



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.

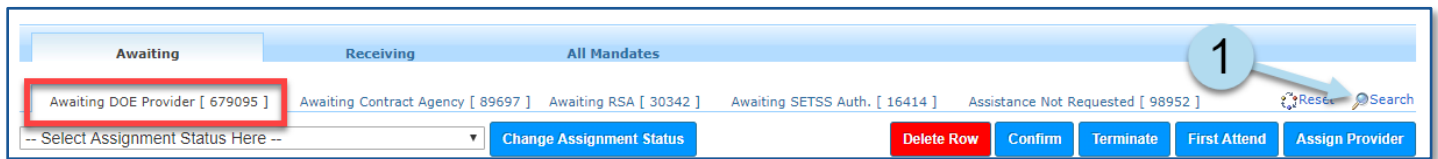
2. Keep a spreadsheet to log the forms issued and their authorization numbers so they can be checked upon receipt.

CSE Staff Process Steps

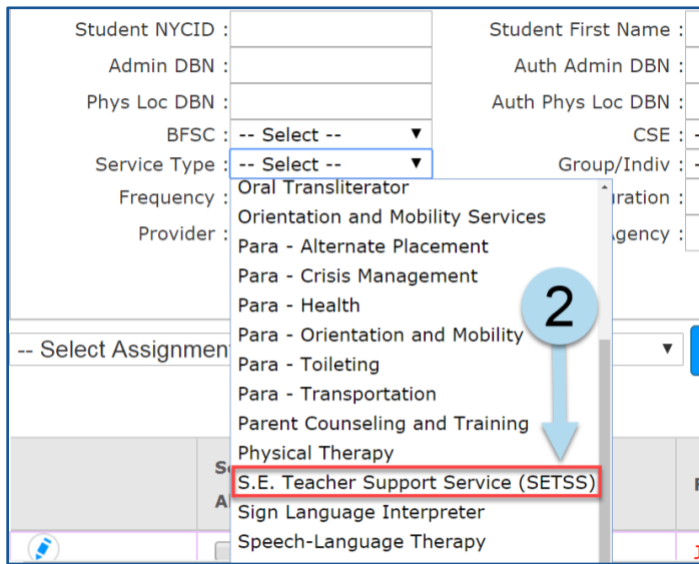
In *Provider Assignment*, SETSS service mandates may be located in different sub-tabs. To issue or process an authorization for an independent SETSS teacher, the *Assignment Status* must first be *Awaiting DOE Provider*. This process can be completed from the *Awaiting DOE Provider* sub-tab, or the *Assistance 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.



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



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

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



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

Select	Student NYCID	Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District	Service Type
<input type="checkbox"/>	662200938	J	S	06/29/2006	27Q053	27Q053	N	27	S.E. Teach
<input checked="" type="checkbox"/>	664066941	J	D	02/14/2006	17K246	17K246	N	17	S.E. Teach
<input type="checkbox"/>	644967315	F	A	06/22/2001	84M353	84M353	N	84	S.E. Teach
<input type="checkbox"/>	644967315	F	A	06/22/2001	84M353	84M353	N	84	S.E. Teach

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.

Student NYCID	Last Name	First Name
662200938	H	S
664066941	J	D

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.

Mandate(s) were updated.

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 (SETSS)**.

A screenshot of a search filter interface. A dropdown menu is open, showing various service types. The option 'S.E. Teacher Support Service (SETSS)' is highlighted with a red box and a blue circle with the number '2' and an arrow pointing to it. Other options include Oral Transliterators, Orientation and Mobility Services, Para - Alternate Placement, Para - Crisis Management, Para - Health, Para - Orientation and Mobility, Para - Toileting, Para - Transportation, Parent Counseling and Training, Physical Therapy, and Sign Language Interpreter.

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

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

A screenshot of the search filter panel. The 'Service Type' dropdown is set to 'S.E. Teacher Sup'. The 'Search' button is highlighted with a blue circle and the number '3' and an arrow pointing to it.

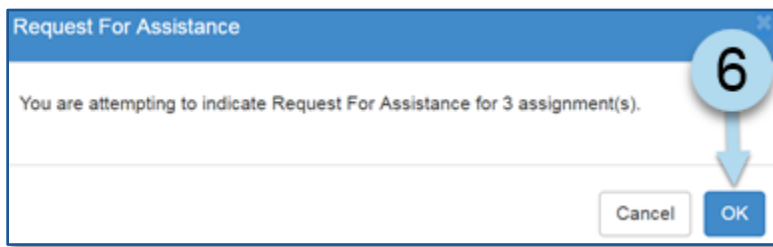
4. Place a **checkmark** on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian.

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

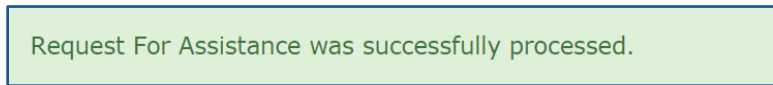
A screenshot of a data table with columns: Select, Student NYCID, Name, First Name, Date of Birth, Admin DBN, Phys Loc DBN, D25, District, and Service Type. The row for Student NYCID 650671318 is selected. The 'Request For Assistance' button is highlighted with a blue circle and the number '5' and an arrow pointing to it. The number '4' is also present in a blue circle with an arrow pointing to the 'Select' checkbox of the selected row.

Select	Student NYCID	Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D25	District	Service Type
<input type="checkbox"/>	824821100	B	D	07/08/1997	84K730	84K730	N	84	S.E. Teacher Support Service (SETSS)
<input checked="" type="checkbox"/>	610117956	R	D	05/31/2002	84X429	84X429	N	84	S.E. Teacher Support Service (SETSS)
<input checked="" type="checkbox"/>	650671318	V	I	03/30/2005	84X233	84X233	N	84	S.E. Teacher Support Service (SETSS)
<input type="checkbox"/>	668700432	V	K	03/30/2005	84X233	84X233	N	84	S.E. Teacher Support Service (SETSS)
<input type="checkbox"/>	611006376	C	V	07/02/1997	84X520	84X520	N	84	S.E. Teacher Support Service (SETSS)

- Click **OK** in the popup window.

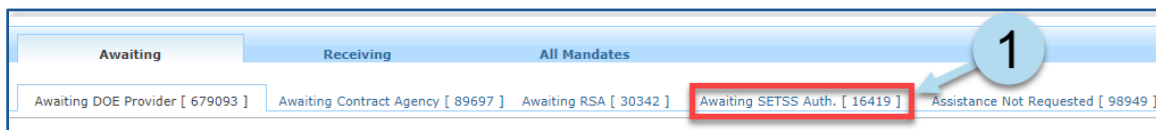


Note: A confirmation note appears at the top of the form indicating that the mandate(s) have been updated. They will now be found on the *Awaiting SETSS Authorization* sub-tab.

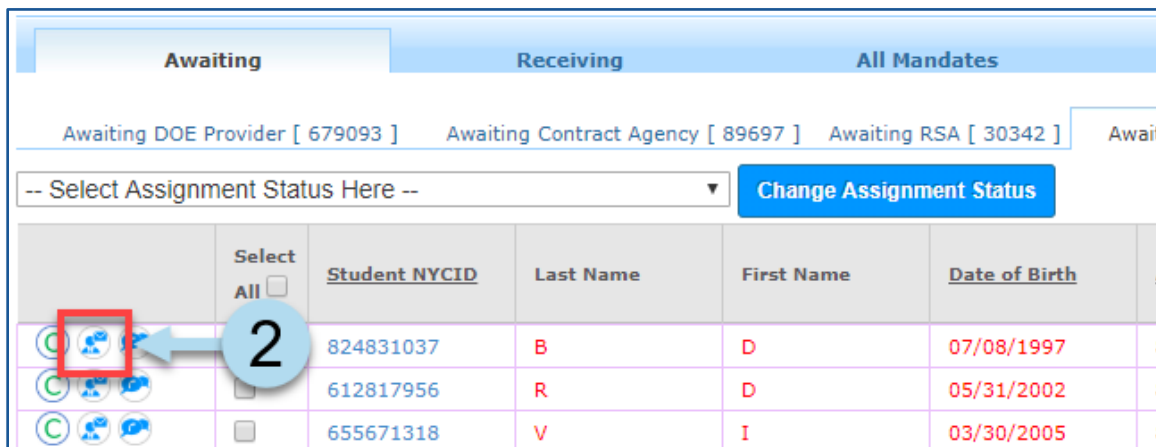


Approve/Disapprove P-4 Form

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



- Click on the **Approve/ Disapprove** 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.

The screenshot shows a web form titled "Approve / Disapprove SETSS Teacher". At the top, it displays "Student Information: # 824831037". Below this is a table of student details:

First Name: D	Last Name: B	DOB: 07/08/1997	Grade: 11
Admin DBN: 84K730	Auth Admin DBN: 84K730	District: 84	CSE District: 15
Physical DBN: 84K730	Auth Physical DBN: 84K730	Borough: K	Home District: 16
Cluster: N/A	Network: N/A	CSE: CS08	D75: N

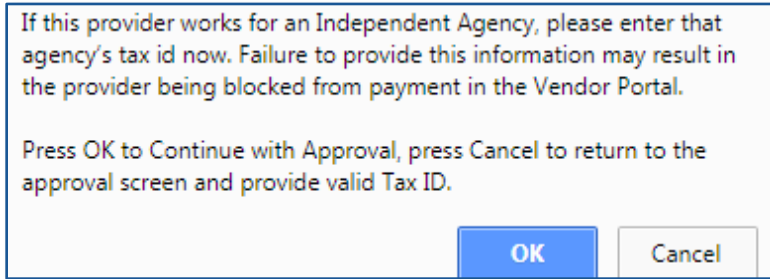
Below the student information is another table with service details:

Frequency: 5	Duration: 1 Periods	Group Size: 8	Language: ENGLISH
Start Date: 08/01/2018	End Date: N/A	Mandate Status: Unassigned	

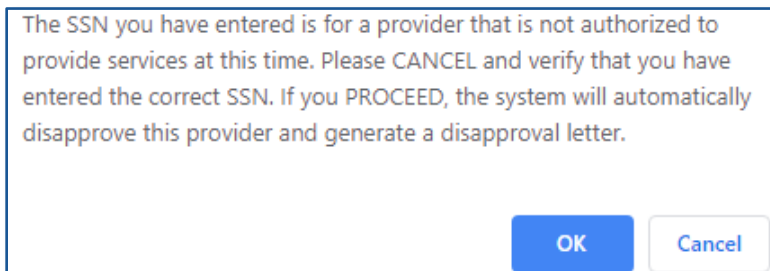
The main form area contains the following fields and buttons:

- Independent Provider SSN:** A text input field with a magnifying glass icon (callout 3).
- Retrieve:** A blue button next to the SSN field (callout 4).
- Independent Agency Tax ID:** A text input field (callout 5).
- Independent Provider Name:** A text input field.
- Provider Authorization Date:** A text input field (callout 6).
- Portion Of Frequency:** A dropdown menu currently set to "5" (callout 7).
- Location:** A dropdown menu with "-- Select --" (callout 8).
- Buttons:** "Cancel", "Revoke", "Disapprove", and "Approve" (callout 9).

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.



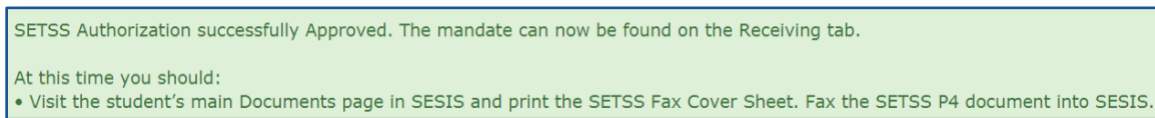
Note: If the provider selected is not authorized to provide services, the message below will appear.



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.



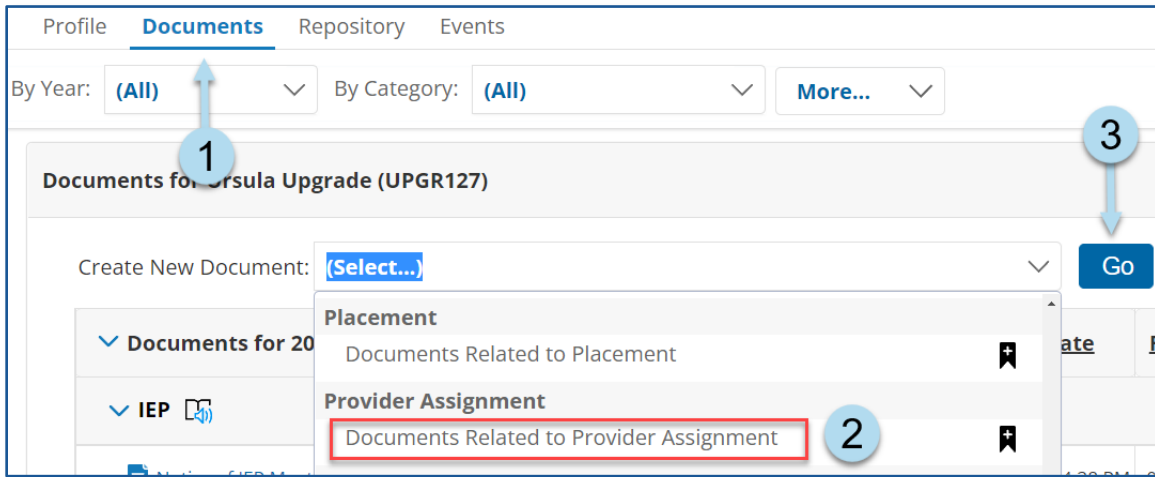
If the SETSS Authorization is approved for less than the full mandated frequency:

- 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.

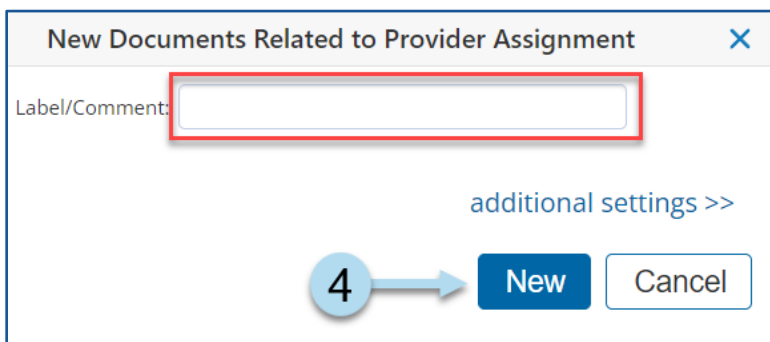
Fax the SETSS P-4 form into SESIS

1. Navigate to the student's *Documents* section in SESIS.

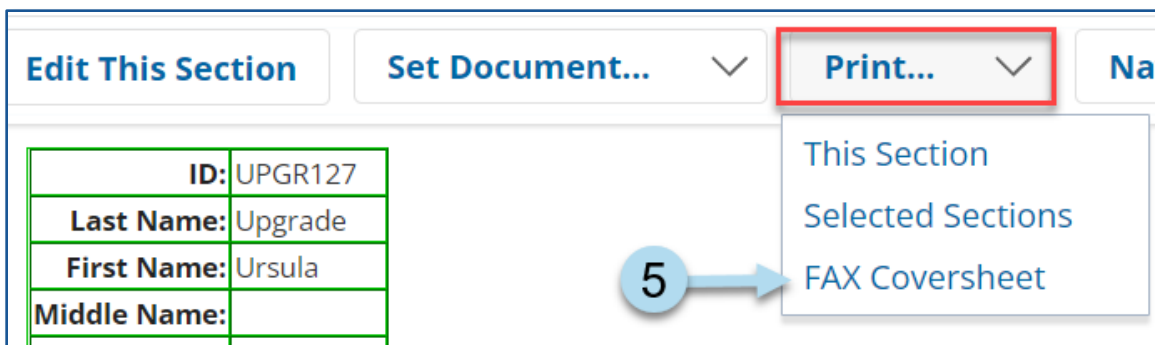
2. Select **Documents Related to Provider Assignment** from the *Provider Assignment* section of the student's *Create New Document* drop-down menu.
3. Click **Go**.



4. Enter a *Label/Comment* for the document prior to clicking **New**.



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



- From the *Category* dropdown menu, select **Documents Related to Provider Assignment**.
- From the *Form* dropdown menu, select **SETSS**.
- Enter the date you received the completed *P-4* form from the parent/guardian in the *Date Received* field.
- Click the **Print** button.

Fax Coversheet for - Ursula Upgrade (Documents Related to Provider Assignment)

Category: **Documents Related to Provider /** 6

Form: **SETSS** 7

Please input the following information:

Date Received: * 8

* Denotes a required field

9 **Print**

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

Provider Assignment 📄

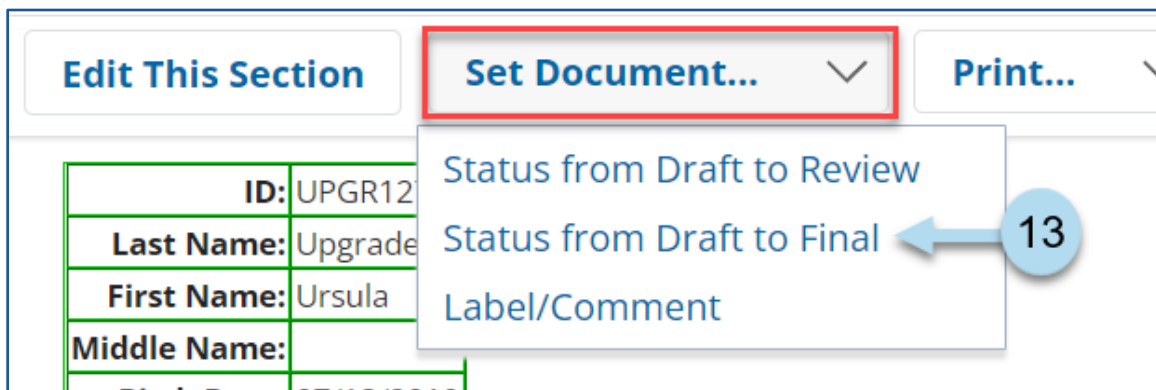
11 Documents Related to Provider Assignment Attachment: SETSS - 123456789	Draft
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- Click the **Documents Related to Provider Assignment** document link.

Provider Assignment 📄

12 Documents Related to Provider Assignment Attachment: SETSS - 123456789	Draft
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13. From the *Set Document* dropdown menu, select **Status from Draft to Final**.

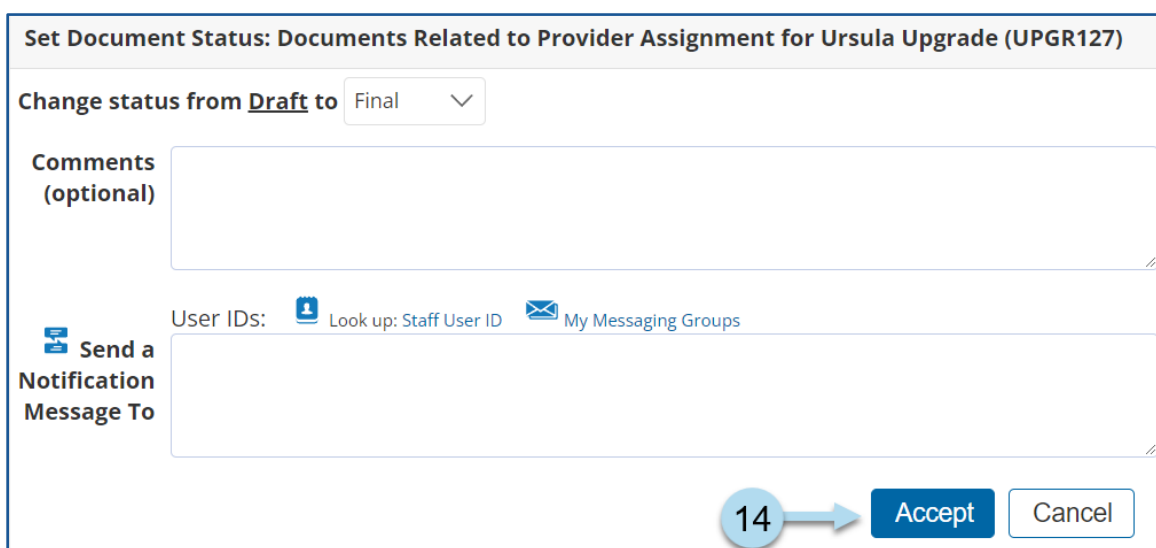


The screenshot shows a user interface with three buttons at the top: 'Edit This Section', 'Set Document...' (highlighted with a red box), and 'Print...'. Below the buttons is a table with the following data:

ID:	UPGR12
Last Name:	Upgrade
First Name:	Ursula
Middle Name:	

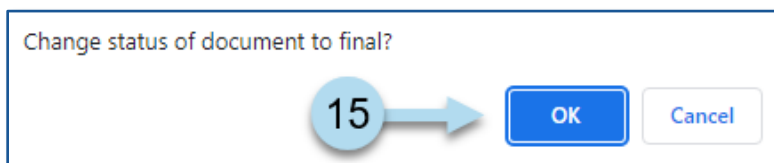
The 'Set Document...' dropdown menu is open, showing three options: 'Status from Draft to Review', 'Status from Draft to Final' (indicated by a blue arrow and a circled '13'), and 'Label/Comment'.

14. Click **Accept**.



The screenshot shows a form titled 'Set Document Status: Documents Related to Provider Assignment for Ursula Upgrade (UPGR127)'. The form has a dropdown menu for 'Change status from Draft to' with 'Final' selected. Below this is a text area for 'Comments (optional)'. There is also a section for 'Send a Notification Message To' with 'User IDs:' and two icons: 'Look up: Staff User ID' and 'My Messaging Groups'. At the bottom right, there are two buttons: 'Accept' (highlighted with a blue arrow and a circled '14') and 'Cancel'.

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



The screenshot shows a small pop-up message box with the text 'Change status of document to final?'. Below the text are two buttons: 'OK' (highlighted with a blue arrow and a circled '15') and 'Cancel'.