THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

Related Service Authorization (RSA) Process

Contents

Introduction

This training guide provides step-by-step instructions on the Related Service Authorization (RSA) process, which includes:

- Changing the assignment status of the student mandate to *Awaiting RSA*

- Issuing the *Related Service Individual Authorization (RSA)* package

- Deciding to approve, disapprove, or revoke the RSA

Note: The RSA package includes the *TRV-1 Form*: *Parent/Guardian Transportation Reimbursement Voucher for Special Education Services*. This is to be completed (when applicable) by the child's parent/guardian and independent provider; and returned to the address indicated on the form.

Changing the Mandate Assignment Status to Awaiting RSA

1. In Provider Assignment, place a checkmark on the row(s) on the mandate grid.

2. From the *Select Assignment Status Here* dropdown menu, select **Awaiting RSA**.

3. Click **Change Assignment Status.**

4. Click **OK** to confirm.

Note: A green banner appears at the top of the page to confirm the mandate has been updated. The mandate will now appear on the Awaiting RSA sub-tab.

Issuing the Related Service Individual Authorization (RSA) Package

Note: Mandates from the current IEP will be identifiable on the PA grid with an icon (C). Mandates from the previous IEP will be identifiable on the PA grid with an icon (P). Be sure to select the appropriate mandate row for accuracy.

Follow the steps below to issue an RSA package which includes the following forms:

- RSA-1 Form: Related Service Individual Authorization
- RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement
- TRV-1 Form: Parent/Guardian Transportation Reimbursement Voucher for Special Education Services
- Mail To

1. In Provider Assignment, click to navigate to the **Awaiting RSA** sub-tab.

2. Place a **checkmark** on the row(s) on the grid.

3. Click **Issue RSA**. The *SESIS User Contact Look-up* window will open.

Note: The assignment status must be *Awaiting RSA*.
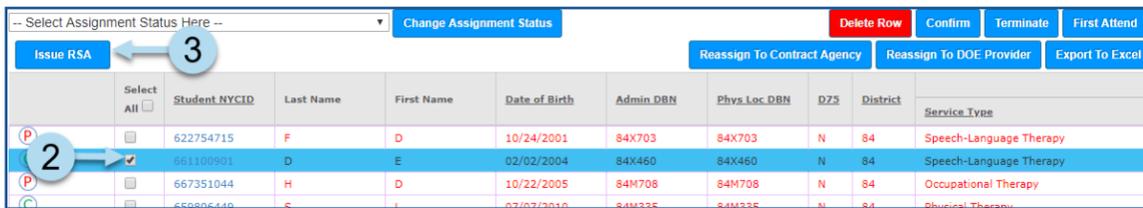
4. Select the **DOE contact** in the list or search for the DOE staff contact by entering their social security number, last name, or first name.

Note: When using the staff lookup feature, click *Search* before clicking *Select*.

5. Click **Select**.
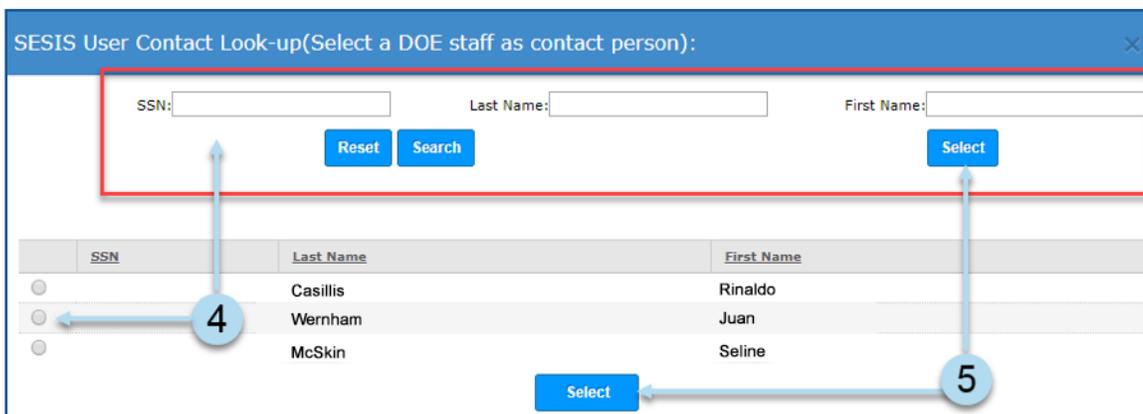
Important: An option to select the new *MG RSA-1* document will populate on the confirmation screen when issuing RSAs. Select MG RSA-1only if you are related service transmittal staff arranging services for students attending Bronx schools from D7-12, D75, and D79. This document is updated with guidance for those parents on how and who to contact for additional assistance.

Note: If the student's Admin DBN represents a DOE-managed school in the Bronx, excluding Home and Hospital Instruction, the *MG RSA-1* document will be automatically selected. The message below will appear on the screen if you change the selection to *RSA-1:*

6. Click **Confirm** to create the RSA package.

Note: A message appears in the top section of the page indicating *Documents successfully created*.

Documents successfully created.

Note: The following steps will show you how to complete one RSA at a time. For batch processing, please follow the steps under the Batch RSA Process section of this guide.

7. Click the **Document** icon to access the RSA forms.

Note: The assignment status changes to *RSA Created*.
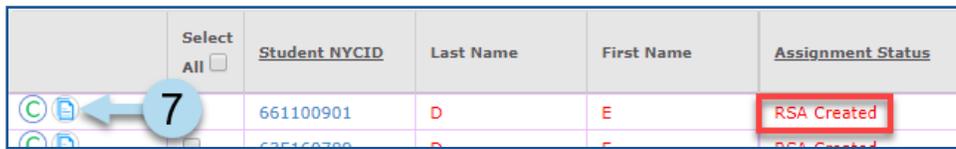
	Select All ☐	Student NYCID	Last Name	First Name	Assignment Status
©📄 ← ⑦		661100901	D	E	RSA Created
©📄		635160700	D	E	RSA Created

8. Click the blue **RSA Package** link to access the *RSA Package*.

Document Packages for E D (661-100-901)   ⑧

Document Packages	Status	Creation Date
RSA Package (Speech-Language Therapy, ENGLISH, Group, 2x Weekly, 30 Minutes)	DRAFT	10/11/2019 Fri,11:35:00 AM

Note: The appropriate form will be generated based on the user's selection. For example, the *MG RSA- 1(Bronx Only)* letter will generate instead of the *RSA-1* if it was selected for students in a Bronx location.
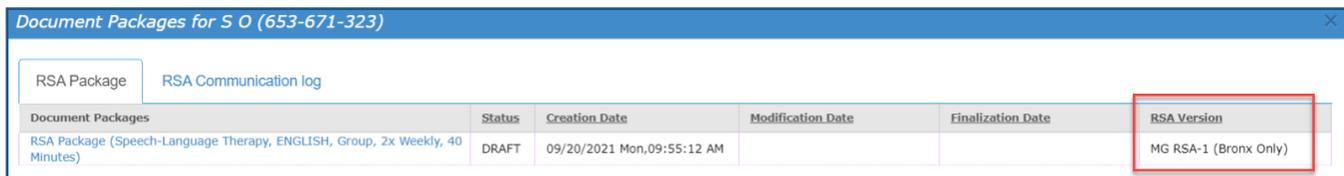
Document Packages for S O (653-671-323)   ✕

RSA Package | RSA Communication log

Document Packages	Status	Creation Date	Modification Date	Finalization Date	RSA Version
RSA Package (Speech-Language Therapy, ENGLISH, Group, 2x Weekly, 40 Minutes)	DRAFT	09/20/2021 Mon,09:55:12 AM			MG RSA-1 (Bronx Only)

The MG RSA-1 will display the following additional information:

The DOE will continue to make every effort to provide this service to your child. As part of these efforts, the DOE will work with you to obtain an independent provider. The liaison listed on the Related Services Authorization form (RSA) will reach out within ten school days to offer assistance. Upon your request, they will:

- call providers to determine their availability; and
- provide guidance and/or assistance on completing a transportation voucher

In addition, the liaison will reach out to you periodically until your child's related services are in place.

Once a provider is identified and has started providing services to your child, you may request make-up services by contacting your RSA Liaison and/or emailing BronxMakeups@schools.nyc.gov.

Finally, you may request additional assistance and/or information regarding the RSA process, including how to make a complaint, by contacting your RSA Liaison, calling 311, or emailing relatedservices@schools.nyc.gov.

For more information on these supports, see the Procedural Safeguards Notice on our website at:https://www.schools.nyc.gov/learning/special-education/help/your-rights.

9. The *RSA-1 Form: Related Service Individual Authorization* opens. Make any updates to the form, then click **Save**.

Note: A message appears in the top section of the page indicating the form was saved.

10. Click **Finalize**.

11. Click **OK** to confirm the change of status.

Note: A status message displays confirming the document was set to final.

> Document status set to final.

12. From the *Document Packages* form, click the **RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement** subtab.

RSA-1 Form: Related Service Individual Authorization	RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement	TRV-1 Form	Mail To

13. Select where the services are expected to be provided and complete any edits to the *RSA-2* form.

14. Click **Save**.

RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement

Step 1: Authorized DOE Representative (the "DOE Representative") completes Section I.

Step 2: Parent/Guardian completes Section II and signs at the bottom of this page.

Step 3: Independent agency or sole practitioner (in either case, the "Payee") completes Section III and attaches the applicable NYSED credentials of the individual who will provide the service (the "Provider"). Provider and Payee (if applicable) sign at the end of this document. (Where the Provider is a sole practitioner, he/she shall be considered both the Payee and the Provider.)

Step 4: The Parent/Guardian submits the RSA-2 and the NYSED credentials to the DOE Representative for written approval.

Section I. To be completed by the DOE Representative

Name of Student: E D   Student ID No.: 661-100-901

Service: Speech-Language Therapy   Language: ENGLISH

    # Sessions/Weekly: 2   Duration (Minutes): 30   Max. Group size:3

School:

    Borough: District: CSE /CFN:

Services to be provided at: ○ Student's School ○ Student's Home ○ Provider/Agency Site ○ Other ← 13

Contact Person: [S] [B]   Telephone #: [555-555-5555]   Contact Email: [SB@schools.nyc.gov]

Section II. To be completed by Parent/Guardian

Name of Parent/Guardian:

Address: City, State and Zip:

Work Telephone #:   Home Telephone #:   Contact Email:

I request DOE approval of the following Individual Provider (Must Be Filled In): _____

Section III. To be completed by the Payee:

Provider Work Address: _____   City, State and Zip:_____

[Return to Document List]   14 → [Save] [Finalize] [🖨 Print]

Note: A message appears in the top section of the page indicating the form was saved.

> Saved Successfully!!

15. Click **Finalize**.

16. Click **OK** to confirm the status change.

Note: A message displays confirming the document was set to final.
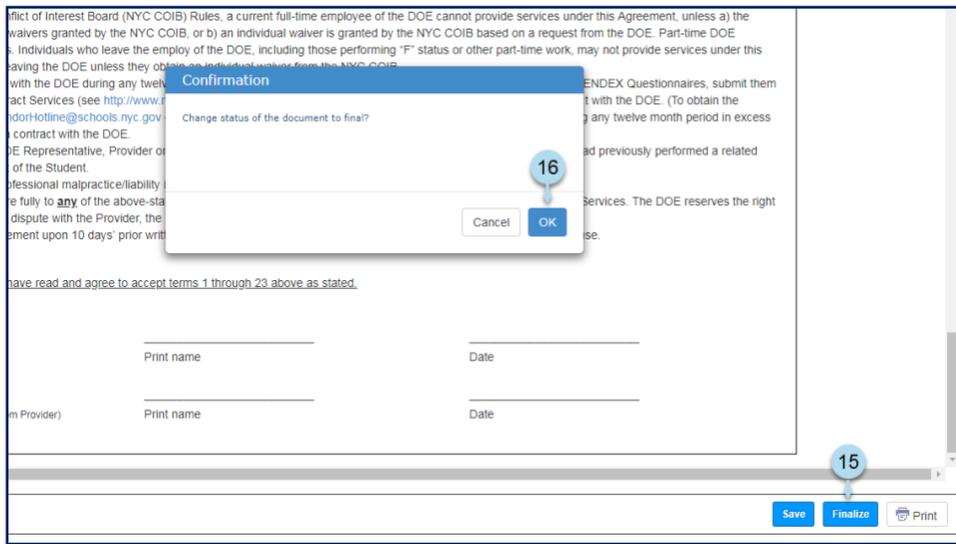
Document status set to final.

17. From the Document Packages form, click the **Mail To** subtab.

18. Enter/Verify the mailing address.

19. Click **Save**.
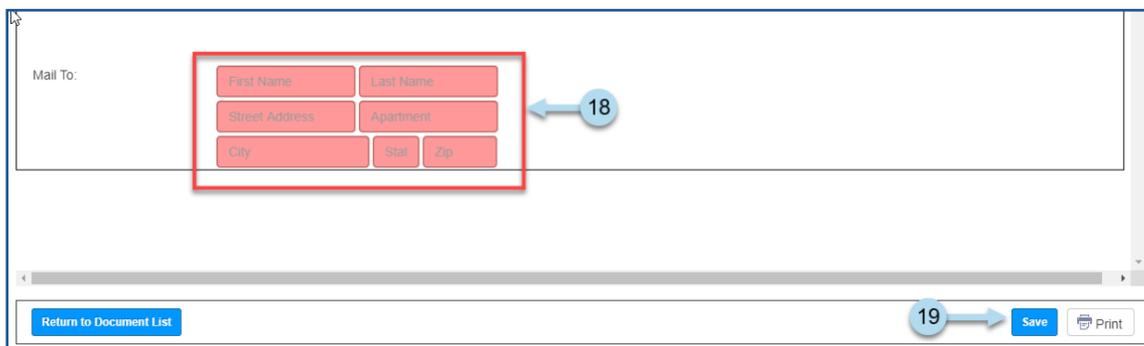
Note: A message appears in the top section of the page indicating the form was saved.

Saved Successfully!!
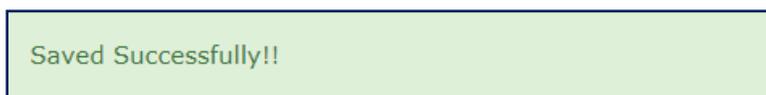
20. Click **Print** to mail the *RSA-1, RSA-2, and TRV-1* forms to the parent.

Note: The *TRV-1 Form* is the Parent/Guardian Transportation Reimbursement Voucher for Special Education Services. This is to be completed (when applicable) by the parent/guardian and independent provider; and returned to the address indicated on the form.

21. **Check the boxes** to print the following forms: *RSA-1 Form: Related Service Individual Authorization, RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement, TRV-1 Form,* and *Mail To*.

22. Click **OK** to print selected forms.

23. Click **Return to Document List**.
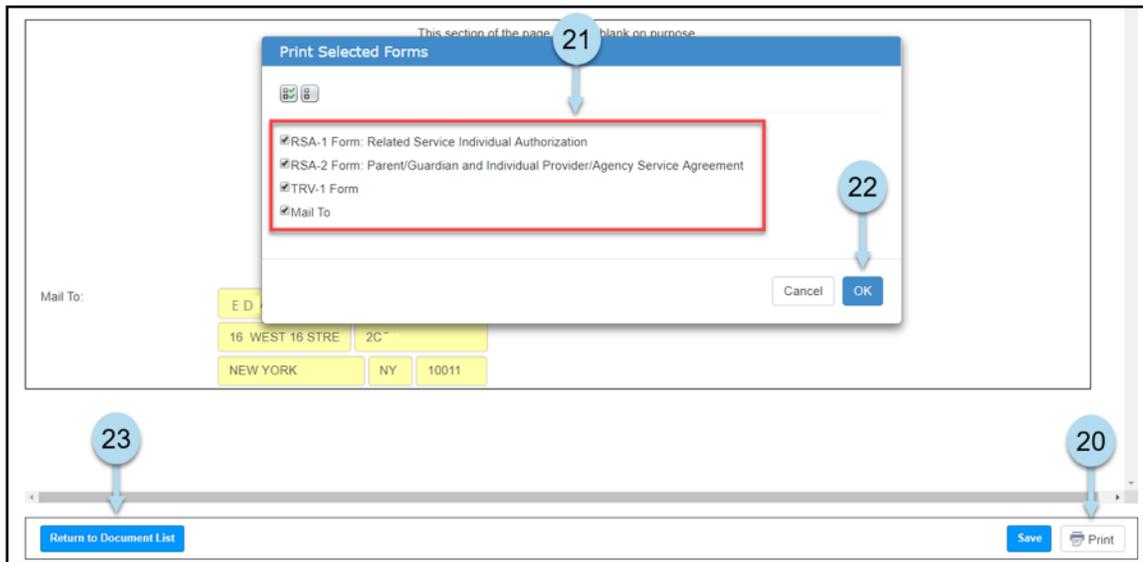
Note: If a confirmation error is shown, click **OK** to continue.

24. Click **X** to close the *Document* Packages window and return to the PA grid.
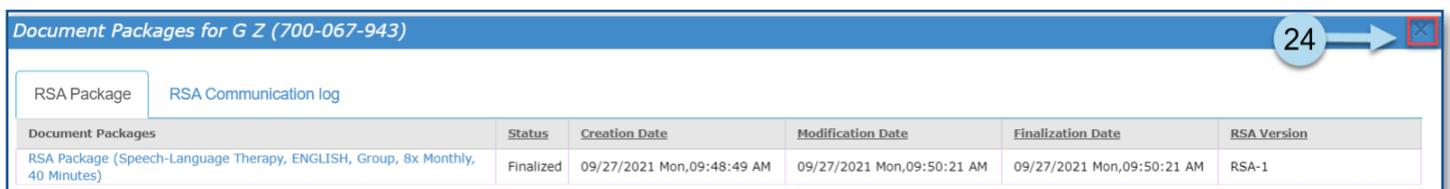
After all three initial RSA documents (*RSA-1* or *MG RSA-1, RSA-2, TRV-1,* and *Mail To*) are finalized, the *Inbox* icon displays beside the student mandate row. This *Inbox* icon indicates the row is awaiting the receipt of *the RSA-2* form from the parent.

Note: The Assignment Status for the mandate changes to *RSA Issued / Awaiting Independent Provider*.

Note: When *Attending DBNs* change for a student 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. If confirmed, the assignment status will change to *RSA Created*. If the Provider rejects the assignment, the mandate assignment changes back to *Awaiting RSA*.

Faxing or Scanning the RSA Forms into SESIS

Follow the steps to fax or scan the following RSA-2 forms into SESIS when the:

- *RSA-2 form is received from the parent/guardian*

- *RSA is approved, fax or scan the RSA-2 Individual Provider Approval letter*

- *RSA is disapproved, fax or scan the RSA Correction Cover Letter*

- *RSA is revoked, fax or scan the RSA the Letter to Parent/Guardian Withdrawing the RSA*

1. Navigate to the student's documents in SESIS and click the **Create New Document** dropdown menu.

2. From the *Create New Document* dropdown, select **Documents Related to Provider Assignment**.

3. Click **Go**.

4. Enter a **Label/Comment** for the document (Optional) and then click **New**.

5. Click **Print.**

6. Select **Fax Coversheet.**

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

8. From the *Form* dropdown menu, select **RSA.**

9. Enter **Date Received.**

10. Select **Service Type.**

11. Click **Print.**

12. Fax or scan in the form using the fax cover sheet you printed. Upon verification that the document is attached in SESIS, click **Set Document**.

13. Click **Status from Draft to Final** to change the status of the document.

14. Click **Accept**.

15. Click **OK** to confirm the status change.

Note: A status change message confirms the document was set to final.

Making a Decision on the RSA

Follow the step-by-step instructions to make a decision on the RSA package.

1. In Provider Assignment, navigate to the *Awaiting RSA* sub-tab.

2. Search for the student's mandate and click the **Inbox** icon to open the *RSA Approve/Disapprove* popup window.

Note: The assignment status for the student mandate is *RSA Issued/Awaiting Independent Provider*.

3. Enter the **Independent Provider's 9-digit SSN** from the *RSA-2* form. Alternatively, use the provider lookup to retrieve the Independent Provider's social security number.

4. Click on the **Retrieve** button to retrieve the Independent Provider.

Note: Upon clicking **Retrieve**, one of the following outcomes occurs:

- If the Provider is not found, the Provider Name area will contain: Provider Not Found

- If the Provider is not authorized, the Provider Name area will contain: Provider Name (Not Authorized Provider)

- If the Provider is found and authorized, the Provider Name area will contain: Provider Name (Authorized)

5. Enter the Independent Agency's 9-digit Tax ID, when applicable.

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

7. Change the **Portion of Frequency**, when applicable.

8. Select the **Location** where the service will take place.

Note: Image for steps above on next page.

Note: For guidance on approving, disapproving, or revoking the RSA, continue reading this guide.

Approving RSA

Upon approval of the RSA package, navigate to the student's documents in SESIS to fax the *RSA-2 Individual Provider Approval Letter* into SESIS. Refer to the [Faxing the RSA Forms into SESIS](#) section in this training guide for step-by-step guidance. Print and mail the *RSA-2 Individual Provider Approval Letter* to the independent provider.

When a mandate is approved:

- The assignment status of the mandate changes to *Awaiting First Attend*

- In most cases, the student is added to the Independent Provider's caseload in SESIS overnight
  - For cases when the student is not automatically added to the Independent Provider's caseload in SESIS, contact an authorized DOE representative to request to have the student manually added to the Independent Provider's caseload

- The selected frequency will be reflected on the mandate row
  - If the mandated frequency is not for the full mandate, the system will automatically split the mandate and add a new assignment row for the remaining frequency with an *Assignment Status* of *Awaiting RSA*

- The *RSA-2 Individual Provider Approval Letter* is added to the RSA Document Manager/Package

1. In Provider Assignment, navigate to the *Awaiting RSA* sub-tab.

2. Place a **checkmark** on the row(s) on the grid.

3. Click the **Inbox** icon.
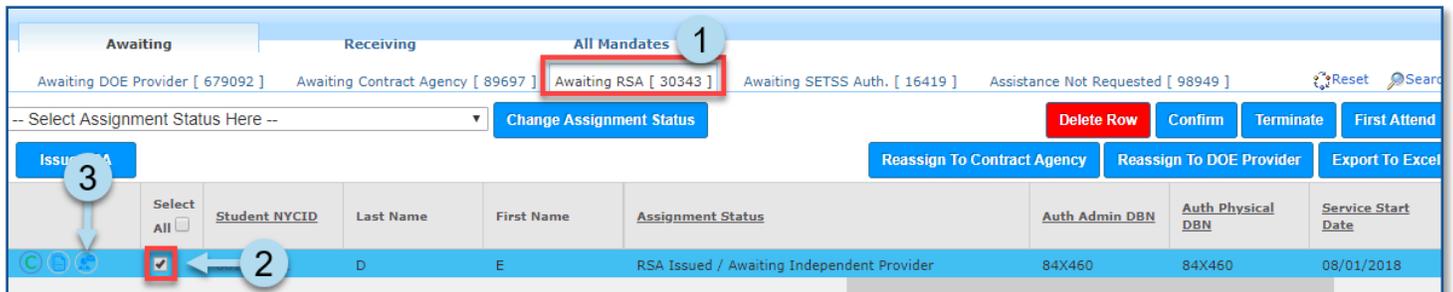
Note: Refer to the Making a Decision on the RSA (An Overview) section in this training guide for steps to complete the *Approve/Disapprove RSA Independent Provider* form.

4. Click **Approve**.
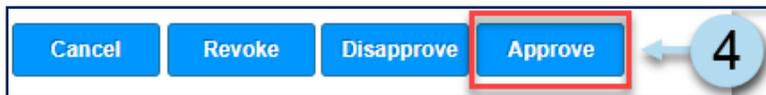
5. Click **OK** to continue with the approval process.
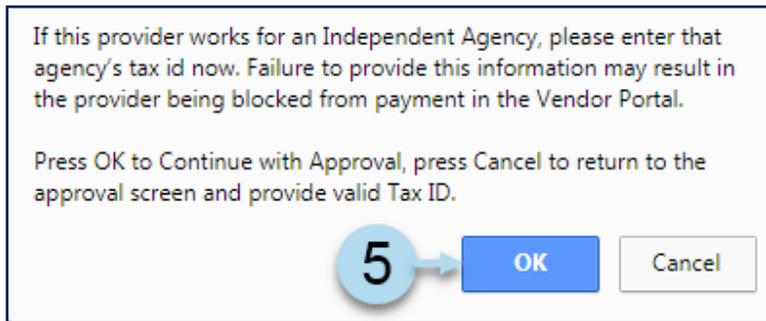
Note: Upon approval, a green informational banner is displayed at the page's top. Follow the prompts. Refer to the Faxing the RSA Forms into SESIS section in this training guide for step-by-step guidance to fax the *RSA-2 Individual Provider Approval Letter* into SESIS.

RSA case successfully Approved. However, the system is unable to add the student to the provider's caseload; the caseload may be added manually by an authorized DOE representative.

At this time you should:
- Visit the student's main Documents page in SESIS and print the RSA-2 Fax Cover Sheet. Fax the RSA-2 document into SESIS.
- Visit the student's Provider Assignment Documents page to view, edit, save, finalize, and print the RSA 2 Individual Provider Approval Letter. Mail it to the Independent Provider.
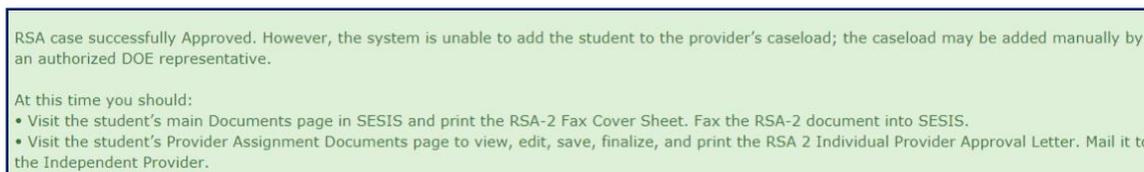
Note: If viewing a student's mandate row through a search, changing the assignment status may cause the student to no longer appear in your selected view. To relocate the mandate row, modify search criteria to reflect an assignment status of *Awaiting First Attend*.

6. Place a **checkmark** on the mandate row(s) on the grid.

7. Click the **Document** icon.

Note: The assignment status is changed to *Awaiting First Attend*.
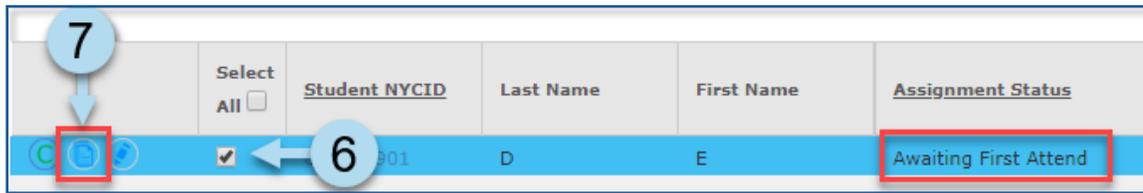
8. Click on the **blue RSA Package link** to access the *RSA-2 Individual Provider Approval* letter.
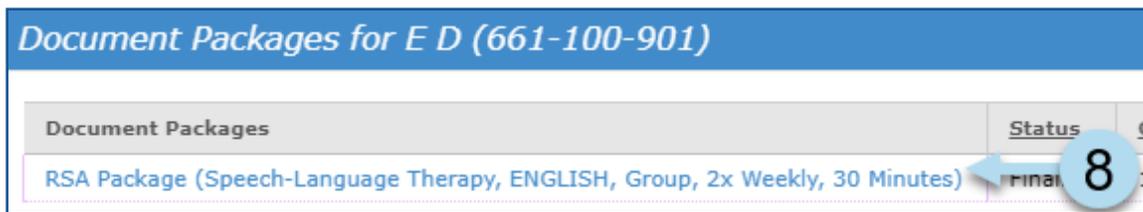
9. From the *Document Packages* form, click the **RSA-2 Form Individual Provider Approval Letter** tab to open the document.

10. Make edits to the form if applicable, then click **Save**.
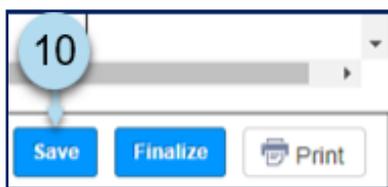
Note: A message will appear in the top section of the page indicating the form was saved.

Saved Successfully!!

11. Click **Finalize**.

12. Click **OK** to confirm the status change.

Note: A message will appear in the top section of the page indicating the document was set to final.

Document status set to final.
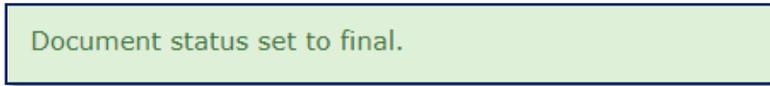
13. **Print and mail** the *RSA-2 Form Individual Provider Approval Letter* to the independent provider.

Note: Refer to the Faxing the RSA Forms into SESIS section in this training guide for step-by-step guidance to fax the *RSA-2 Individual Provider Approval Letter* into SESIS.

14. Click *Return to Document List*.

15. Click **X** to close the *Document Packages* window to return to the PA grid.

Disapproving the RSA

An RSA package may be disapproved for several reasons; for example, the RSA is missing information on the form. Best practice: Reach out to the Independent Provider to obtain the additional information instead of disapproving the RSA. Refer to the Faxing or Scanning the RSA Forms into SESIS section in this training guide for step-by-step guidance to fax or scan the *RSA Correction Cover Letter* into SESIS. Print and mail the *RSA Correction Cover Letter* to the parent.

When a mandate is disapproved:

- The assignment status of the mandate changes to *RSA Provider Disapproved (USER)*
  - A new assignment row in *Awaiting RSA* status is generated so that a subsequent assignment can be made
- The *RSA Correction Cover Letter* is added to the *RSA Document Manager/Package*

1. In Provider Assignment, navigate to the *Awaiting RSA* sub-tab.

2. Place a checkmark on the row(s) on the grid.

3. Click the **Inbox** icon.

Note: Refer to the Making a Decision on the RSA (An Overview) section in this training guide for steps to complete the *Approve/Disapprove RSA Independent Provider* form.

4. Click **Disapprove**.

5. Click **OK** to select a reason.

6. Select **Reason For Disapproval** from the dropdown menu.
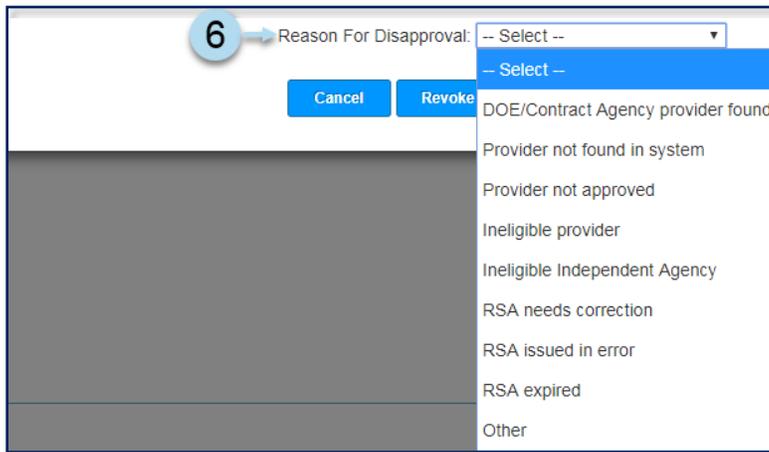
7. Click **Disapprove**.

8. Click **OK** to disapprove the RSA.

Note: Upon disapproval, the assignment status is changed to *RSA Provider Disapproved (USER)*. A new assignment row in *Awaiting RSA* status is generated so that a subsequent assignment can be made. A green informational banner box is displayed at the top of the page. Follow the prompts. Refer to the Faxing the RSA Forms into SESIS section in this training guide for step-by-step guidance to fax the *RSA Correction Cover Letter* into SESIS.

RSA case successfully Disapproved.

At this time you should:
• Visit the student's main Documents page in SESIS and print the RSA-2 Fax Cover Sheet. Fax the RSA-2 document into SESIS.
• Visit the student's Provider Assignment Documents page to view, edit, save, finalize, and print the RSA 2 Correction Cover Letter. Mail it to the Parent/Guardian.

Note: If viewing a student's assignment row through a search, changing the assignment status may cause the student to no longer appear in your selected view. To relocate the assignment row, modify search criteria to reflect an assignment status of *RSA Provider Disapproved (USER)*.

9. From the Provider Assignment grid, locate the student mandate and place a **checkmark** on the assignment row(s) on the grid.

10. Click the **Document** icon.

11. Click on the **blue RSA Package link** to access the *RSA Package*.

12. From the *Document Packages* form, click the **RSA Correction Cover Letter** tab to open the document.

13. **Select the reason(s)** for returning the RSA-2 form if not pre-checked.

14. Click **Save**.

Note: A message will appear in the top section of the page indicating the form was saved.

15. Click **Finalize**.

16. Click **OK** to confirm the status change.

Note: A message displays confirming the document was set to final.

Document status set to final.

17. **Print** and **mail** the *RSA-2 Correction Cover Letter* along with the RSA-2 form that the parent returned.

Note: Refer to the Faxing or Scanning the RSA Forms into SESIS guidance to fax the *RSA Correction Cover Letter* into SESIS.

18. Click **Return to Document List.**

19. Click **X** to close the *Document Packages* window to return to the PA grid.

Document Packages	Status	Creation Date	Modification Date	Finalization Date	RSA Version
RSA Package (Speech-Language Therapy, ENGLISH, Group, 8x Monthly, 40 Minutes)	Finalized	09/27/2021 Mon,09:48:49 AM	09/27/2021 Mon,09:50:21 AM	09/27/2021 Mon,09:50:21 AM	RSA-1

Document Packages for G Z (700-067-943) — RSA Package | RSA Communication log

Revoking the RSA

An RSA may be revoked for many reasons. For example, a DOE provider is now available to provide the service. Refer to the Faxing the RSA Forms into SESIS section in this training guide for step-by-step guidance for faxing the *Letter to Parent/Guardian Withdrawing the RSA* form into SESIS. Print and mail the *Letter to Parent/Guardian Withdrawing the RSA* to the parent.

When a mandate is revoked:

- The assignment status of the mandate changes to *RSA Revoked*
- A new assignment row in *Awaiting RSA* status is generated so that a subsequent assignment can be made
- The *Letter to Parent/Guardian Withdrawing the RSA* is added to the *RSA Document Manager*

1. In Provider Assignment, navigate to the *Awaiting RSA* sub-tab.

2. Place a **checkmark** on the row(s) on the grid.

3. Click the **Inbox** icon.
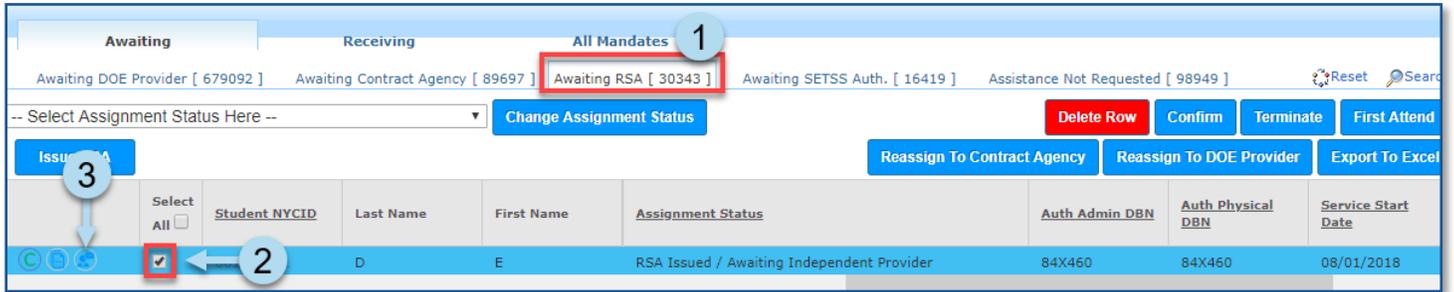
Note: Refer to the Making a Decision on the RSA (An Overview) section in this training guide for steps to complete the *Approve/Disapprove RSA Independent Provider* form.

4. Click **Revoke**.
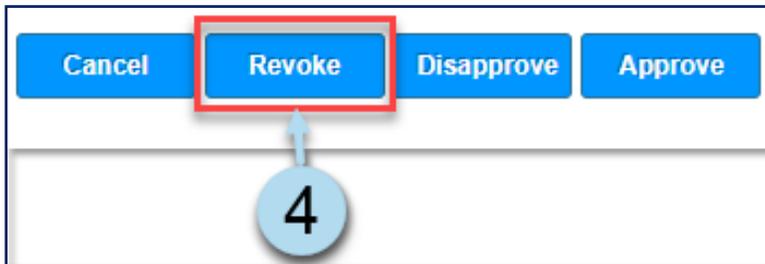
5. Click **OK** to select a reason.

6. Select a **Reason For Revocation** from the drop down menu.
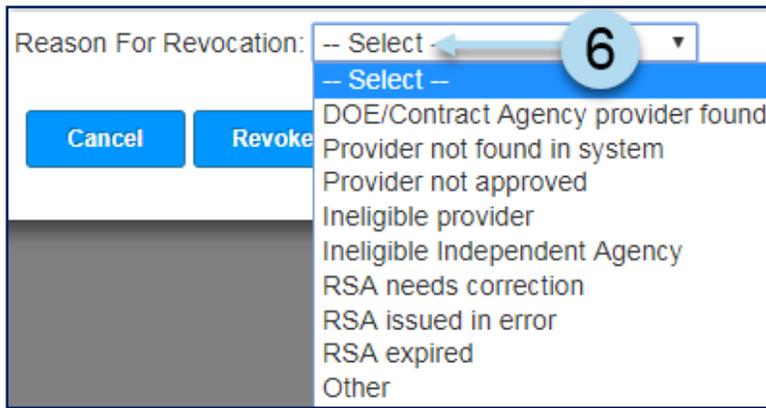
7. Click **Revoke**.

8. Click **OK** to revoke the RSA.
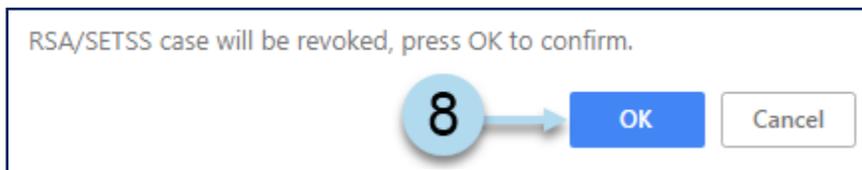
Note: Upon revocation, a green informational banner is displayed at the page's top. Follow the prompts. Refer to the Faxing the RSA Forms into SESIS section in this training guide for step-by-step guidance to fax the *Letter to Parent/Guardian Withdrawing the RSA* into SESIS.

> RSA case successfully Revoked.
>
> At this time you should:
> • Visit the student's main Documents page in SESIS and print the RSA-2 Fax Cover Sheet. Fax the RSA-2 document into SESIS.
> • Visit the student's Provider Assignment Documents page to view, edit, save, finalize, and print the Letter to Parent/Guardian Withdrawing the RSA. Mail it to the Parent/Guardian.
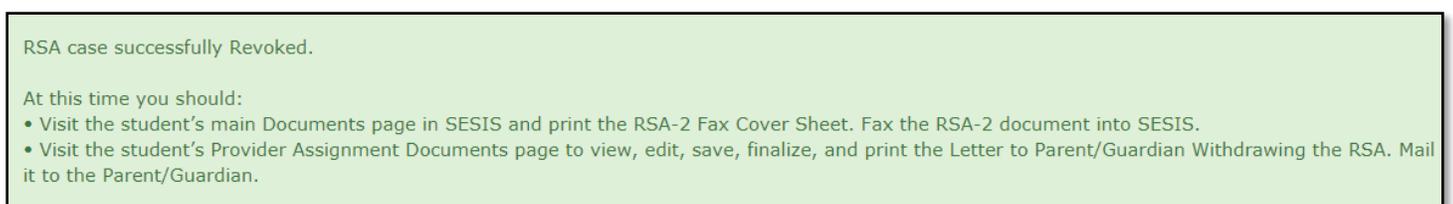
9. From the Provider Assignment grid, locate the student mandate and place a **checkmark** on the row(s) on the grid.

Note: The assignment status is changed to *RSA Revoked*. A new assignment row in *Awaiting RSA* status is generated so that a subsequent assignment can be made.

10. Click the **Document** icon.

11. Click on the **blue RSA Package link** to access the *RSA Package*.
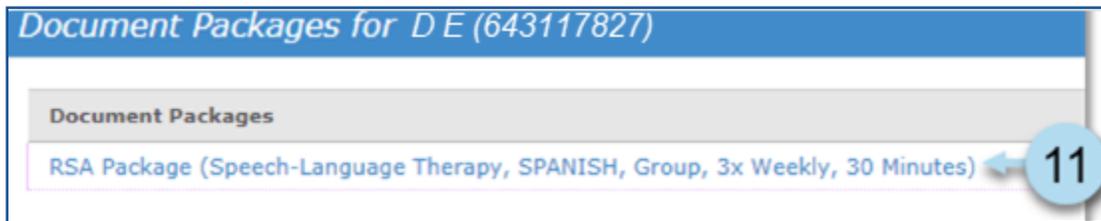
12. From the *Document Packages* form, click the **Letter to Parent/Guardian Withdrawing the RSA** tab to open the document.

13. Enter the *service start date* and make additional edits as appropriate.

14. Click **Save**.

Note: A message will appear in the top section of the page indicating the form was saved.

Saved Successfully!!

15. Click **Finalize**.

16. Click **OK** to confirm the status change.

Note: A message displays confirming the document was set to final.

Document status set to final.
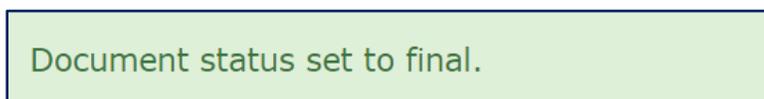
17. **Print** and **mail** the *RSA-2 Correction Cover Letter* along with the RSA-2 form that the parent returned.

Note: Refer to the Faxing the RSA Forms into SESIS guidance to fax the *Letter to Parent/Guardian Withdrawing the RSA* into SESIS.

18. Click **Return to Document List**.

Note: Image for steps above on next page.

RSA 8 Form: Letter to Parent/Guardian Withdrawing the RSA

Student Name: E D
NYC ID: 643-117-827
DOB: 07/26/2001
School: RENAISSANCE CHARTER HIGH SCHOOL FO
Service: Speech-Language Therapy
Sessions/Weekly: 2   oup size: 5

Dear Parent/Guardian:

Your child has been recommended to receive Speech-L
On 08/14/2018 we sent you a Related Services Authoriz   ecause we were unable to assign a provider at the
time.

We have now identified a provider to serve your child, beginning on 10/01/2019 ← **13**

Therefore, the RSA for this service will expire and if applicable the independent provider serving your child has been notified to stop services as of 10/01/2019 .

If you have any questions, please telephone us at 917-339-1494

Sincerely,

    Andrea   Matney

Confirmation

Change status of the document to final?

15

Cancel   OK

14   **16**   **17**

Return to Document List ← **18**   Save   Finalize   🖶 Print

19. Click **X** to close the *Document Packages* window to return to the PA grid.

Document Packages for G Z (700-067-943)   **19** → ⊠

RSA Package	RSA Communication log				
Document Packages	**Status**	**Creation Date**	**Modification Date**	**Finalization Date**	**RSA Version**
RSA Package (Speech-Language Therapy, ENGLISH, Group, 8x Monthly, 40 Minutes)	Finalized	09/27/2021 Mon,09:48:49 AM	09/27/2021 Mon,09:50:21 AM	09/27/2021 Mon,09:50:21 AM	RSA-1

Batch RSA Process

The ability to save, print, finalize, approve, disapprove, or revoke multiple RSA packages in one single batch process is also available for assignment rows.

Note: Selected batch must contain assignment rows with the same assignment status. Attempting to batch process RSAs in different statuses will result in the pop-up message below.

Batch RSA   ×

You are attempting to batch process RSAs that are in different stages of the workflow. The selected batch must contain assignment rows that are all in the same assignment status. Please revise your selections and try again.

OK

1. Place a **checkmark** on the assignment rows on the grid.

Note: You have a limit of fifty (50) rows to choose from at a time.

2. Click Batch RSA.
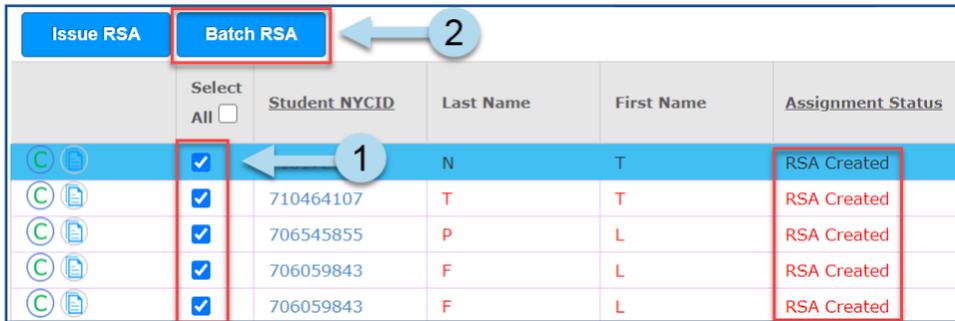
Note: The *Batch RSAs - RSA Created* window will open. Since the selected rows are still in draft package mode, the ability to update the DOE contact information and indicate the location of the service is available at the top of the screen.
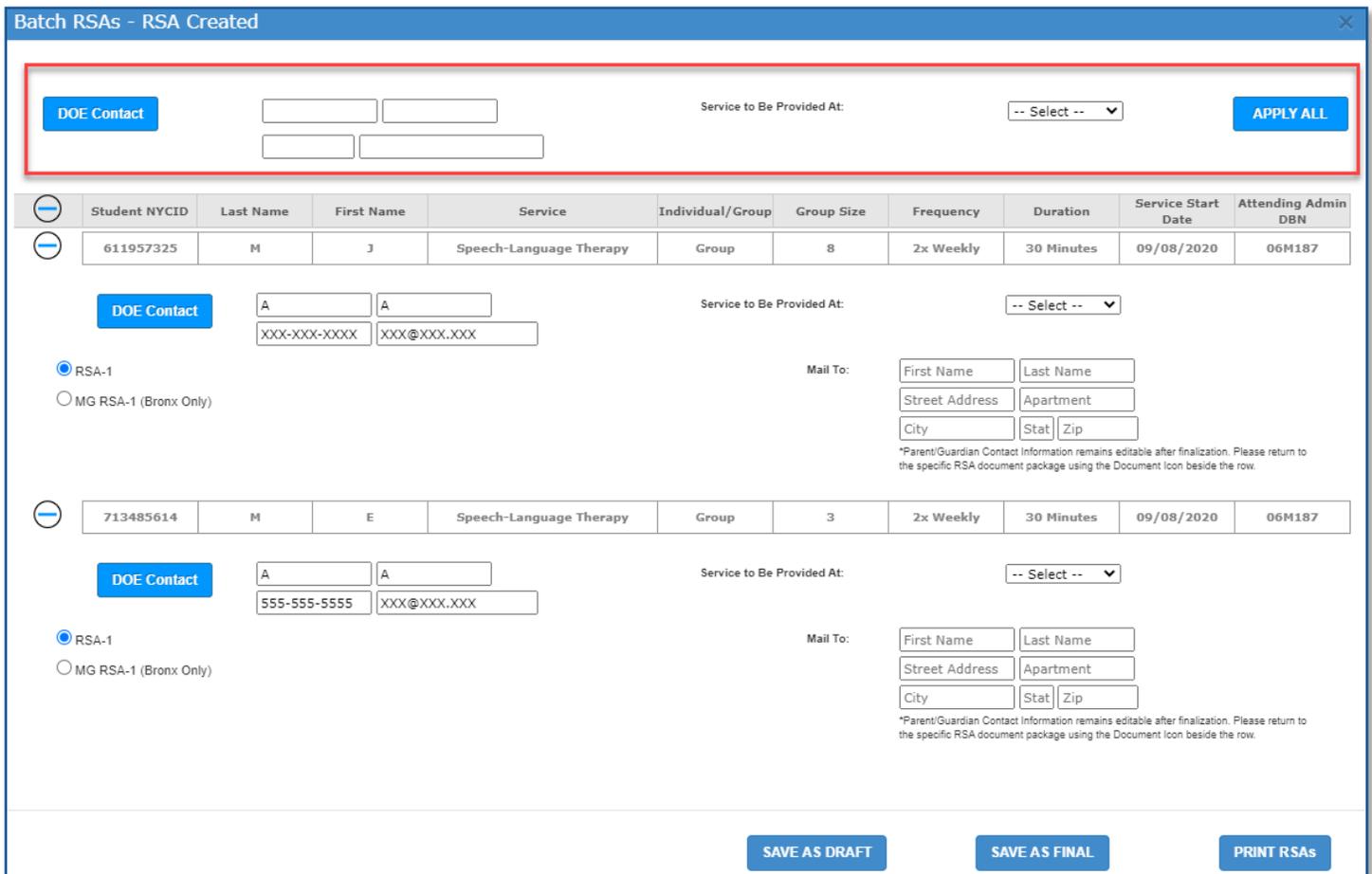
3. Click **DOE Contact** to edit the *DOE contact person* on the RSA forms.

4. Select **Service to Be Provided At:** from the dropdown menu.

5. Click **APPLY ALL** button to apply the changes to all rows in the selection.
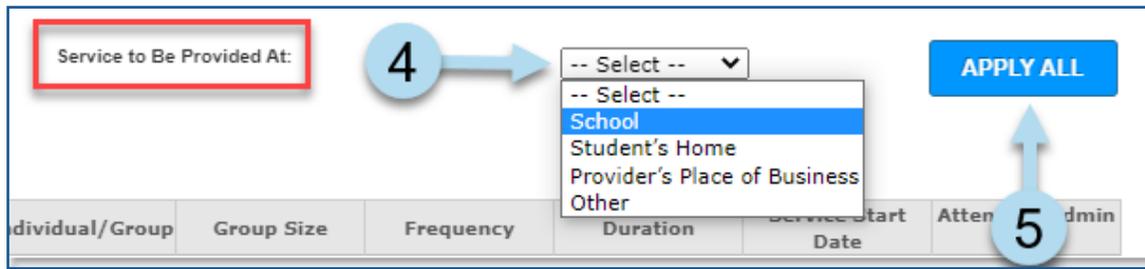
Note: Always use *APPLY ALL* before making any changes to the outliers in the selected group; if changes are made to the outliers before using *APPLY ALL*, the changes will be overridden by the *APPLY ALL* function and therefore lost.

6. Additionally, any one of the rows in the selection can be updated differently than the rest by clicking the **+** accordion feature beside the desired row.

Note: To facilitate the ability to review details of RSA cases being processed in batch, click the accordion button in the upper-left hand corner of the window.

Collapsed:

Expanded:

Note: Rows in assignment status of *RSA Issued/ Awaiting Independent Provider* have the fields below available to edit through batch processing:

- Provider Authorization Date

- Portion of Frequency

- Service to Be Provided At

	Student NYCID	Last Name	First Name	Service	Individual/Group	Group Size	Frequency	Duration	Service Start Date	Attending Admin DBN
⊖	629423646	C	A	Speech-Language Therapy	Group	5	2x Weekly	30 Minutes	09/08/2020	21K348

Provider Authorization Date: mm/dd/yyyy   Service to Be Provided At: -- Select --

Portion of Frequency: 2

Note: The file download process varies depending on the browser. For example, when using a Chrome browser, you will be prompted to **Allow** or **Block** the downloading of multiple files.

⬇ Download multiple files

Allow   Block
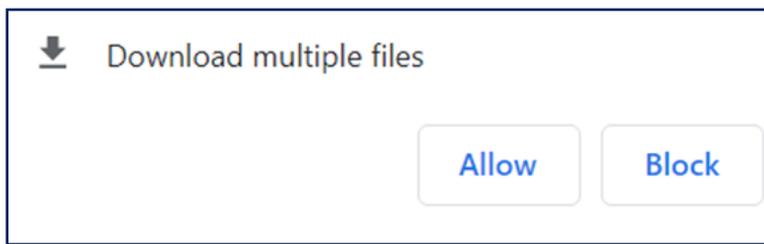
Note: When using a Chrome browser, check your system tray for the downloaded file(s). Click **Show all** to display files.

Save, Print, Finalize Batch Process

7. At the bottom of the window, you can save RSAs as a draft, final, or print.

7

SAVE AS DRAFT   SAVE AS FINAL   PRINT RSAs

8. When printing the RSAs, you have the option to print the RSA packages as *One combined PDF* or *Separate PDFs*.

9. **Check the appropriate box** for each form to print.

10. Click **OK** or **CANCEL** as necessary.

If the PDFs are printed separately, each file name will include the Student ID and the translated language (if the *Parent Preferred Written Language* is one of the nine covered DOE languages). A complete English copy of the form(s) will be generated, directly followed by a complete translation in the same file.

The file name will indicate English if the Parent Preferred Written Language is another language (other than the nine covered DOE languages). If available, the English language copies will contain a foreign language banner in the heading, advising the recipient to seek assistance from their language community if needed.

If the *Parent Preferred Written Language* is English, the file name will indicate *English,* and only an English-language copy is included.

Note: If the PDFs are printed as one combined file, the file name will indicate the number of students included in the combined PDF and the date and time generated. In this example, the number *35* represents 35 students, not 35 RSAs. If there are students with multiple RSAs in this selection (perhaps totaling 39 RSAs overall), the number remains at 35, representing 35 unique students in the PDF.

Approve Batch Process

1. Place a **checkmark** on the assignment rows on the grid.

2. Click **Batch RSA.** The Batch RSAs - RSA Issued / Awaiting Independent Provider window will open.

Note: You have a limit of 50 rows to choose from at a time. The recommended rows to select are 10.

3. To approve, click the **Magnifying Glass** to search for a provider or enter the *social security number* for the provider and click **Retrieve**. Enter the *Independent Agency Tax ID* as appropriate.

4. Select the **Provider Authorization Date.**

5. Select the **Service to Be Provided At.**

6. Check the **Assign Full Frequency of the Assignment Row** box as appropriate.

Note: If *Assign Full Frequency* is checked and *APPLY ALL* is used, all cases in the selection will be approved for the full frequency of the respective mandates. If a user needs to indicate only a portion of the frequency on any specific row(s) in the group for approval, this checkbox must be unchecked.

7. Click **Apply All.**

8. Click **Approve**. (You can print after the approval action.)

Note: A guided message displays to confirm your action and next steps.

RSA case successfully Approved.

At this time you should:
• Visit the student's main Documents page in SESIS and print the RSA-2 Fax Cover Sheet. Fax the RSA-2 document into SESIS.
• Visit the student's Provider Assignment Documents page to view, edit, save, finalize, and print the RSA 2 Individual Provider Approval Letter. Mail it to the Independent Provider.

Revoke or Disapprove Batch Process

1. Place a **checkmark** on the assignment rows on the grid.

2. Click **Batch RSA.** The Batch RSAs - RSA Issued / Awaiting Independent Provider window will open.
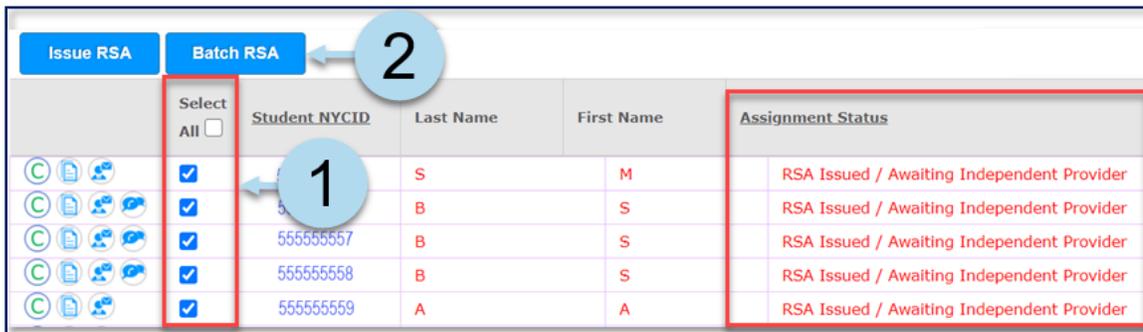
Note: You have a limit of 50 rows to choose from at a time.

3. To *Revoke* or *Disapprove,* click on the appropriate button.
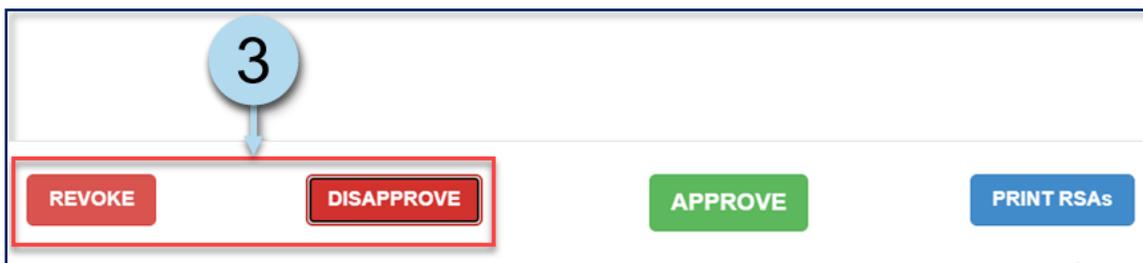
4. After clicking on **Revoke** or **Disapprove**, the *Revoke/Disapprove Reason* dropdown menu displays. If revoking or disapproving, you must select a **Revoke/Disapprove Reason.**

5. After selecting the *Revoke/Disapprove Reason*, you must click **Revoke** or **Disapprove** again.

Note: You can print after the revoke or disapprove action.

Note: A guided message displays to confirm your action and next steps.

RSA Communication Log

You can record all communications related to an RSA package in the *RSA Communication log*.

1. Click the **document icon** beside the row. The *Document Packages for Student* screen will open.

C	📄	▶	☐	662163459	S
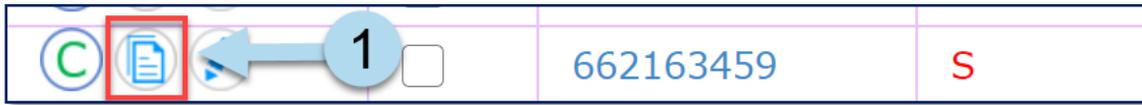
2. Click the **RSA Communication log** tab.

Document Packages for E S (662-163-459)

RSA Package	RSA Communication log	2

Document Packages	Status
RSA Package (Physical Therapy, ENGLISH, Individual, 3x Weekly, 30 Minutes)	Finalized

3. Enter **Date of Contact** by clicking on the blank textbox and selecting from the pop-up calendar.

Date of Contact :   Time of Co

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
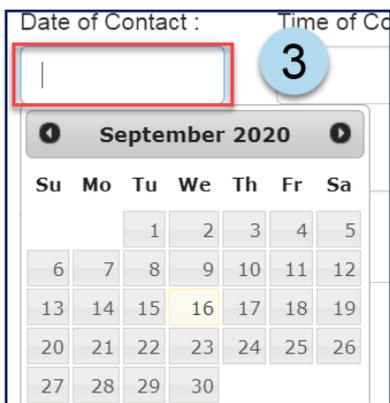
Note: *Date of Contact* and *Time of Contact* may not be future dates/times.

4. Click on the clock icon to select the **Time of Contact.**

Time of Contact :   Mode of Contact:

--lect--

04	:	00	PM
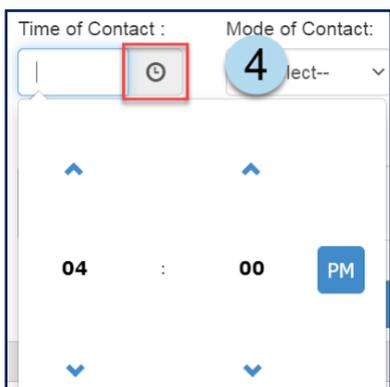
5. Select a note(s) from the **Notes** dropdown menu.

Note: Scroll up or down on the side to view more options.

Notes :

⑤
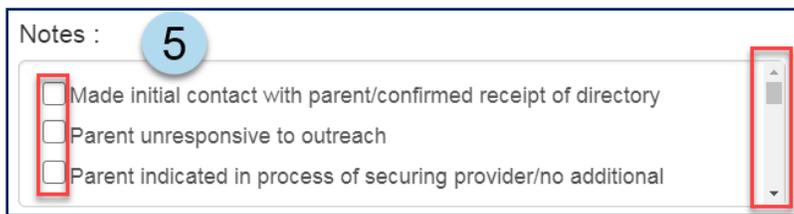
☐ Made initial contact with parent/confirmed receipt of directory

☐ Parent unresponsive to outreach

☐ Parent indicated in process of securing provider/no additional

6. Enter any additional notes you may need to document.

Note: When recording a log entry, a user may select one of the available notes and/or type in additional notes. Both are not required simultaneously, but one or the other must be entered before saving.

7. Click **Save**.

Note: Once a log entry is saved, it cannot be edited.
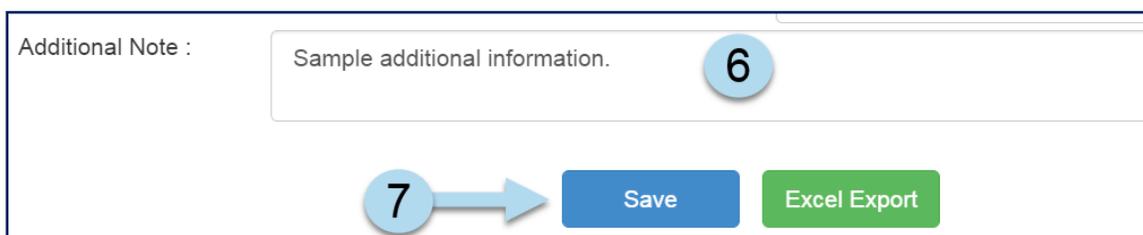
Additional Note :   Sample additional information.   ⑥

⑦ ⟶   Save   Excel Export

8. A notification at the top of the screen will appear, verifying that the log was saved successfully.

Saved Successfully!!

9. Download *RSA Communication log* to Excel by clicking on **Excel Export**.
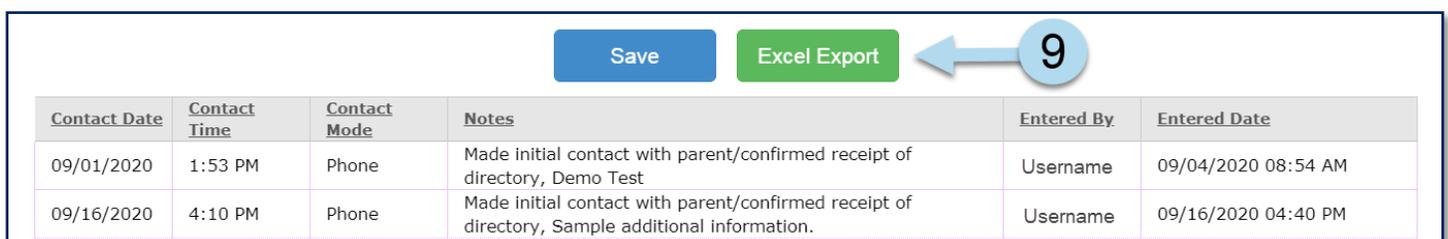
Save   Excel Export ⟵ ⑨

Contact Date	Contact Time	Contact Mode	Notes	Entered By	Entered Date
09/01/2020	1:53 PM	Phone	Made initial contact with parent/confirmed receipt of directory, Demo Test	Username	09/04/2020 08:54 AM
09/16/2020	4:10 PM	Phone	Made initial contact with parent/confirmed receipt of directory, Sample additional information.	Username	09/16/2020 04:40 PM

10. The Excel spreadsheet will download onto your system tray. **Click to open.**

CommunicationLog.xls ⌃ ⟵ ⑩
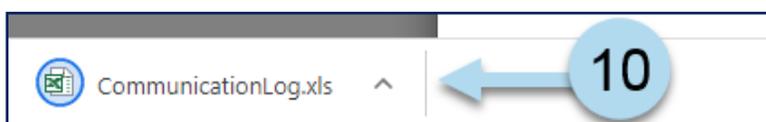
Note: The *RSA Communication log* will open an Excel spreadsheet.