Provider Assignment: Deleting vs. Terminating a SETSS Teacher Mandate

Introduction

This training guide provides staff with an understanding of the difference between deleting a SETSS mandate from the Awaiting SETSS Auth. sub-tab and terminating a SETSS P4 mandate in Provider Assignment, as well as a step-by-step guidance to completing each process.

Deleting mandates for all service types is limited to the following roles:

SEPC = CSE SEEPPO (Special Education Placement Officer)
CSEC = CSE Chairperson
SCAO = Central Office: Division of Students with Disabilities and English Language Learners
CADM = ORCS: Contract Administrators

<table>
<thead>
<tr>
<th>1. Service Type in All Para Services/Oral Transliterators/Sign Language Interpreters:</th>
<th>Compensatory Service</th>
<th>Non-compensatory Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPC/CSEC/SCAO/CADM</td>
<td>Manually Add/Delete</td>
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</tr>
<tr>
<td>All other roles who have access</td>
<td>Manually Add/Delete</td>
<td>Manually Add/Delete</td>
</tr>
</tbody>
</table>

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<th>2. All Other Service Types not Listed Above:</th>
<th>Compensatory Service</th>
<th>Non-compensatory Service</th>
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<td>Manually Add/Delete</td>
</tr>
<tr>
<td>All other roles who have access</td>
<td>Manually Add/Delete</td>
<td>Cannot Manually Add/Delete</td>
</tr>
</tbody>
</table>

Note: All other roles who have access, will only be able to manually delete compensatory services for all Para Services, Oral Transliterators and/or Sign Language Interpreter.
Note: The Independent SETSS Teacher can also terminate the mandate when in Receiving status, if choosing a reason other than Mandate Generated in Error.

Deleting an Unassigned SETSS Mandate

The mandate must be located on the Awaiting SETSS Auth. sub-tab; and it must have a Mandate Status of Unassigned. The Assignment Status for the mandate will be Awaiting Authorization for Independent SETSS Teacher.

1. From the Awaiting tab, click the Awaiting SETSS Auth. sub-tab.

2. Click Search to open the search panel.

3. Use the following filters to search for the student:
   a. Student’s ID in the Student NYCID field
   b. An Assignment Status of Awaiting Authorization for Independent SETSS Teacher

4. Click Search to search for the student.

5. Check the box next to the student’s NYCID to select the mandate.

6. Click Delete Row.

Note: A yellow warning appears on the Delete Row pop-up window notifying the user that their SESIS
Role may restrict them from permanently deleting certain mandates from the PA grid based on the row's Service Type, or based on whether it’s Compensatory vs. Non-Compensatory.

**Note:** Verify and confirm that the mandate you are attempting to delete is not on the student’s current IEP. Also, for any mandate identified as split, all portions of the split must be in awaiting status in order to delete the mandate. In both of these examples, an error will appear upon attempting deletion.

7. Enter the reason for deletion and click **OK**.

If there is no error, a confirmation message is displayed.

**Mandate(s) were deleted.**

**Note:** Rows marked for deletion that do not meet the security clearance of your SESIS role will remain on the PA Grid, regardless of the message above.
Terminating an Authorized Independent SETSS Teacher Mandate

If the SETSS mandate has already been partially or fully assigned to an independent SETSS teacher, you will not be able to delete it, and the mandate needs to be terminated, when applicable.

**Mandate Assignment Status: Receiving**

1. Click **Receiving** to navigate to the Receiving tab.

2. Click the **Receiving SETSS Auth.** sub-tab.

3. Click **Search** to open the Search Panel.

4. Use the following filters to search for the student:
   a. Student’s Id in the Student NYCID field
   b. An Assignment Status of Receiving

5. Click **Search**.

6. **Check the box** next to the student’s NYCID.

7. Click **Terminate**. The Terminate Provider window will open.
8. Select a reason for terminating the mandate from the Reason dropdown.

**Note:** To permanently and immediately remove a mandate that contains incorrect data, select **Mandate Generated in Error**. Otherwise, select one of the other termination reasons to retain the mandate as a valid service. The option to choose **Mandate Generated in Error** is limited to specific roles.

9. Click in the **Termination Date** box to select the last date the assigned independent SETSS teacher actually provided services as the Termination Date.

**Note:** For mandates that are no longer (C) current, you will have the option to select **YES** to generate a new awaiting row so a subsequent assignment can be entered for this mandate from a (P)revious IEP/IESP/SP. Select **NO** if there are no further assignments to be made to this inactive mandate.

10. Click **OK**.

A message will appear at the top of the Provider Assignment screen confirming that the provider has been terminated.

**Note:** For termination reasons selected other than **Mandate Generated in Error**:

A duplicate mandate is automatically created on the **Awaiting SETSS Auth.** sub-tab with an **Assignment Status** of **Awaiting Authorization for Independent SETSS Teacher**. Use this mandate row for the new **Independent SETSS Provider Authorization**. Therefore, a new mandate row should not be created.