Provider Assignment – Issuing and Processing an Authorization for an Independent SETSS Teacher (P-4)

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Introduction

This training guide lists the steps to follow to issue and process an Authorization for Independent SETSS Teacher in Provider Assignment. Guidance is included for Independent SETSS Teachers and Committees on Special Education (CSE) staff.

Independent SETSS Teacher Process Steps

1. After completing Section 1 of the SETSS P-4 form, the form should be sent to the parent/guardian.

   Note: Include an authorization number at the top of the form, using the following numbering convention: [CSE/District #]YYYY[# issued]. For example:

   a. District 13’s first authorization number would be D1320181; and

   b. CSE 03’s first authorization number would be 320181.

2. Keep a spreadsheet to log the forms issued and their authorization numbers so they can be checked upon receipt.

CSE Staff Process Steps

In Provider Assignment, SETSS service mandates may be located in different sub-tabs. To issue or process an authorization for an independent SETSS teacher, the Assignment Status must first be changed. This process can be completed from the Awaiting DOE Provider sub-tab, or the Assistance Not Requested sub-tab.
Change Assignment Status from Awaiting DOE Provider Sub-tab

1. Under the Awaiting DOE Provider sub-tab, click **Search** to open the search panel.

![Search panel](image)

2. Set the filters for a Service Type of **S.E. Teacher Support Services**.

![Filter selection](image)

**Note:** You may set more filters to narrow down your search.

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

![Search button](image)

4. Place a checkmark on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian.

![Mandate rows](image)

**Note:** Assignment Status must be Awaiting DOE Provider.
5. Select *Awaiting Authorization for Independent SETSS Teacher* from the Change Assignment Status dropdown menu.

6. Click the **Change Assignment Status** button.

7. Click **OK** in the pop-up window.

**Note:** A confirmation note appears at the top of the form indicating that the mandate(s) have been updated. They will now be found on the *Awaiting SETSS Authorization* sub-tab.

**Change Assignment Status from Assistance Not Requested Sub-tab**

1. Under the Assistance Not Requested sub-tab, click **Search** to open the search panel.
2. Set the filters for a Service Type of **S.E. Teacher Support Services**.

![Image of filter selection]

**Note:** You may set more filters to narrow down your search.

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

![Image of search button]

4. Place a **checkmark** on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian.

5. Click the **Request For Assistance** button.

![Image of mandate list]

6. Click **OK** in the popup window.
**Note:** A confirmation note appears at the top of the form indicating that the mandate(s) have been updated. They will now be found on the Waiting SETSS Authorization sub-tab.

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**Approve/Disapprove P-4 Form**

1. After the completed P-4 form is returned from the parent/guardian, click the **Awaiting SETSS Authorization** sub-tab in Provider Assignment.

2. Click on the **Inbox** icon to open the Approve/Disapprove SETSS Teacher pop-up window.

3. Enter the independent provider’s **Social Security** number.

4. Click the **Retrieve** button.

**Note:** Optionally, you can search for the provider in the Non-DOE Provider Lookup window by clicking on the magnifying glass.

5. If applicable, enter the **Independent Agency Tax ID**. This is called “EIN” on the Authorization.

6. Enter the **Provider Authorization Date**.

7. Modify the portion of the mandated frequency, if needed.

**Note:** If the full mandated frequency is not assigned, a new row will be automatically created below the current row with the remaining frequency.
8. Select the **Location** where the service will be provided from the dropdown menu.

9. Click **Approve** or **Disapprove** (whichever is applicable). If selecting **Disapprove**, you will be prompted to enter a reason. Then, follow the guidance provided in the green confirmation message.

![Approval / Disapproval Screen]

**Note**: If no **Independent Agency Tax ID** is entered, the message below will appear. Click **OK** to continue with approval or press **Cancel** to return to the approval screen and provide valid Tax ID.

```
If this provider works for an Independent Agency, please enter that agency’s tax ID now. Failure to provide this information may result in the provider being blocked from payment in the Vendor Portal.

Press OK to Continue with Approval, press Cancel to return to the approval screen and provide valid Tax ID.
```

**Note**: If the provider selected is not authorized to provide services, the message below will appear.

```
The SSN you have entered is for a provider that is not authorized to provide services at this time. Please CANCEL and verify that you have entered the correct SSN. If you PROCEED, the system will automatically disapprove this provider and generate a disapproval letter.
```

**OK**  **Cancel**
10. Print, sign, and complete the bottom of page 2 of the P-4 form and mail a copy to the provider.

**Note:** The system displays a message at the top of the Provider Assignment page indicating that the SETSS Authorization was successfully approved; and that the mandate can now be found on the Receiving SETSS Auth. sub-tab of the Receiving tab. An additional message is displayed reminding you to fax into SESIS the SETSS P-4 form.

If the SETSS Authorization is approved for less than the full mandated frequency:

- Add “-1” to the authorization number on the P-4 form,
- Issue another SETSS Authorization for the remaining frequency, and add “-2” to the authorization number on the P-4 form.
- Continue the same process for additional P-4 forms if there are more than two providers.

**Fax the SETSS P-4 form into SESIS**

1. Navigate to the student’s Documents section in SESIS.
2. Select **Documents Related to Provider Assignment** from the Provider Assignment section of the student’s Create New Document drop-down list.
3. Click **Go**.
4. Enter a label for the document prior to clicking **New**.

5. From the **Print** dropdown menu, select **Fax Coversheet**.

6. From the **Category** dropdown menu, select **Documents Related to Provider Assignment**.

7. From the **Form** dropdown menu, select **SETSS**.

8. Enter the date you received the completed P-4 form from the parent/guardian in the **Date Received** field.

9. Click the **Print** button.

10. Fax or scan in the SETSS P-4 form using the fax cover sheet you printed.
11. After verifying that the SETSS P-4 form is attached in SESIS, change the status of the document to Final.

12. Click the **Documents Related to Provider Assignment** document link.

13. From the **Set Document** dropdown menu, select **Status from Draft to Final**.

14. Click **Accept**.

15. Click **OK** in the pop-up message.