

This training guide provides NYC DOE Staff with an understanding of the difference between deleting a SETSS mandate from the *Awaiting SETSS Auth.* sub-tab and terminating a SETSS P4 mandate in Provider Assignment, as well as steps to complete each process.

When to delete a SETSS mandate

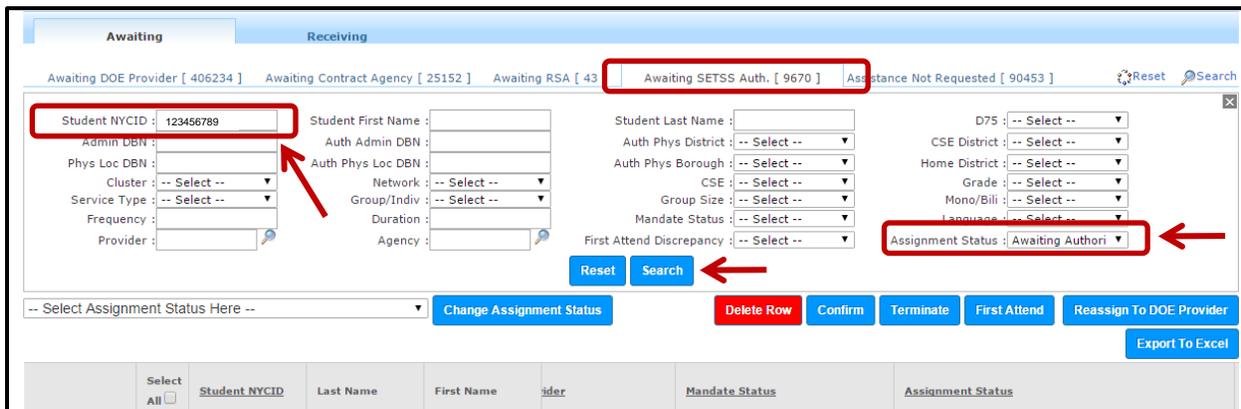
The mandate must be located on the *Awaiting SETSS Auth.* sub-tab; and it must have a *Mandate Status* of “Unassigned.” The *Assignment Status* for the mandate will be “Awaiting Authorization for Independent SETSS Teacher.” Click [here](#) for the steps to follow to delete an unassigned SETSS mandate.

When to terminate a SETSS mandate

If the SETSS mandate has already been partially or fully assigned to an independent SETSS teacher, the mandate needs to be terminated when applicable. Click [here](#) for the steps to follow to terminate the SETSS mandate. **Note:** The Independent SETSS Teacher can also terminate the mandate when in “Receiving” status.

How to delete an unassigned SETSS mandate

1. From the Provider Assignment *Awaiting* tab, navigate to the *Awaiting SETSS Auth.* sub-tab.
2. Open the Search Panel and filter for:
 - a. the student by entering the student’s Id in the *Student NYCID* field; and
 - b. an *Assignment Status* = “Awaiting Authorization for Independent SETSS Teacher.”
3. Click **Search**.



The screenshot shows the 'Awaiting' sub-tab interface. At the top, there are filter tabs: 'Awaiting DOE Provider [406234]', 'Awaiting Contract Agency [25152]', 'Awaiting RSA [43]', 'Awaiting SETSS Auth. [9670]', and 'Assistance Not Requested [90453]'. The 'Awaiting SETSS Auth.' tab is selected and highlighted with a red box. Below the tabs is a search panel with various fields: 'Student NYCID' (with value 123456789 and a red box), 'Student First Name', 'Student Last Name', 'D75', 'CSE District', 'Home District', 'Grade', 'Mono/Bili', 'Language', 'Auth Admin DBN', 'Auth Phys District', 'Auth Phys Borough', 'CSE', 'Group Size', 'Mandate Status', and 'First Attend Discrepancy'. The 'Assignment Status' dropdown is set to 'Awaiting Authori' and is also highlighted with a red box. Below the search panel are buttons for 'Reset', 'Search', 'Change Assignment Status', 'Delete Row', 'Confirm', 'Terminate', 'First Attend', 'Reassign To DOE Provider', and 'Export To Excel'. At the bottom, a table header is visible with columns: 'Select All', 'Student NYCID', 'Last Name', 'First Name', 'Id', 'Mandate Status', and 'Assignment Status'.

4. Check the box next to the student’s NYCID.
5. Click **Delete Row**.
6. Click **OK** in the *Delete Row* pop-up window.

Reset Search

-- Select Assignment Status Here --

Change Assignment Status Delete Row Confirm Terminate First Attend Reassign To DOE Provider Export To Excel

Select	Student NYCID	Last Name	First Name	Provider	Mandate Status	Assignment Status
<input checked="" type="checkbox"/>	123456789	Mandate	Sample		Fully Assigned	Awaiting Authorization for Independent SETSS Teacher

Terminating an Authorized Independent SETSS Teacher Mandate

How to terminate an independent SETSS teacher for a mandate with an Assignment Status of *Awaiting First Attend*

1. From the Provider Assignment *Awaiting* tab, navigate to the *Awaiting SETSS Auth.* sub-tab.
2. Open the Search Panel and filter for:
 - a. the student by entering the student's Id in the *Student NYCID* field; and
 - b. an *Assignment Status* = "Awaiting First Attend."
3. Click **Search**.

Awaiting Receiving

Awaiting DOE Provider [406249] Awaiting Contract Agency [25158] Awaiting RSA [43] Awaiting SETSS Auth. [9672] Assistance Not Requested [90407] Reset Search

Student NYCID: 123456789 Student First Name: Student Last Name: D75: -- Select --

Admin DBN: Auth Admin DBN: Auth Phys District: -- Select -- CSE District: -- Select --

Phys Loc DBN: Auth Phys Loc DBN: Auth Phys Borough: -- Select -- Home District: -- Select --

Cluster: -- Select -- Network: -- Select -- CSE: -- Select -- Grade: -- Select --

Service Type: -- Select -- Group/Indiv: -- Select -- Group Size: -- Select -- Mono/Bili: -- Select --

Frequency: Duration: Mandate Status: -- Select -- Language: -- Select --

Provider: Agency: First Attend Discrepancy: -- Select -- Assignment Status: -- Select --

Reset Search

-- Select Assignment Status Here --

Change Assignment Status Delete Row Confirm Terminate First Attend Reassign To DOE Provider Export To Excel

Select	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District	Service Type
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4. Check the box next to the student's NYCID.
5. Click **Terminate**. The Terminate Provider window will open.

Awaiting Receiving

Awaiting DOE Provider [406249] Awaiting Contract Agency [25158] Awaiting RSA [43] Awaiting SETSS Auth. [9672] Assistance Not Requested [90407] Reset Search

Student NYCID: 123456789 Student First Name: Student Last Name: D75: -- Select --

Admin DBN: Auth Admin DBN: Auth Phys District: -- Select -- CSE District: -- Select --

Phys Loc DBN: Auth Phys Loc DBN: Auth Phys Borough: -- Select -- Home District: -- Select --

Cluster: -- Select -- Network: -- Select -- CSE: -- Select -- Grade: -- Select --

Service Type: -- Select -- Group/Indiv: -- Select -- Group Size: -- Select -- Mono/Bili: -- Select --

Frequency: Duration: Mandate Status: -- Select -- Language: -- Select --

Provider: Agency: First Attend Discrepancy: -- Select -- Assignment Status: Awaiting First At

Reset Search

-- Select Assignment Status Here --

Change Assignment Status Delete Row Confirm Terminate First Attend Reassign To DOE Provider Export To Excel

Select	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District	Service Type
<input checked="" type="checkbox"/>	123456789	Mandate	Sample	09/01/2005	84M705	84M705	N	84	S.E. Teacher Support Service (SETSS)

6. Select a reason for terminating the mandate from the *Reason* dropdown.
 - a. To permanently remove the mandate that contains incorrect data, select “Mandate Generated in Error.”
 - b. Otherwise, select one of the other termination reasons to retain the mandate as a valid service with an *Assignment Status* of “Awaiting Authorization for Independent SETSS Teacher.”
7. Click in the *Termination Date* box to select the last date the assigned independent SETSS teacher actually provided services as the *Termination Date*.
8. Click **OK**.

Terminate Provider
✕

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

⚠ If you are attempting to delete a row from the grid due to **incorrect mandate details** (e.g., wrong start date, wrong frequency, wrong school DBNs, etc.) select Termination Reason **'Mandate Generated in Error'**. Doing so will permanently remove the faulty mandate from the Provider Assignment grid, and allow you to manually enter a new row with the correct details. Selecting any other reason for Termination will retain the service as a valid service for which a provider may get paid.

Student NYCID	Last Name	First Name	Provider	Reason	Other Reason	Termination Date
123456789	Mandate	Sample		-- Select a reason --		

Cancel OK

How to terminate an independent SETSS teacher for a mandate with an Assignment Status of *Receiving*

1. Select the *Receiving* tab in Provider Assignment.
2. Navigate to the *Receiving SETSS Auth.* sub-tab.
3. Open the Search Panel and filter for:
 - a. the student by entering the student’s Id in the *Student NYCID* field; and
 - b. *An Assignment Status* = “Receiving.”
4. Click **Search**.

Awaiting
Receiving

Receiving DOE Provider [0]
Receiving Contract Agency Provider [6]
Receiving RSA [0]
Receiving SETSS Auth. [7]
Reset Search

<div style="border: 2px solid red; padding: 2px;">Student NYCID : 123456789</div> Admin DBN : <input type="text"/> Phys Loc DBN : <input type="text"/> Cluster : -- Select -- Service Type : -- Select -- Frequency : <input type="text"/> Provider : <input type="text"/>	Student First Name : <input type="text"/> Auth Admin DBN : <input type="text"/> Auth Phys Loc DBN : <input type="text"/> Network : -- Select -- Group/Indiv : -- Select -- Duration : <input type="text"/> Agency : <input type="text"/>	Student Last Name : <input type="text"/> Auth Phys District : -- Select -- Auth Phys Borough : -- Select -- CSE : -- Select -- Group Size : -- Select -- Mandate Status : -- Select -- First Attend Discrepancy : -- Select --	D75 : -- Select -- CSE District : -- Select -- Home District : -- Select -- Grade : -- Select -- Mono/Bili : -- Select -- Language : -- Select -- <div style="border: 2px solid red; padding: 2px; margin-top: 5px;">Assignment Status : Receiving</div>
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Reset Search

Terminate First Attend Reassign To DOE Provider Export To Excel

Select	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District	Service Type
All <input type="checkbox"/>									

5. Check the box next to the student’s NYCID on the row.
6. Click **Terminate**.

Receiving DOE Provider [0] Receiving Contract Agency Provider [6] Receiving RSA [0] Receiving SETSS Auth. [7] [Reset](#) [Search](#)

Student NYCID: 123456789 Student First Name: Student Last Name: D75: -- Select --
 Admin DBN: Auth Admin DBN: Auth Phys District: -- Select -- CSE District: -- Select --
 Phys Loc DBN: Auth Phys Loc DBN: Auth Phys Borough: -- Select -- Home District: -- Select --
 Cluster: -- Select -- Network: -- Select -- CSE: -- Select -- Grade: -- Select --
 Service Type: -- Select -- Group/Indiv: -- Select -- Group Size: -- Select -- Mono/Bili: -- Select --
 Frequency: Duration: Mandate Status: -- Select -- Language: -- Select --
 Provider: Agency: First Attend Discrepancy: -- Select -- Assignment Status: Receiving

[Reset](#) [Search](#) [Terminate](#) [First Attend](#) [Reassign To DOE Provider](#) [Export To Excel](#)

Select	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District	Service Type
<input type="checkbox"/>	123456789	Mandate	Sample	09/01/2005	84M705	84M705	N	84	S.E. Teacher Support Service (SETSS)

7. The *Terminate Provider* window opens.
8. Select a reason for terminating the mandate from the *Reason* dropdown.
 - a. To permanently remove the mandate because it contains incorrect data, select "Mandate Generated in Error."
 - b. Otherwise, select any of the other termination reasons to retain the mandate as a valid service.
9. Click in the *Termination Date* box to select the last date the assigned independent SETSS teacher actually provided services as the *Termination Date*.
10. Click **OK**.

Terminate Provider

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

⚠ If you are attempting to delete a row from the grid due to **incorrect mandate details** (e.g., wrong start date, wrong frequency, wrong school DBNs, etc.) select Termination Reason **Mandate Generated in Error**. Doing so will permanently remove the faulty mandate from the Provider Assignment grid, and allow you to manually enter a new row with the correct details. Selecting any other reason for Termination will retain the service as a valid service for which a provider may get paid.

Student NYCID	Last Name	First Name	Provider	Reason	Other Reason	Termination Date
123456789	Mandate	Sample		Provider no Longer Av...		08/19/2015

[Cancel](#) [OK](#)

11. The *Assignment Status* for the mandate on the *Receiving SETSS Auth.* sub-tab changes to "Pending 5 School Day Notification." This will be removed by the application after 5 school days have passed.

123456789	Mandate	Sample	Fully Assigned	Pending 5 School Day Notification	84Q321	84
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12. If you did not select "Mandate Generated in Error," a duplicate mandate is automatically created on the *Awaiting SETSS Auth.* sub-tab with an *Assignment Status* of *Awaiting Authorization for Independent SETSS Teacher*.
13. Use this mandate row for the new Independent SETSS Provider Authorization. A new mandate row should **not** be created.

123456789	Mandate	Sample	Fully Assigned	Awaiting Authorization for Independent SETSS Teacher	84Q321	84
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