



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.

Retroactively First Attend This Case

⚠ The **First Attend Date** indicated here should be the **first date the assigned provider actually provided services**. The assigned provider will not be permitted to submit invoices for this [related/SETSS] service before this date.

Student NYCID	Last Name	First Name	Current Provider	Service Start Date	Earliest Encounter	First Attend	Reason For Discrepancy	Other Reason For Discrepancy
223679895	CROSBY	AHMAD	Leah Kermanian	08/01/2019		MM/DD/YYYY	-- Select a reason --	

Never Served

⚠ Entering a **Never Served** reason will update the assignment and remove any association of the assigned provider with this student. The assigned provider will not be permitted to submit invoice for this [related/SETSS] service at all. Once submitted, the student mandate will be updated to **Terminated Never Served**.

Student NYCID	Last Name	First Name	Current Provider	Service Start Date	Reason	Other Reason
223679895	CROSBY	AHMAD	Leah Kermanian	08/01/2019	-- Select a reason --	

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.