



### **Speech Referrals:**

A **NEW** speech referral needs to be created for each student on your caseload within the first 10 days of servicing these students (even if the student had been previously receiving services through a different provider).

If your student appears in SESIS (both preschoolers and school-age students), you can create the speech referral directly within SESIS.

Go to Create New Document and use the drop-down menu until you locate Related Services, under which is located "Speech-Language Referral". Click Go. Add a label/comment and click New. Update the information as necessary. Make sure to click on **Medically Necessary** as this is essentially stating that your student needs therapy. Choose an ICD-10 code(s). The most common codes are:

ICD-10 Code Options
F80.2 - Mixed receptive-expressive language disorder
F80.0 - Phonological disorder
F80.9 - Developmental disorder of speech and language, unspecified
F80.4 - Speech and language development delay due to hearing loss
F84.0 - Autistic disorder
F82 - Specific developmental disorder of motor function
F80.1 - Expressive language disorder
F80.89 - Other developmental disorders of speech and language
R62.50 - Unspecified lack of expected normal physiological development in childhood

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For a complete list of ICD-10 codes related to speech, language, and swallowing disorders, please refer to:  
<https://www.asha.org/uploadedFiles/ICD-10-Codes-SLP.pdf>

Use your e-mail that you have on file in the PETS system. Once completed, click on set document and **change the status from draft to final**. Please e-mail a copy of the speech referral to: [RelatedServices@nytps.com](mailto:RelatedServices@nytps.com).

\*\*\* For preschool students who are not yet on SESIS or for any student that you cannot complete the speech referral within SESIS, please use the following link:

<https://login.imagesilo.com/EFormHost.aspx?PublicAccess=%2fNbNz5VDUD3jKJvC6XC96qVfGHW8gZYLbd5TDOTaK1c2IfpFrgTgKfnnXjq7yqyXb0NWiSPbtpP0GsQWn3EDz4rE3blnyHgUWlWqQWmFTlxWEYyKlIfwt6GH7t6KKVQo>

Remember to click on **Medically Necessary** and to use your e-mail that you have on file in the PETS system. Please refer to the above information regarding ICD-10 codes. Once you complete the speech referral form, save it on your computer prior to pressing save. Once you click SAVE, the referral will be securely transmitted to the NYCDOE and you will no longer have the option to view or print it.

You should now receive a confirmation e-mail from: [generic@paperalternative.com](mailto:generic@paperalternative.com) which will come to the e-mail that you used to complete the form. Click to confirm the referral and then forward this e-mail to: [RelatedServices@nytps.com](mailto:RelatedServices@nytps.com). Please check your junk mail as the confirmation e-mail often ends up there.

The following guide includes step-by-step instructions on Completing a Speech Language Referral Form in SESIS:

[Completing a Speech-Language Referral Form \(nyced.org\)](#)

\*\*\* If you do not yet have your Medicaid ID, please reach out to Miri Fruchter ([miriam.fruchter@nytps.com](mailto:miriam.fruchter@nytps.com)). Please don't hesitate to reach out with any questions!