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.

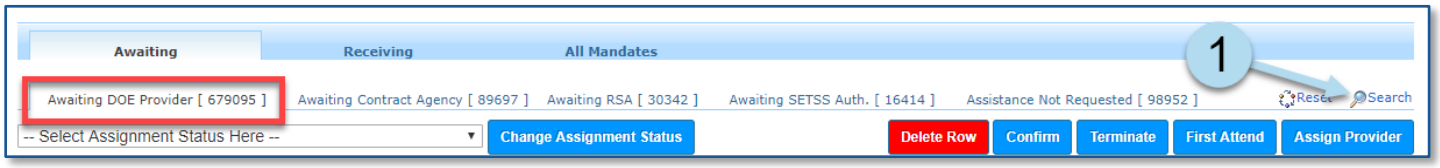
2. Keep a spreadsheet to log the forms issued and their authorization numbers so they can be checked upon receipt.

CSE Staff Process Steps

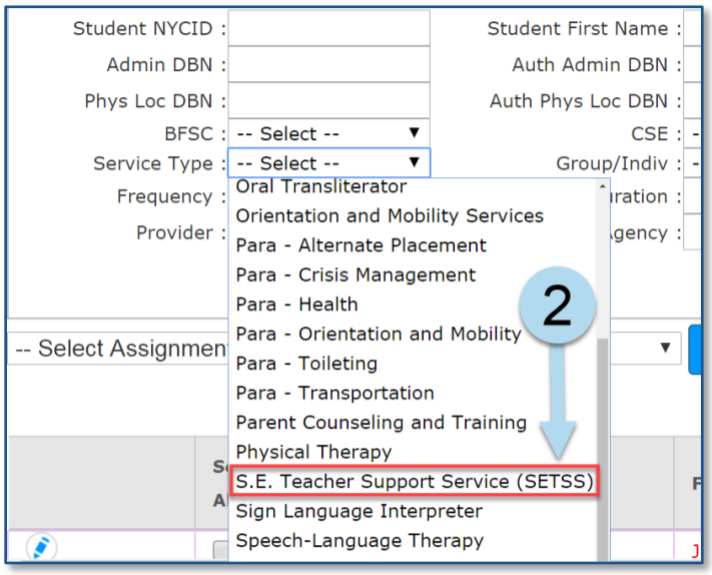
In *Provider Assignment*, SETSS service mandates may be located in different sub-tabs. To issue or process an authorization for an independent SETSS teacher, the *Assignment Status* must first be *Awaiting DOE Provider*. This process can be completed from the *Awaiting DOE Provider* sub-tab, or the *Assistance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

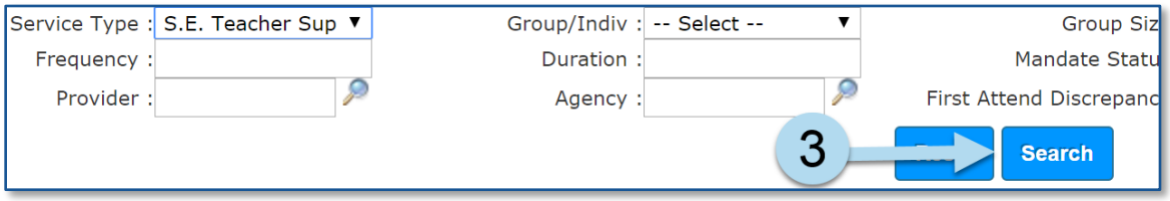


2. Set the filters for a *Service Type* of **S.E. Teacher Support Services (SETSS).**

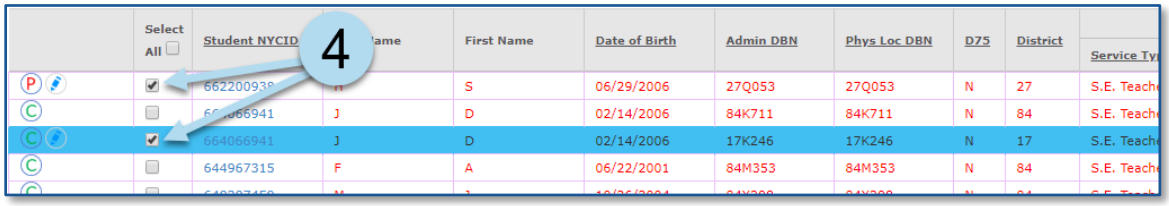


Note: You may set more filters to narrow down your search.

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



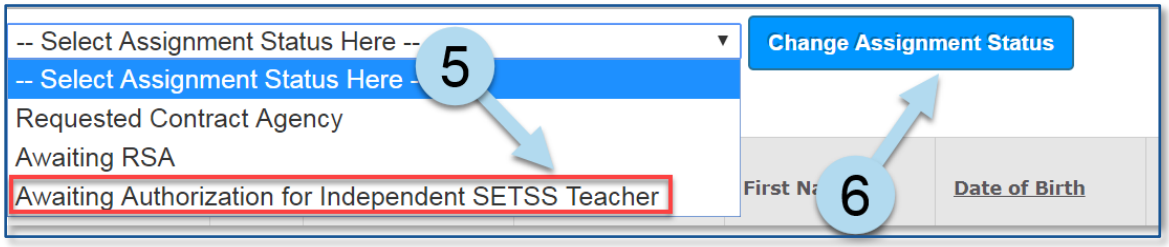
4. **Place a checkmark** on the mandate row(s) for which a *SETSS P-4* form was sent to the parent/guardian.



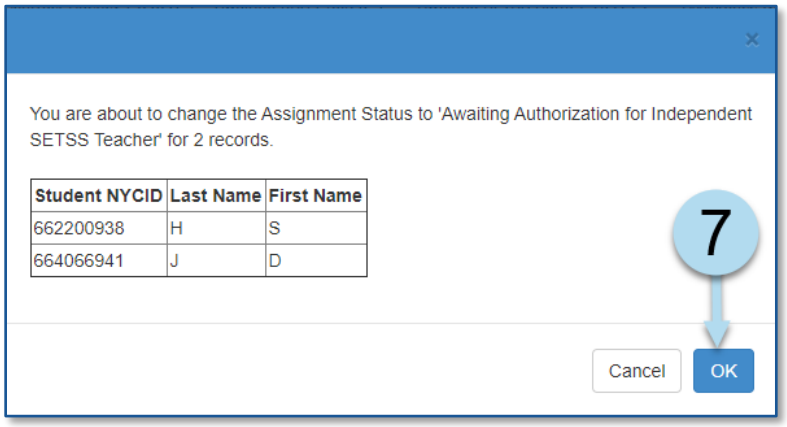
Note: Assignment Status must be *Awaiting DOE Provider*.

5. Select **Awaiting Authorization for Independent SETSS Teacher** from the *Change Assignment Status* dropdown menu.

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



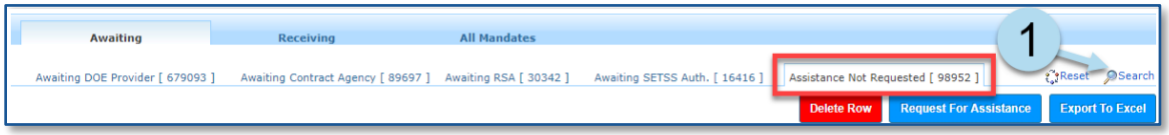
7. Click **OK** in the pop-up window.



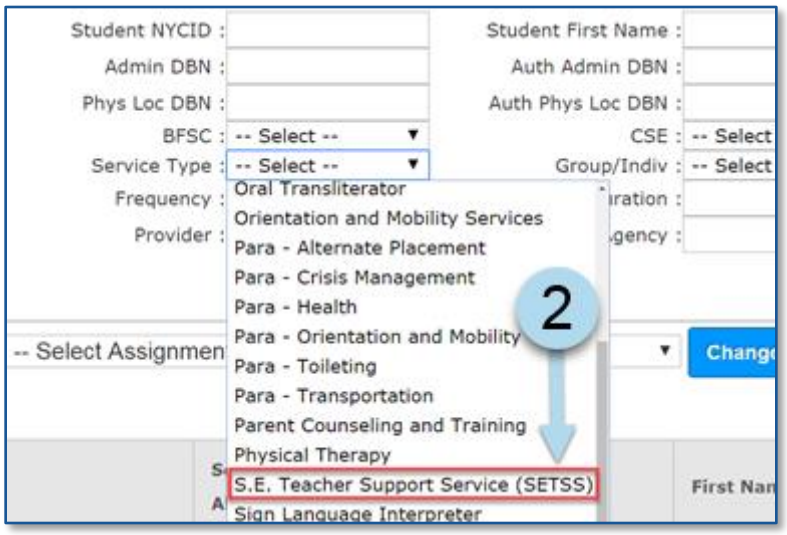
Note: A confirmation note appears at the top of the form indicating that the mandate(s) have been updated. They will now be found on the *Awaiting SETSS Authorization* sub-tab.

Change Assignment Status from Assistance Not Requested Sub-tab

1. Under the *Assistance Not Requested* sub-tab, click **Search** to open the search panel.

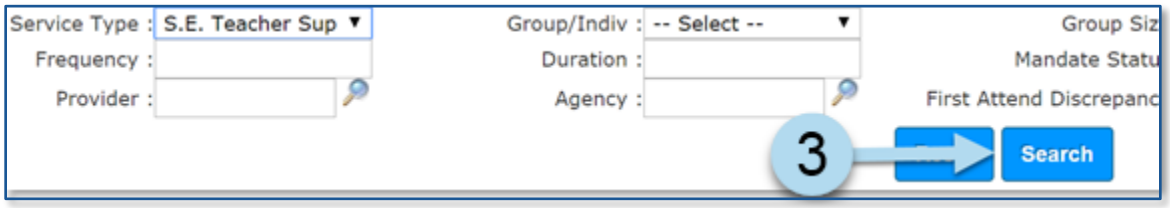


2. Set the filters for a *Service Type* of **S.E. Teacher Support Services (SETSS)**.



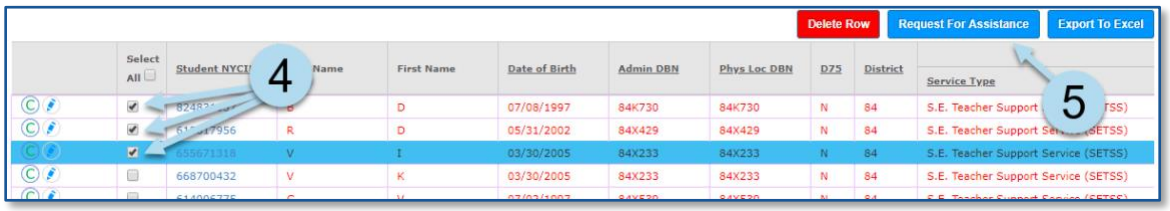
Note: You may set more filters to narrow down your search.

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

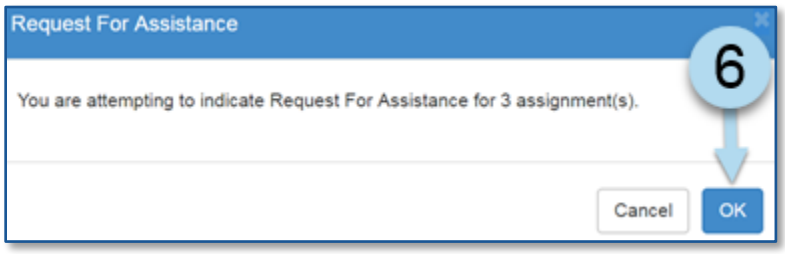


4. Place a **checkmark** on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian.

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



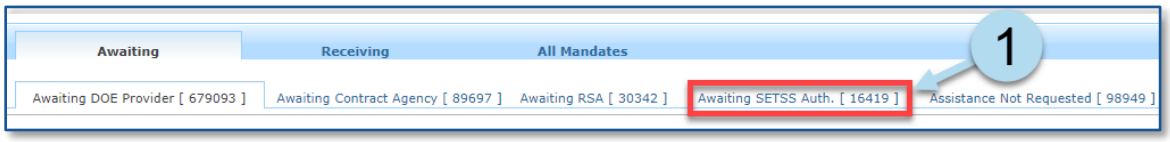
6. Click **OK** in the popup window.



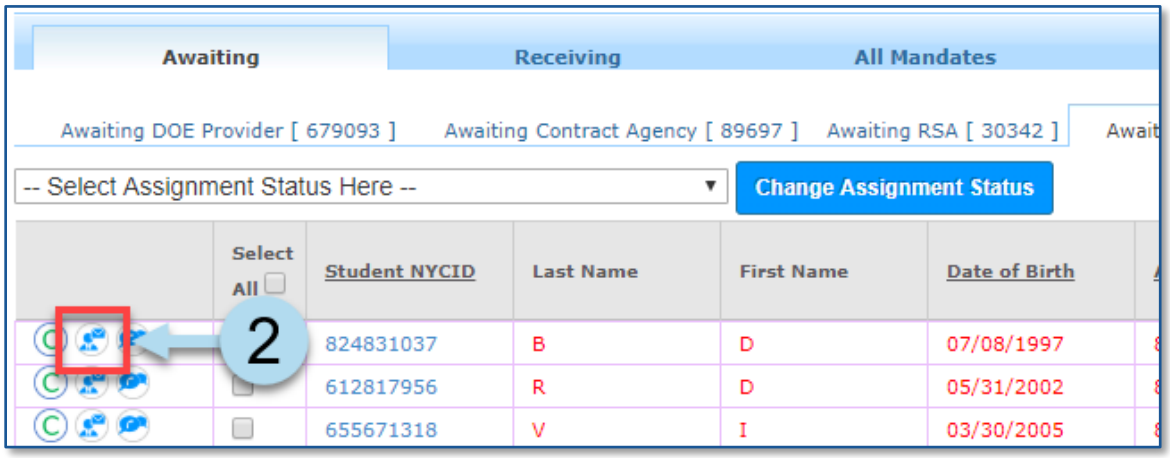
Note: A confirmation note appears at the top of the form indicating that the mandate(s) have been updated. They will now be found on the *Awaiting SETSS Authorization* sub-tab.

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 **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.

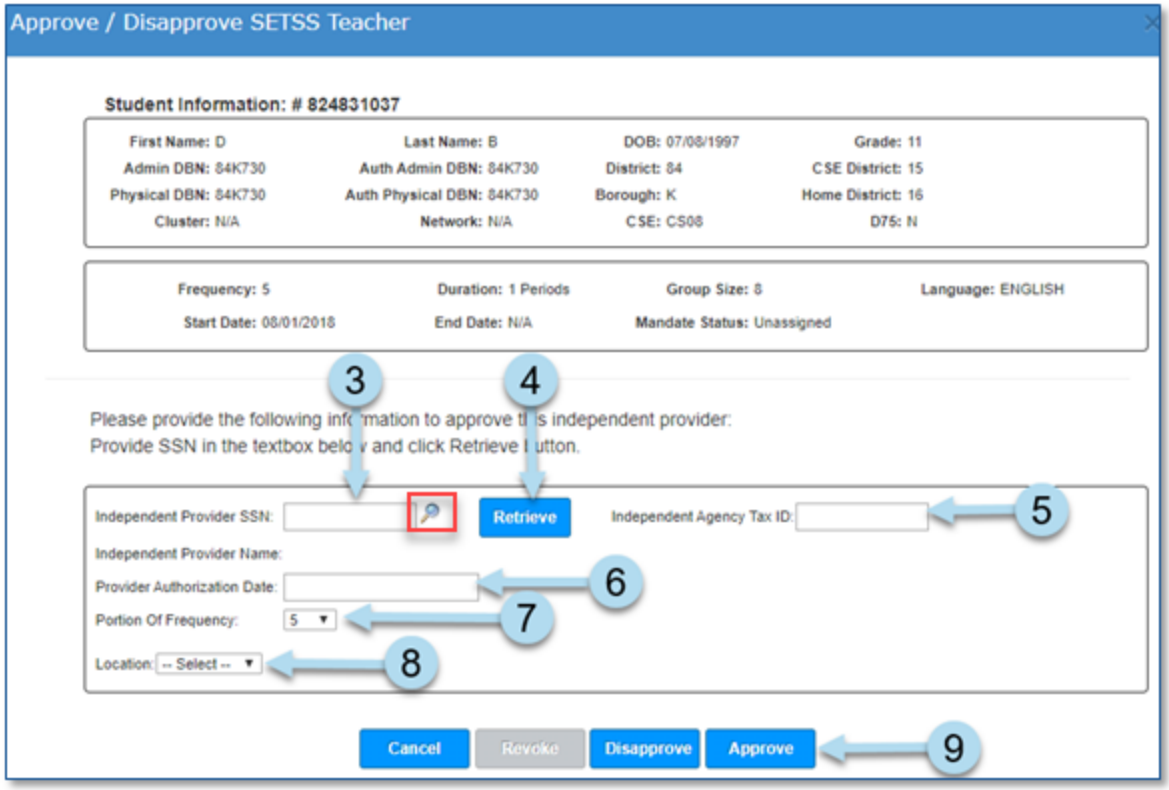
6. Enter the **Provider Authorization Date**.

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

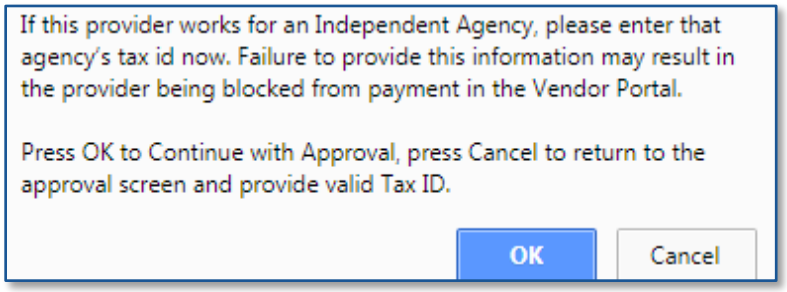
Note: If the full mandated frequency is not assigned, a new row will be automatically created below the current row with the remaining frequency.

8. Select the **Location** where the service will be provided from the dropdown menu.

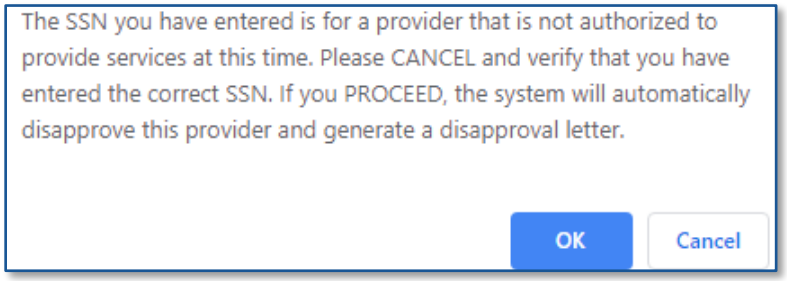
9. Click **Approve** or **Disapprove** (whichever is applicable). If selecting *Disapprove*, you will be prompted to enter a reason. Then, follow the guidance provided in the green confirmation message.



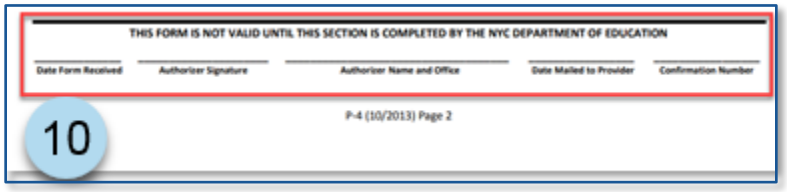
Note: If no *Independent Agency Tax ID* is entered, the message below will appear. Click *OK* to continue with approval or press *Cancel* to return to the approval screen and provide valid Tax ID.



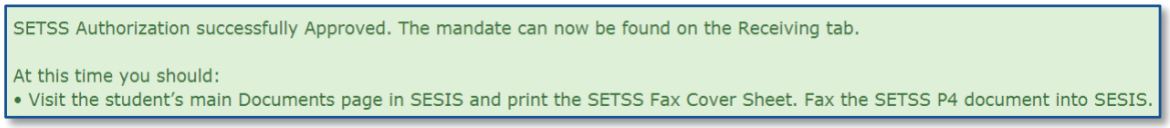
Note: If the provider selected is not authorized to provide services, the message below will appear.



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:

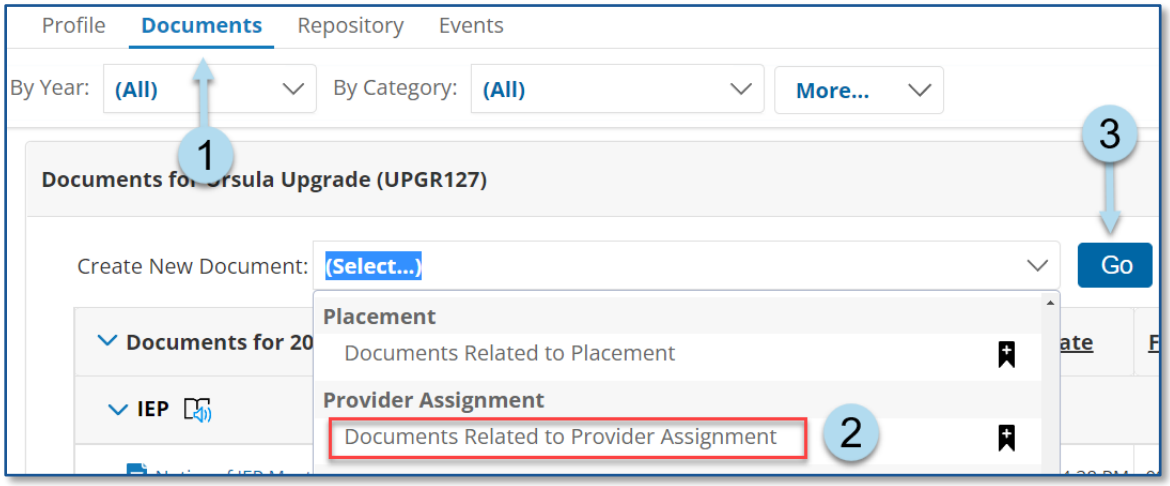
- Add "-1" to the authorization number on the P-4 form,
- Issue another SETSS Authorization for the remaining frequency, and add "-2" to the authorization number on the P-4 form.
- Continue the same process for additional P-4 forms if there are more than two providers.

Fax the SETSS P-4 form into SESIS

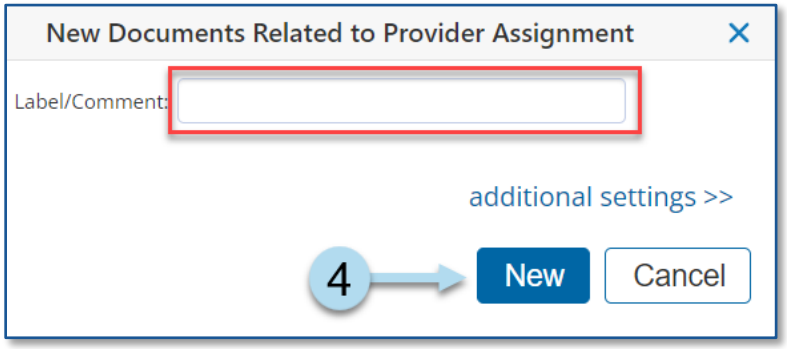
1. Navigate to the student's *Documents* section in SESIS.

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

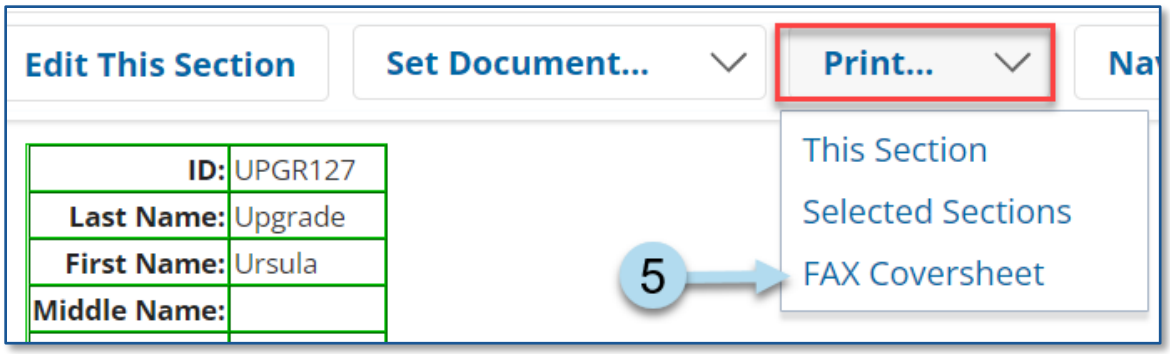
3. Click **Go**.



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



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

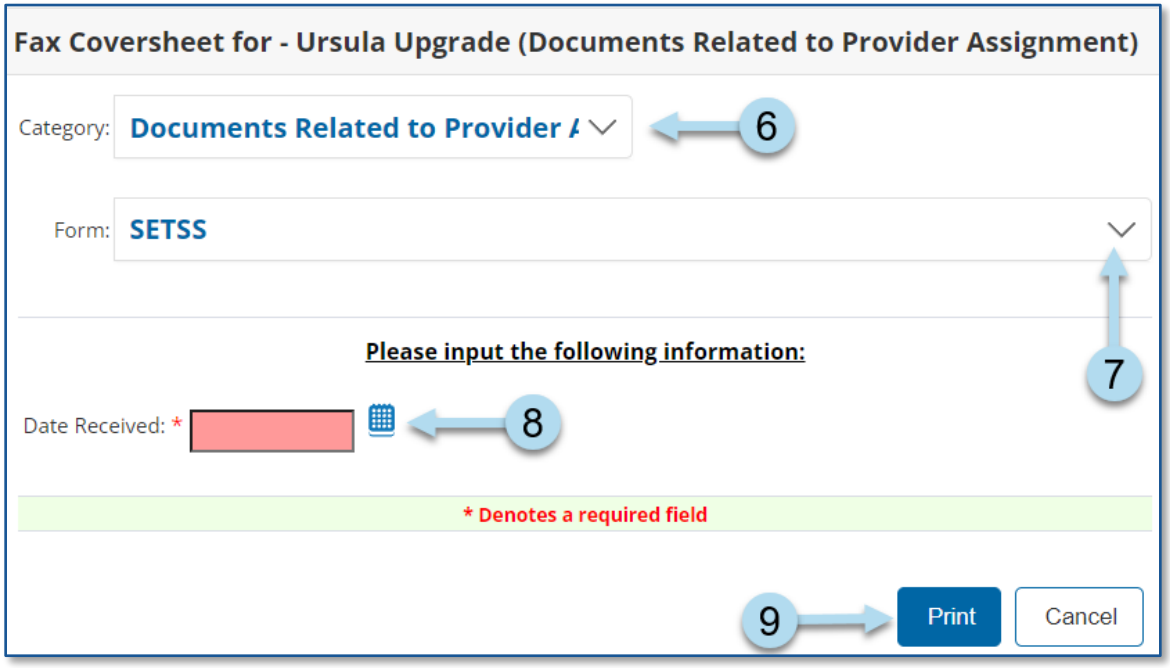


6. From the *Category* dropdown menu, select **Documents Related to Provider Assignment**.

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

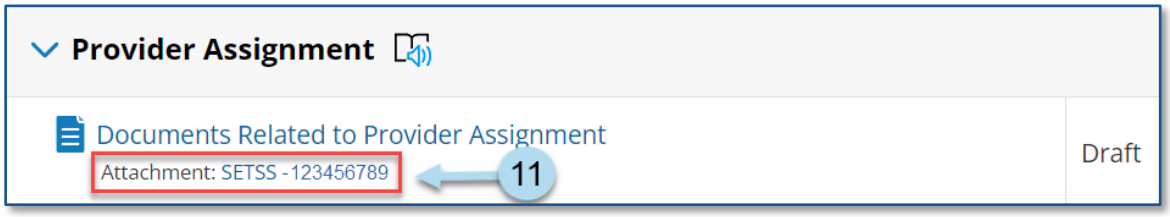
8. Enter the date you received the completed *P-4* form from the parent/guardian in the *Date Received* field.

9. Click the **Print** button.

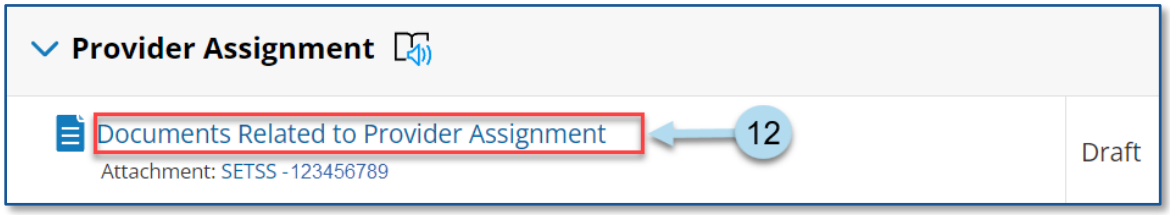


10. Fax or scan in the SETSS P-4 form using the fax cover sheet you printed.

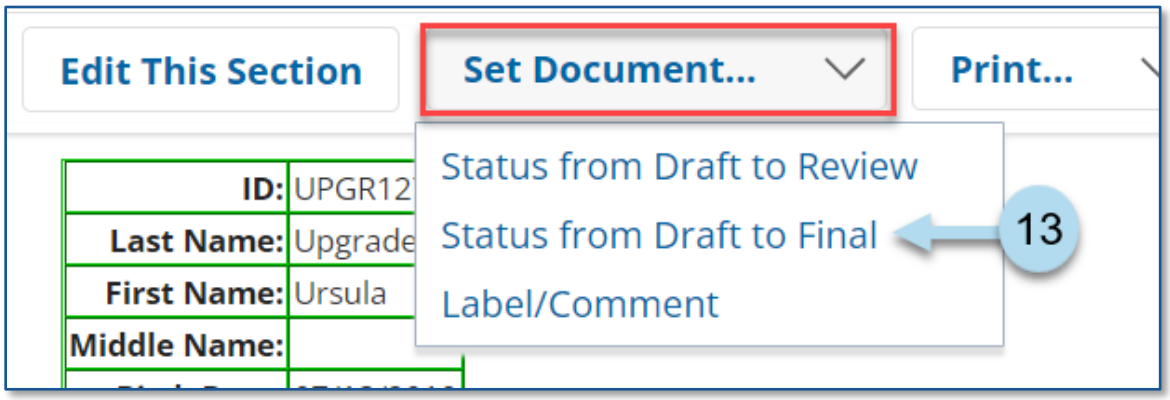
11. After verifying that the *SETSS P-4* form is attached in SESIS, change the status of the document to Final.



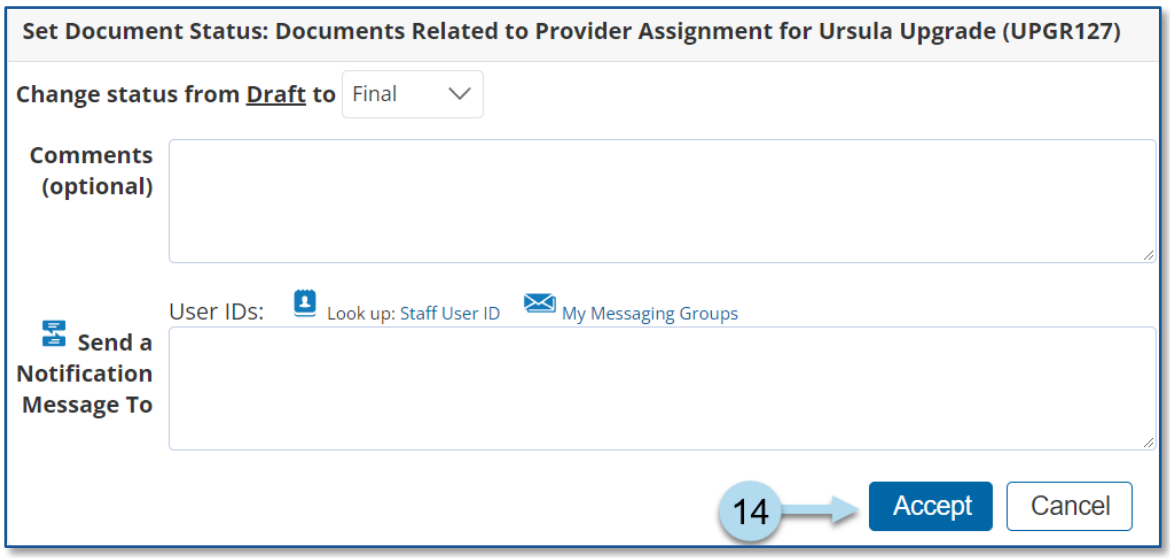
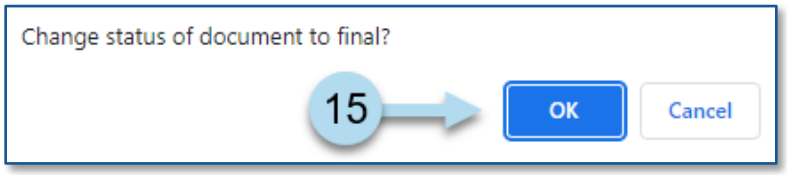
12. Click the **Documents Related to Provider Assignment** document link.



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



14. Click **Accept**.



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