue 08-04  
NYS OMIG SSHSP/PSHSP Medicaid in Education  
Unit*

In 26 instances pertaining to 25 recipients, the claim was billed while there was no documentation of supervision and direction by meeting with child prior to services and periodically.

3. **No Signed Progress Note / No Progress Note that covers Service Month** 7, 10, 26, 57, 68, 77, 97

The Medicaid Claiming/Billing Handbook states, "Progress notes signed and dated by service provider. A minimum of quarterly progress notes is required for each service except skilled nursing being claimed. The progress notes must address the goals and/or objectives indicated in the student's IEP and copies need to be maintained in accordance with existing document retention requirements. In the alternative, consistent with SED regulations, schools will inform the parents of children with disabilities of their child's progress in meeting annual goals, at least as often as student's without special needs. The notification must include an assessment of sufficient progress to enable the student to achieve the goals by the end of the year. Supporting documentation must be retained in accordance with existing documentation retention requirements."

*Medicaid Claiming / Billing Handbook  
Update #6, page 12*

The Medicaid Claiming/Billing Handbook states, "Progress notes must be maintained. (Refer to page 12 for requirements)"

*Medicaid Claiming / Billing Handbook  
Update #6, page 13*

The Medicaid Claiming/Billing Handbook states, "There should be at least quarterly progress notes prepared by the service provider and signed by the NYS licensed physical therapist. We recommend use of the progress notes sent home to parents (Part 200 of the Regulations of the Commissioner of Education). Refer to page 12 for documentation requirements."

*Medicaid Claiming / Billing Handbook  
Update #6, page 17*

The Medicaid Claiming/Billing Handbook states, "There should be at least quarterly progress notes prepared by the service provider and signed by the NYS licensed occupational therapist (updated 10/17/05). We recommend use of the progress notes sent home to parents (Part 200 of the Regulations of the Commissioner of Education). Refer to page 12 for documentation requirements."

*Medicaid Claiming / Billing Handbook  
Update #6, page 18*

Regulations state, "(2) All required fiscal and statistical reports are subject to audit for a period of six years from the date of their filing or from the date when such reports were required to be filed, whichever is later. This limitation does not apply to situations in which fraud may be involved or where the provider or an agent thereof prevents or obstructs the commissioner from performing an audit pursuant to this Part. Where reports and documentation have been submitted pursuant to a rate appeal of a provisional rate, such reports and documentation will likewise be subject to audit for a period of six years from the submission of material in support of such appeal or two years following certification of any revised rate resulting from such appeal, whichever is later."

*18 NYCRR §517.3(2)  
New York Codes, Rules and Regulations*

Regulations state, "(c) The IEP shall identify when periodic reports on the progress the student is making toward the annual goals (such as through the use of quarterly or other periodic reports that are concurrent with the issuance of report cards) will be provided to the student's parents. "

*8 NYCRR §200.4 (d)(2)(iii)(c)*  
*New York Codes, Rules and Regulations*

In 7 instances pertaining to 7 recipients, the claim was billed while there was no signed documentation of a progress note or no progress note that covers service month.

- 4. No Documentation of Occupational Therapist Supervision and Direction by Meeting with Therapist** 20, 23, 28, 46

Regulations state, "Occupational therapy means services prescribed by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law and provided to a recipient by or under the direction of a qualified occupational therapist."

*42 C. F. R. §440.110*  
*United States Code of Federal Regulations*

Regulations state, "The direct supervision required by section 7906(6) of the Education Law shall include meeting with and observing the occupational therapy assistant on a regular basis to review the implementation of treatment plans and to foster professional development."

*8 NYCRR §76.6 Supervision of occupational therapy assistant*  
*New York Codes, Rules and Regulations*

In 4 instances pertaining to 4 recipients, the claim was billed while there was no documentation of supervision or direction by meeting with the therapist.

- 5. No Documentation of Physical Therapist Supervision and Direction by Meeting with Therapist** 41, 67, 68

Regulations state, "Physical therapy means services prescribed by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law and provided to a

recipient by or under the direction of a qualified physical therapist.

## Sample Selection

42 C. F. R. §440.110  
United States Code of Federal Regulations

New York State Law states, "For purposes of this subdivision "continuous supervision" shall be deemed to include: i. the licensed physical therapist's setting of the goals, establishing a plan of care, determining on an initial and ongoing basis whether the patient is appropriate to receive the services of a physical therapist assistant, determining the frequency of joint visits with the patient by both the supervising licensed physical therapist and the physical therapist assistant, except that in no instance shall the interval, between joint visits, be more than every ninety calendar days, subject to the licensed physical therapist's evaluation; ii. an initial joint visit with the patient by the supervising licensed physical therapist and physical therapist assistant; iii. periodic treatment and evaluation of the patient by the supervising licensed physical therapist as indicated in the plan of care and as determined in accordance with patient need, except that in no instance shall the interval between such treatment exceed every twelfth visit or thirty days which ever occurs first; and iv. notification of the supervising licensed physical therapist by the physical therapist assistant whenever there is a change in status, condition or performance of the patient."

§6738 (d) Definition of physical therapist assistant  
NYS Education Law

In 3 instances pertaining to 2 recipients, the claim was billed while there was no documentation of supervision or direction by meeting with the therapist.

**6. No Documentation Provided: School States the Claim Should Have Been Voided** 31, 92

New York State laws mandate that all supporting documentation must be retained for six (6) years from the date the services were paid.

*Medicaid Claiming / Billing Handbook  
Update #6, page 12*

In 2 instances pertaining to 2 recipients, the claim was billed while no documentation was maintained.

**7. No Documentation of Physical Therapist Supervision and Direction by Meeting with Child Prior to Services and Periodically**

**Sample Selection**

19, 67

Regulations state, "Physical therapy means services prescribed by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law and provided to a recipient by or under the direction of a qualified physical therapist."

*42 C. F. R. §440.110*

*United States Code of Federal Regulations*

New York State Law states, "For purposes of this subdivision "continuous supervision" shall be deemed to include: i. the licensed physical therapist's setting of the goals, establishing a plan of care, determining on an initial and ongoing basis whether the patient is appropriate to receive the services of a physical therapist assistant, determining the frequency of joint visits with the patient by both the supervising licensed physical therapist and the physical therapist assistant, except that in no instance shall the interval, between joint visits, be more than every ninety calendar days, subject to the licensed physical therapist's evaluation; ii. an initial joint visit with the patient by the supervising licensed physical therapist and physical therapist assistant; iii. periodic treatment and evaluation of the patient by the supervising licensed physical therapist as indicated in the plan of care and as determined in accordance with patient need, except that in no instance shall the interval between such treatment exceed every twelfth visit or thirty days which ever occurs first; and iv. notification of the supervising licensed physical therapist by the physical therapist assistant whenever there is a change in status, condition or performance of the patient."

*§6738 (d) Definition of Physical Therapist Assistant  
NYS Education Law*

In 2 instances pertaining to 2 recipients, the claim was billed while there was no documentation of PT supervision and direction by meeting with child prior to services and periodically.

**8. No Documentation of SLP Supervision and Direction by Review of Child's IEP and Child's Schedule of Services by Therapist**

21, 48

Regulations state, "Services for individuals with speech, hearing, and language disorders means diagnostic, screening, preventive, or corrective services provided by or under the direction of a speech pathologist or audiologist, for which a patient is referred by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law."

*42 C. F. R. §440.110*

*United States Code of Federal Regulations*

The Medicaid Claiming/Billing Handbook states, "When providing direction to a TSHH, the licensed SLP is responsible for documenting the following four major criteria: 1. Assure the delivery of speech-language pathology services as per the student's (IEP)... criteria of direction listed in the preceding section must be documented. It is important that a school district or county be able to prove that direction is being provided to their TSHH for the purposes of Medicaid billing. What follows are methods for documenting each of the four criteria: 1. Assure the delivery of speech-language pathology services as per the student's IEP. • SLP signs or initials and dates a copy of the IEP, or documents through a signature and date that the student's IEP was reviewed, and SLP initials or signs and dates the monthly service report or • SLP signs and dates a copy of the schedule showing the students in each class and when the day and time the class is scheduled."

*Medicaid Claiming / Billing Handbook  
Update #6, pages 13, 14*

In 2 instances pertaining to 2 recipients, the claim was billed while there was no documentation of supervision or direction by review of child's IEP and schedule of services.

**9. No Documentation of SLP Supervision and Direction by Availability to Therapist for Consultation**

Regulations state, "Services for individuals with speech, hearing, and language disorders means diagnostic, screening, preventive, or corrective services provided by or under the direction of a speech pathologist or audiologist, for which a patient is referred by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law".

*42 C. F. R. §440.110*

*United States Code of Federal Regulations*

P/SSHP policy states, "To ensure the availability of adequate supervisory direction, supervising speech pathologists must ensure that individuals working under their direction have contact information to permit them direct contact with the supervising speech pathologist as necessary during the course of treatment."

*Medicaid Reimbursement Billing Requirements – SSHSP/PSHSP New York State Education Department Memorandum February 6, 2007*

The Medicaid Claiming/Billing Handbook states, "Documentation Requirements for "Under the Direction Of" 2. Signed statement by the SLP with license # (updated 2/6/07) listing the TSHH for whom direction is being provided as well as a statement of how accessibility will be provided. Examples of this are: team meetings, access by telephone on a scheduled basis, regularly scheduled meetings with teachers, sign-off on progress notes, or any other method where accessibility is demonstrated. This documentation should be on file in the school district or county office."

*Medicaid Claiming / Billing Handbook  
Update #6, page 14*

In 1 instance, the claim was billed while there was no documentation of supervision and direction by availability to therapist for consultation.

**10. No Documentation of Contact with the Student's Parent (s) or other Responsible Individual Relating to the Development of the IEP** 40

The Medicaid Claiming/Billing Handbook states, "A unit of service includes: At least one contact by the student's service coordinator or CSE, with the student's parent or other responsible individual, on the student's behalf, relating to the development of the initial IEP, *(the CSE Chairperson is considered the service coordinator during the review process)*, and the activities leading up to and including the writing of the initial IEP, and conducting and convening the CSE conference to develop the IEP and notifications to parents as per Part 200 of the Regulations of the Commissioner of Education."

*Medicaid Claiming / Billing Handbook  
Update #6, page 30*

In 1 instance, the claim was billed while there was no documentation of contact with the student's parent (s) relating to the development of the IEP.

**11. No Documentation of SLP Supervision and Direction by Review of Therapist's Progress Notes** 48

Regulations state, "Services for individuals with speech, hearing, and language disorders means diagnostic, screening, preventive, or corrective services provided by or under the direction of a speech pathologist or audiologist, for which a patient is referred by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law".

*42 C. F. R. §440.110  
United States Code of Federal Regulations*

The Medicaid Claiming/Billing Handbook states, "When providing direction to a TSHH, the licensed SLP is responsible for documenting the following four major criteria: 4. Review periodic progress notes prepared by the TSHH, consult with the teacher and make recommendations, as appropriate."

*Medicaid Claiming / Billing Handbook  
Update #6, page 14*

In 1 instance, the claim was billed while there was no documentation of supervision and direction by review of the therapists' progress notes.

**12. No Documentation of Physical Therapist Supervision and Direction by Review of Therapist's Progress Notes** 68

Regulations state, "Physical therapy means services prescribed by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law and provided to a recipient by or under the direction of a qualified physical therapist. "

*42 C. F. R. §440.110  
United States Code of Federal Regulations*

The Medicaid Claiming/Billing Handbook states, "To claim Medicaid reimbursement, providers must abide by the following: • The licensed physical therapist must sign all service provider sheets, whether delivering the service directly, or providing supervision to a PTA (Article 136). • There should be at least quarterly progress notes prepared by the service provider and signed by the NYS licensed physical therapist. We recommend use of the progress notes sent home to parents (Part 200 of the Regulations of the Commissioner of Education). Refer to page 12 for documentation requirements."

*Medicaid Claiming / Billing Handbook  
Update #6, page 17*

In 1 instance, the claim was billed while there was no documentation of PT supervision and direction by review of the PTA's progress notes.

**13. No Documentation of Occupational Therapist Supervision and Direction by Review of Therapist's Progress Notes** 97

Regulations state, "Occupational therapy means services prescribed by a physician or other licensed practitioner of the healing arts within the scope of his or her practice under State law and provided to a recipient by or under the direction of a qualified occupational therapist."

*42 C. F. R. §440.110  
United States Code of Federal Regulations*

The Medicaid Claiming/Billing Handbook states, "To claim Medicaid reimbursement, providers must abide by the following: There should be at least quarterly progress notes prepared by the service provider and signed by the NYS licensed occupational therapist (updated 10/17/05). We recommend use of the progress notes sent home to parents (Part 200 of the Regulations of the Commissioner of Education)."

*Medicaid Claiming / Billing Handbook  
Update #6, page 18*

In 1 instance, the claim was billed while there was no documentation of OT supervision and direction by review of OTA's progress notes.

**14. No Documentation of SLP Signing or Co-signing Monthly Service Report (CA) 64**

The Medicaid Claiming/Billing Handbook states, "SLP initials or signs and dates the monthly service report."

*Medicaid Claiming / Billing Handbook  
Update #6, page 10*

In 1 instance, the claim was billed while there was no documentation of SLP signing or co-signing the monthly service report (CA only).

## PROVIDER RIGHTS

In accordance with 18 NYCRR Part 518 which regulates the collection of overpayments, your repayment options are described below. If you decide to repay the lower confidence limit amount of \$347,876.00, one of the following repayment options must be selected within 20 days from the date of this letter:

**OPTION #1:** Make full payment by check or money order within 20 days of the date of the final audit report. The check should be made payable to the New York State Department of Health and be sent with the attached Remittance Advice to:

[REDACTED]  
New York State Department of Health  
Medicaid Financial Management  
GNARESP Corning Tower, Room 1237  
Albany, New York 12237-0048

**OPTION #2:** Enter into a repayment agreement with the Office of the Medicaid Inspector General. If your repayment terms exceed 90 days from the date of the final audit report, recoveries of amounts due are subject to interest charges at the prime rate plus 2%. If the process of establishing the repayment agreement exceeds 20 days from the date of the final audit report, the OMIG will impose a 15% withhold after 20 days until the agreement is established.

Furthermore, the OMIG may require financial information from you to establish the terms of the repayment agreement. If additional information is requested, the OMIG must receive the information within 30 days of the request or a 50% withhold will be imposed. OMIG acceptance of the repayment agreement is based on your repaying the Medicaid overpayment as agreed. The OMIG will adjust the rate of recovery, or require payment in full, if your unpaid balance is not being repaid as agreed. The OMIG will notify you no later than 5 days after initiating such action. If you wish to enter into a repayment agreement, you must forward your written request within 20 days to the following:

Bureau of Collections Management  
New York State Office of the Medicaid Inspector General  
800 North Pearl Street  
Albany, New York 12204  
[REDACTED]

**If within 20 days, you fail to make full payment or contact the OMIG to make repayment arrangements, the OMIG will establish a withhold equal to 50% of your Medicaid billings to recover payment and liquidate the lower confidence limit amount, interest and/or penalty, not barring any other remedy allowed by law. The OMIG will provide notice to you no later than 5 days after the withholding of any funds. In addition, if you receive an adjustment in your favor while you owe funds to the State, such adjustment will be applied against the amount owed.**

If you choose not to settle this audit through repayment of the adjusted lower confidence limit, you have the right to challenge these findings by requesting an administrative hearing where the OMIG would seek and defend the point estimate of \$429,506. As allowed by state regulations, you must make your request for a hearing, in writing, within sixty (60) days of the date of this report to:

General Counsel  
Office of Counsel  
New York State Office of the Medicaid Inspector General  
800 North Pearl Street  
Albany, New York 12204

Questions regarding the request for a hearing should be directed to [REDACTED]  
Office of Counsel, at [REDACTED]

Issues you may raise shall be limited to those issues relating to determinations contained in the final audit report. Your hearing request may not address issues regarding the methodology used to determine the rate, or any issue that was raised at a proceeding to appeal a rate determination.

At the hearing you have the right to:

- a) be represented by an attorney or other representative, or to represent yourself;
- b) present witnesses and written and/or oral evidence to explain why the action taken is wrong; and
- c) cross examine witnesses of the Department of Health and/or the OMIG.

The OMIG reserves the right to conduct further reviews of your participation in the Medicaid Program, take action where appropriate, and recover monies owed through the initiation of a civil lawsuit or other legal mechanisms including but not limited to the recovery of state tax refunds pursuant to Section 206 of the Public Health Law and Section 171-f of the State Tax Law.

**NEW YORK STATE  
OFFICE OF THE MEDICAID INSPECTOR GENERAL  
REMITTANCE ADVICE**

████████████████████  
Amsterdam City School District  
11 Liberty Street  
Amsterdam, NY 12010

PROVIDER ID # ██████████

AUDIT #10-2697

AMOUNT DUE: \$347,876

SCHOOL SUPPORTIVE  
HEALTH SERVICES  
PROGRAM

PROVIDER  
 RATE  
 PART B  
 OTHER:

**CHECKLIST**

1. To ensure proper credit, please enclose this form with your check.
2. Make checks payable to: *New York State Department of Health*
3. Record the Audit Number on your check.
4. Mail check to:

████████████████████  
New York State Department of Health  
Medicaid Financial Management, B.A.M.  
GNARESP Corning Tower, Room 1237  
File #10-1632  
Albany, New York 12237-0048

*Thank you for your cooperation.*