Provider Portal Instructions
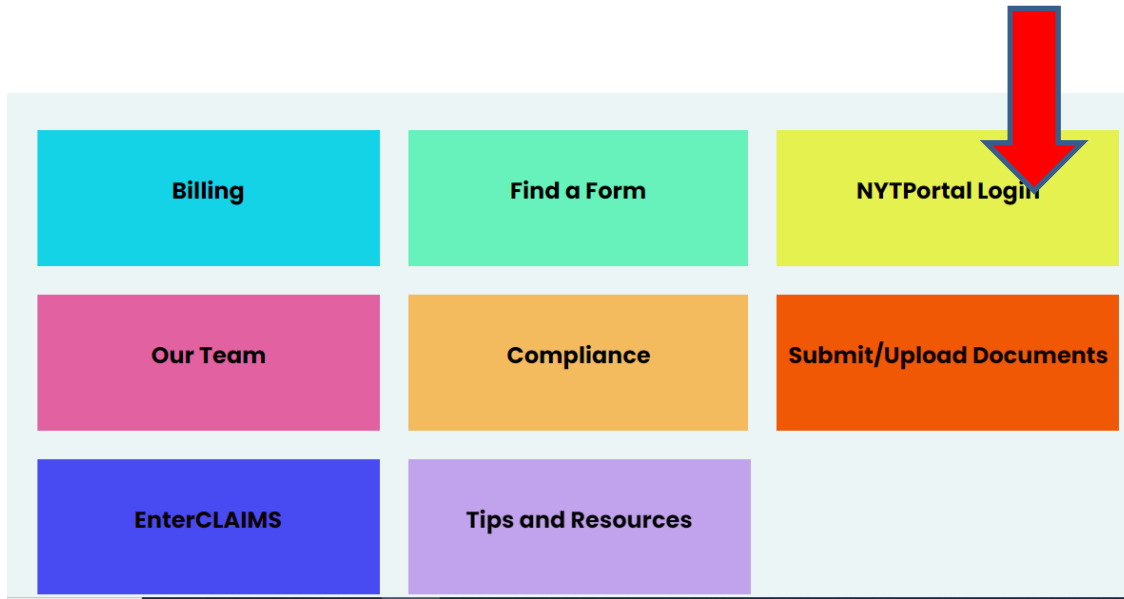
Web address https://nytportal.nytps.com/ or you can log into the NYTPS website. Choose your program.

WELCOME TO THE PROVIDER SECTION

Click a program box below to access all the forms and information for that program.

Early Intervention	Preschool Related Service
Preschool SEIS	School Age
Adult Home Care	

Click on the NYTPortal Login box

Billing	Find a Form	NYTPortal Login
Our Team	Compliance	Submit/Upload Documents
EnterCLAIMS	Tips and Resources	

You will be re-directed to the Provider Portal Login Screen

You have been sent your username and password. Enter your username and password and click Login. Your username is your email address and if you forgot your password click the forgot password link.

Click login. You are now on the Caseload tab. As you will see three tabs: Caseload, Billing and Compliance.

Caseload Tab

Your caseload will automatically load for any active cases on the date you login.

CASELOAD   BILLING   COMPLIANCE

Start Date: _____   End Date: 6/30/2015   Submit

Program Type	Last Name	First Name	District Name	Frequency Units	Frequency	Minutes	Location	From Date	To Date	Authorization #	Therapist Rate	Pre-printed Log Notes
PS	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	2	30	CALLING ALL KIDS	10/17/2014	6/30/2015		$0.00	Download
EI	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	1	45	BABYSITTER'S	11/17/2014	6/29/2015	123456789	$0.00	Download
PS	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	2	30	CALLING ALL KIDS	10/17/2014	6/30/2015		$0.00	Download
PS	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	2	60	MISS MELLA'S	9/4/2014	6/30/2015		$0.00	Download
PS	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	2	30	EAGLE ELEMENTARY SCHOOL	9/1/2014	6/30/2015		$0.00	Download
EI	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	1	45	BABYSITTER'S	11/17/2014	6/29/2015	123456789	$0.00	Download
EI	MCGEE	SHARI	FARMINGDALE UFSD	WEEKLY	2	45	A 2 Z DAYCARE CENTER	12/29/2014	6/29/2015	123456789	$0.00	Download
EI	test	test		WEEKLY	1	45	NYT Kids	2/12/2015	8/12/2015	12345678910	$0.00	Download
PS	test	T	SACHEM CENTRAL SCHOOL DISTRICT	WEEKLY	1	30	OFFICE	9/4/2014	6/24/2015		$0.00	Download
PS	test	T	SACHEM CENTRAL SCHOOL DISTRICT	WEEKLY	2	30	M01 J509	9/4/2014	6/24/2015		$0.00	Download

- Program type:
  PS – Preschool
  EI - Early intervention
  SA – School age
  FA - Facility

As you can tell the rest of the columns are self-explanatory: Child first & last name, school district frequency, location, from date (start date) to date (end date) EI Authorization number, your rate and pre-printed log notes for EI & preschool cases.

You can change how your caseload is listed. Clicking on the columns name will change your view. For example clicking child name last will put the list in alphabetically order by last name, click on the location and it will resort it by location in ascending order, click on the from date (start date) and it will re-order the list in date order.

Clicking on the child will also bring up the following (if we have them on file):

- Annual review
- IEP/IFSP
- Prescription
- Progress Notes
- Evaluations
- Consent for Signature

Clicking on the View to the right of document you may view/print the document we have on file

Document Type	Date ▲	School Year	Service Type	View Document
IEP	5/22/2012	2011-2012	SPEECH	View
RX	5/22/2012	2012-2013	SPEECH	View
ANNUAL REVIEW	1/25/2013		OT	View
ANNUAL REVIEW	1/25/2013		ABA	View
ANNUAL REVIEW	1/28/2013		ABA	View
IEP	1/28/2013	2013-2014;2014-2015 FALL	SPEECH	View
ANNUAL REVIEW	1/28/2013	2013-2014	SPEECH	View
ANNUAL REVIEW	1/28/2013		ABA	View
RX	1/28/2013	2014-2015 FALL	ABA	View
IEP	1/29/2013	2014-2015	SPEECH	View
ANNUAL REVIEW	1/30/2013	2012-2013	ABA	View
ANNUAL REVIEW	1/30/2013	2012-2013	OT	View
ANNUAL REVIEW	1/30/2013	2012-2013	ABA	View
ANNUAL REVIEW	1/30/2013	2012-2013	OT	View
ANNUAL REVIEW	1/30/2013	2012-2013	PT	View
EVALS	2/11/2013	2012-2013		View
EVALS	2/11/2013	2012-2013	OT	View
EVALS	2/18/2013	2012-2013	SPEECH	View
ANNUAL REVIEW	2/26/2013	2012-2013	ABA	View
ANNUAL REVIEW	3/8/2013	2012-2013	ABA	View
EVALS	8/21/2013	2012-2013	OT	View
EVALS	9/25/2014	2014-2015	OT	View
IEP	3/2/2015	2014-2015 FALL	OT;PT;SPECIAL ED;SPEECH	View
RX	3/2/2015	2014-2015 FALL	OT;PT	View

Preprinted Log notes

Last column on the caseload tab is where you can download pre-printed log notes for all your EI, CPSE and some CSE Case. Some CSE districts do not use the Provider Session notes, they either have their own log notes or the provider must enter their log notes into IEP Direct or Kinney. See the table below

District	Has own log note	Kinney	IEP Direct	Service Type
Amityville		X		All Related Service
Brentwood	X			
Central Islip			X	Medicaid Only
Copiague		X		All Related Service
Elmont			X	All Related Service
Freeport			X	All Related Service
Hewlett Woodmere			X	All Related Service

Jericho	X			
Port Washington			X	Medicaid Only
Sewanahka	X			
South Country			X	All Related Service
Uniondale			X	All Related Service
VS 24	X		X	Medicaid Only
VS 30			X	All Related Service
VS Central HS			X	All Related Service
Westbury			X	Medicaid Only

To download your pre-printed note, you must **ALLOW POP UPS.** Click download, then another box will appear to tell you what note will be downloaded. Put a check in the box and click submit.

Billing Tab

CASELOAD   BILLING   COMPLIANCE   To

Start Date: | End Date: Submit

Received Date   Billing Month   Billing Period   View Document
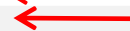No records to display

review the payment status of billing invoices, and see images of the session notes submitted with invoices you can enter a range of dates or enter the current month to view all current billing.

Received Date	Billing Month	Billing Period
10/24/2014	September	1st Half
10/24/2014	October	1st Half;2ND HALF
11/26/2014		
12/05/2014		

As you can see, by entering a past date all invoices from that date forward appear.

Received Date	Billing Month	Billing Period	View Document
10/24/2014	September	1st Half	View
10/24/2014	October	1st Half;2ND HALF	View
11/26/2014			View
12/05/2014			View

Check Detail

Clicking View on the last column will show you the billing we received for what month and what half of the month it was for. The documents you see without billing Month or billing period are the Check Detail Documents. These documents will show you the detail of the check. The date that these documents are "received" corresponds to the date your payment was processed. If you receive your check through Direct Deposit you should see the posting to your account within 3 business days. If you receive a paper check you should have the check within 5 business days.

Compliance Tab

Review your Compliance profile and see images of the actual compliance documents you've previously submitted, along with a list of items that are missing or expired that need your attention.

CASELOAD	BILLING	COMPLIANCE			
Compliance Name			Expired Date	Empty Document	Document on File
C1.0 Child Abuse Recognition Training Cert.			10/20/2012	View	View
C2.0 Corporate Compliance Plan Receipt			10/21/2014	View	View
D2.0 Direct Deposit Signup Form (If Desired)			Missing	View	View
D1.0 Diphtheria Immunity or Waiver			10/20/2013	View	View
S5.0 Substance Abuse Disclaimer			10/20/2012	View	View
F1.0 Fingerprint Clearance			10/14/2012	View	View
I3.0 Independent Contractor Agreement			10/20/2014	View	View
V1.0 Varicella Immunity or Waiver			10/20/2014	View	View
W2.0 W-9 Taxpayer Identification Number Form			Missing	View	View
R3.0 Reference #2			Missing	View	View

|◄ ◄ 1 2 3 ► ►| Page size: 10 ▼

Scrolling to the bottom of the screen will allow you view the box to the left. By changing to page size, you change the number of items you see. Click he arrow to the right of number to choose 20 or 50.

See what happens by change the number to 20

Compliance Name	Expired Date	Empty Document	Document on
C1.0 Child Abuse Recognition Training Cert.	10/20/2012	View	View
C2.0 Corporate Compliance Plan Receipt	10/21/2014	View	View
D2.0 Direct Deposit Signup Form (If Desired)	Missing	View	View
D1.0 Diphtheria Immunity or Waiver	10/20/2013	View	View
S5.0 Substance Abuse Disclaimer	10/20/2012	View	View
F1.0 Fingerprint Clearance	10/14/2012	View	View
I3.0 Independent Contractor Agreement	10/20/2014	View	View
V1.0 Varicella Immunity or Waiver	10/20/2014	View	View
W2.0 W-9 Taxpayer Identification Number Form	Missing	View	View
R3.0 Reference #2	Missing	View	View
R4.0 Resume	Missing	View	View
R5.0 Rubella Titer With Values	10/20/2012	View	View
R6.0 Rubeola Titer With Values	10/20/2013	View	View
S4.0 State Child Abuse Registry Check	10/20/2009	View	View
T6.0 Tetanus or Waiver	10/20/2014	View	View
O1.0 Osha/HIV Annual Acknowledgement	10/21/2003	View	View
P3.0 Pertussis Immunity or Waiver	Missing	View	View
P4.0 Photo ID Badge	10/21/2003	View	View
A6.0 Annual Physical Exam	10/20/2014	View	View
P5.0 PPD Test - Annual	03/26/2014	View	View

Clicking on Compliance Name column name sorts the list in alphabetically order. Clicking on

Clicking on View on the Empty Document will take you a back to the compliance page of our website and clicking view under the document on file will show you the current document we on file for you.

Questions or Suggestions

Let us know what improvements you would to see! Please send any suggestions to our IT team at providerportal@nytps.com