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MEMORANDUM

Date: March 1, 2011

To: **Directors of Related Service Providers:**  
**(1) Speech**  
**(2) Nursing**

From: Dina Karagiorgos, Chief Reimbursable Programs & Grants Compliance Officer /Medicaid Compliance Officer

Subject: Mandatory Medicaid Compliance Training & Certification for School Supportive Health Services Program Participants – **Phase Two: Online Training for Related Service Providers**

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Online Medicaid Compliance Training for Related Service Providers is now available for relevant NYCDOE employees in Speech and Nursing.

The web-based training, developed and administered by NYSED, includes a discussion of the contents of the NYS-CMS Compliance Agreement, written compliance policies and a briefing on changes in federal and state laws, regulations, policies and procedures relating to Medicaid documentation and reimbursement. The course consists of written material followed by a series of short quizzes and requires a maximum of 2 hours to complete. It is available on a 24-hours basis.

**\*\* THIS TRAINING MUST BE COMPLETED BY MARCH 25, 2011 \*\***

Please notify all Related Service Supervisors of this requirement as soon as possible so that they may notify individual providers. Supervisors should work with school officials to ensure a smooth and timely implementation of this requirement. Notification has been sent to Principals via the current edition of Principal's Weekly. Please feel free to notify affected personnel through any other notification channels as you may deem appropriate.

INSTRUCTIONS FOR INDIVIDUAL PROVIDERS:

*Allow 2 hours of uninterrupted computer time for the online training. The course must be completed in one sitting. If your training session is timed out, you will have to start all over again.*

→① Use the following link to access the NYSED Online Training Webpage:  
[http://www.oms.nysed.gov/medicaid/online\\_training3.html](http://www.oms.nysed.gov/medicaid/online_training3.html) Review the instructions and follow the URL link at the bottom of the page.

→② You will be directed to a "Welcome and Sign-In" screen. Click on "Click here to register" to create a personal training account.

- ③ Enter your information as requested. At the “Provider Information” box, use the drop-down menu to find “NYC CHANCELLOR’S OFFICE” or “NYC SPECIAL DISTR. 75”. D75 employees should pick the D75 option. All others must pick the Chancellor’s Office option. These are the only two options for NYCDOE.
- ④ At the “Regional Information Center” box, pick “NYC SPECIAL DISTR. 75.” This is the only option available. You must choose this even if you do not work for D75.
- ⑤ Once you are finished entering this information, you will get a warning message stating that the registration process is not complete and that you will receive an e-mail to complete the registration process.
- ⑥ Check your e-mail and click on the link provided to complete the registration process and begin the training. Note: it may take a few minutes to receive this e-mail.
- ⑦ Print out your training materials as directed. You should do this prior to beginning the training.
- ⑧ Begin the training.
- ⑨ Upon successful completion of the training, print the Certificate of Completion for your records.
- ⑩ Submit a copy of your certificate to your supervisor.

Questions should be directed to the related service supervisors or to the Medicaid Compliance Officer, Dina Karagiorgos at [DKaragiorgos@schools.nyc.gov](mailto:DKaragiorgos@schools.nyc.gov)

#### GENERAL INSTRUCTIONS FOR SUPERVISORS:

- Track your employees’ progress and provide weekly status reports to your Directors.
- Contact the Principals to discuss and resolve any problems that may arise at the school level.
- Emphasize the following points to your employees:
  - (1) NYCDOE is not currently billing Medicaid for these services and will not do so until we are confident that we meet all applicable federal, state and local requirements.
  - (2) The main purpose of the training is to ensure that NYCDOE complies with Medicaid documentation requirements so that we can bill Medicaid for eligible services. This will not affect how services are provided to students.

Questions should be directed to the Medicaid Compliance Officer, Dina Karagiorgos, at [DKaragiorgos@schools.nyc.gov](mailto:DKaragiorgos@schools.nyc.gov)

#### GENERAL DIRECTIONS FOR DIRECTORS:

- Follow up with your supervisors on a regular basis to ensure that the training process is running smoothly.
- Prior to the end of the training period, Directors should submit a final reconciliation to me for my records.

The official NYSED Online Training Memorandum which contains additional information may be accessed at: <http://www.oms.nysed.gov/medicaid/OnlineTrainingLetter.PDF>

## **COMPLIANCE OBLIGATIONS**

NYSED is required to create and maintain a database of all Relevant Employees and report the results of the training sessions to the New York State Compliance Officer annually. NYCDOE is required to participate in state-wide Medicaid training, conduct its own training sessions as needed and maintain training documentation for purposes of its own Compliance Program. NYSED and NYDOH reserve the right to pend payment on Medicaid claims if any school system does not comply with state-wide training requirements.

***Failure of NYCDOE Relevant Employees to comply with training requirements or to attend scheduled training sessions may result in disciplinary action.***

**CC:** Ted Brodheim, Chief Information Officer  
David Brodsky, Director, Labor Relations  
Veronica Conforme, Chief Financial Officer  
Recy Benjamin Dunn, Director, Office of Early Childhood Education  
Sharon Greenberger, Chief Operating Officer  
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