Provider Assignment Checklist: First Attending, Confirming and Rejecting Assignments (for Independent Providers)

Introduction

This training guide provides instructions for independent providers on how to record a First Attend Date, Confirm Assignments, and Reject Assignments in Provider Assignment when servicing students through a Related Service Authorization (RSA).

Recording a First Attend

☐ Navigate to Provider Assignment from the SESIS home page. The Awaiting Contract Agency sub-tab of the Awaiting tab is displayed by default.

☐ Navigate to the Awaiting RSA sub-tab.

**Note:** This option is also available under the Awaiting Contract Agency and Awaiting SETSS Auth. sub-tabs.

☐ Click Search to open the search panel.

☐ Set the filter for an Assignment Status of Awaiting First Attend.

☐ Click Search at the bottom of the search panel.

☐ Place a checkmark next to the mandate(s) for which you want to First Attend and click the First Attend button.

☐ For each mandate displayed in the First Attend Confirmation screen, enter the date you first provided services to the student in the First Attend field, and then click OK. The mandate will move from the Awaiting RSA, sub-tab to its counterpart Receiving RSA sub-tab.

Recording First Attend Delay

A First Attend Date must be entered within five school days after the mandate is assigned to the provider; otherwise, a First Attend Delay icon will appear in the left margin of the mandate row.

☐ Navigate to the Awaiting RSA sub-tab.

**Note:** This option is also available under the Awaiting Contract Agency and Awaiting SETSS Auth. sub-tabs.

☐ Click Search to open the search panel.

☐ Set the filter for an Assignment Status of Reason for Delay Needed.
☐ Click **Search** at the bottom of the search panel.

☐ Click on the **First Attend Delay icon** and enter a reason for the delay.

☐ Click **OK**.

**Never Served/Retroactively First Attend**

For rows with Assignment Status reason **Terminated Without First Attend**, a new icon will appear that triggers a new pop-up window when clicked. This window gives the provider an opportunity to retroactively enter the **First Attend Date** (FAD), or state that they never served the child.

☐ Navigate to the **Awaiting RSA sub-tab**.

**Note:** This option is also available under the **Awaiting Contract Agency** and **Awaiting SETSS Auth.** sub-tabs.

☐ Click **Search** to open the search panel.

☐ **Set the filters** for an Assignment Status of **Terminated Without First Attend**.

☐ Click **Search** at the bottom of the search panel.

☐ Click on the **Never Served/Retroactively First Attend icon**.

☐ To **Retroactively First Attend**, select the Student NYCID under the **Retroactively First Attend This Case** section and enter the **First Attend date** and **Reason for Discrepancy**.

**Note:** The only **Reason for Discrepancy** available is **Other**. Describe the reason in the adjacent textbox.

☐ To indicate that you **Never Served**, select the Student NYCID under the **Never Served** section and select the **Reason** from the dropdown menu.

**Note:** If the **Reason** is **Other**, describe the reason in the adjacent textbox.
Confirming or Rejecting an Assignment

When the Attending DBNs (Admin DBN/ Phys Loc DBN) change for students with an RSA already created and fully assigned (not split), a new RSA package will be automatically generated in DRAFT mode after the provider fully confirms, unless they reject the assignment.

**Note:** Changes to the student’s Attending DBNs in SESIS will not be seen in Provider Assignment until the next business day.

- Navigate to the Awaiting RSA sub-tab.
- Click **Search** to open the search panel.
- **Set the filters** for an Assignment Status of **Awaiting Independent Provider Confirmation**.
- Click **Search** at the bottom of the search panel.
- To Confirm or Reject the assignment, **place a checkmark** next to each service recommendation(s) you'll continue to service or wish to reject, then click **Confirm**.
- To **Confirm** the assignment, click **OK**.

**Note:** The mandate will stay on the grid with an updated Assignment Status of Awaiting First Attend.

- To Reject the assignment, check the **Reject** checkbox, select a **Reason for Rejection** as to why you are not continuing service, and then click **OK**.

**Note:** The mandate will immediately fall off your service recommendation grid in order to be assigned to another provider.