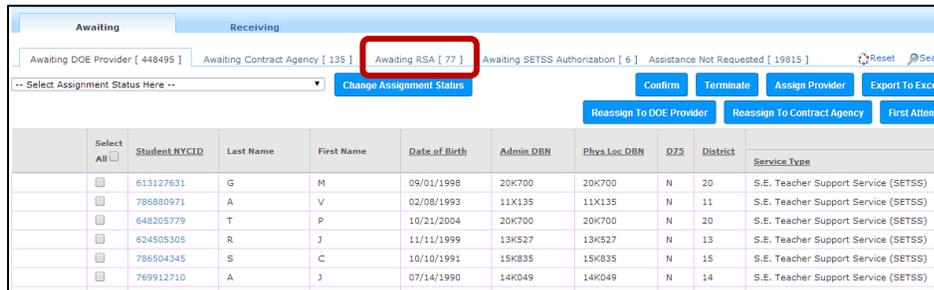


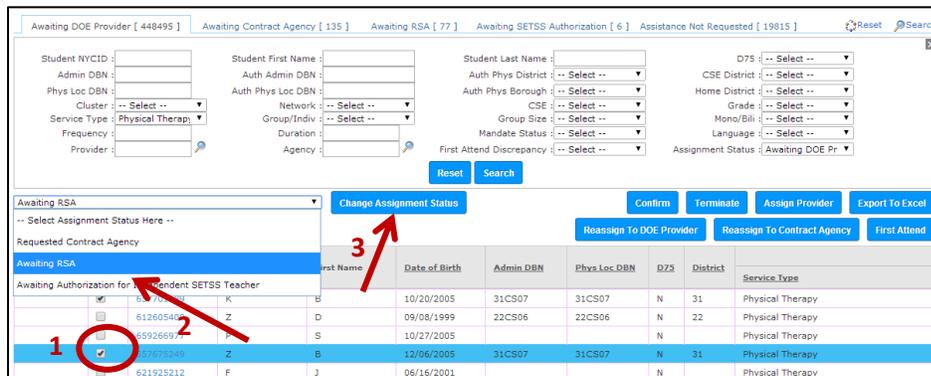
RSA Process

A mandate row will appear on the *Awaiting RSA* tab in Provider Assignment by changing the *Assignment Status* to “Awaiting RSA” on the *Awaiting DOE Provider* tab, the *Awaiting Contract Agency* tab, or the *Assistance Not Requested* tab. This job aid lists the steps to follow to issue and process an RSA.

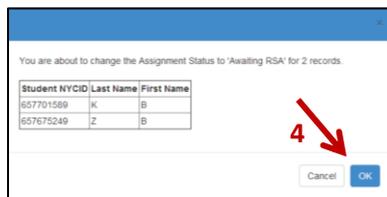


To move a mandate to the *Awaiting RSA* tab:

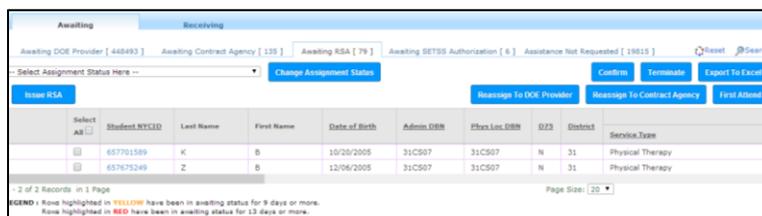
1. Place a checkmark on the mandate row or rows in the grid.
2. Select “Awaiting RSA” from the drop-list associated with the **Change Assignment Status** button.
3. Click on the **Change Assignment Status** button.



4. Click the **OK** button in the pop-up window.



The selected mandate(s) will now be on the *Awaiting RSA* tab.



5. Navigate to the *Awaiting RSA* tab.
6. Place a checkmark on the mandate row or rows in the grid.
7. Click the **Issue RSA** button.

Student NYCID	Last Name	First Name	Date of Birth	Admin.DBN	Phys.Loc.DBN	DZ3	District	Service Type
657701589	K	B	10/20/2005	31CS07	31CS07	N	31	Physical Therapy
657675249	Z	B	12/06/2005	31CS07	31CS07	N	31	Physical Therapy

8. Place a checkmark next to the DOE contact in the Look-up window. You can search for the DOE resource using the Search options at the top of the window.
9. Click on the **Select** button.

SSN	Last Name	First Name
<input type="checkbox"/>		Alana
<input type="checkbox"/>		Aja
<input type="checkbox"/>		Althea
<input type="checkbox"/>		Althea
<input type="checkbox"/>		Amy
<input type="checkbox"/>		Amy
<input type="checkbox"/>		Annelee
<input type="checkbox"/>		Anne
<input type="checkbox"/>		Augustine
<input type="checkbox"/>		Agnes
<input type="checkbox"/>		Adele
<input type="checkbox"/>		Anthony
<input type="checkbox"/>		Angela
<input type="checkbox"/>		Anita
<input type="checkbox"/>		Anthony

10. Click on the **Confirm** button in the Issue RSA Confirmation window to create the RSA package.

Student NYCID	First Name	Last Name	Service Type	Language	Individual/Group	Group Size	Frequency	Duration	Contact Name	Contact Tel
657701589	B	K	Physical Therapy	ENGLISH	Individual		2x Weekly	45 Minutes		718-339-4355

Provider Assignment Job Aid

RSA Process



A message will appear in the top section of the page indicating 'Documents successfully created'. A document icon now appears on each mandate row you selected to issue an RSA.

For each mandate row, a separate RSA package has been automatically created by the system. Initially, the RSA package contains 3 forms:

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

11. Click on the Document icon to access the RSA forms.

12. Click on the blue link to the RSA Package at the top of the window.

The *RSA-1* form is open for any edits that you need to make.

13. Complete your edits and modifications to the form.

14. Click on the **Save** button; then click on the **Finalize** button.

15. Notice that the **Save** and **Finalize** buttons no longer appear.
16. A message will also appear at the top of the window indicating 'Finalized Successfully!!'.
17. Click on the **Print** button to print the *RSA-1* form.
18. Click on the *RSA-2* form.

This screenshot shows the 'RSA-1 Form Related Service Individual Authorization' page. At the top, a green banner displays 'Finalized Successfully!!' (labeled 16). Below this, the document title and metadata are shown. The main content area contains the NYC Department of Education logo and the form title. A red arrow (labeled 18) points to the form content. At the bottom right, a 'Print This' button is highlighted with a red box and labeled 17. At the bottom left, a 'Returns to Document List' button is labeled 15.

19. Select where the services are expected to be provided.
20. Complete any other edits and modifications to the *RSA-2* form; then click on **Save** and **Finalize**.
21. Click on the **Print** button to print the *RSA-2* form.
22. Click on the *Mail To* form.

This screenshot shows the 'RSA-2 Form: Parent/Guardian and Individual Provider/Agency Service Agreement' page. At the top, the document title and metadata are shown. The main content area contains the NYC Department of Education logo and the form title. A red arrow (labeled 22) points to the 'Mail To' button at the top right. Below the form title, there are instructions and a form for service details. A red box (labeled 19) highlights the 'Where services are provided at' section, which includes radio buttons for 'Student's School', 'Student's Home', 'Provider/Agency Site', and 'Other'. At the bottom, a 'Print This' button is labeled 21, and 'Save' and 'Finalize' buttons are labeled 20. A 'Returns to Document List' button is also visible at the bottom left.

Provider Assignment Job Aid

RSA Process



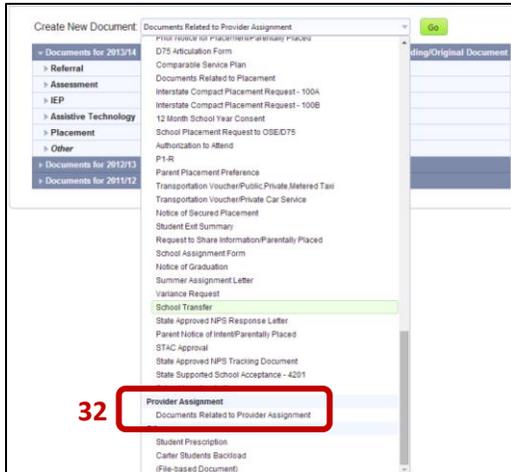
23. Modify the mailing address if necessary.
24. Click the **Save** button.
25. A message will appear at the top of the page indicating 'Saved Successfully!!'.
26. Click the **Print** button.
27. Close the Document packages window by clicking on the 'X' in the upper right corner.

28. Mail the *RSA-1* and *RSA-2* forms to the parent/guardian.
29. After all three of the initial RSA documents (*RSA-1*, *RSA-2* and *Mail To*) are finalized, the *Inbox* icon will appear beside the row. This *Inbox* icon indicates the row is awaiting the receipt of the *RSA-2* form from the parent/guardian. You will click on this icon to enter the provider information and either approve, disapprove or revoke the RSA.
30. The *Assignment Status* for the mandate changes to "RSA Issued / Awaiting Independent Provider".

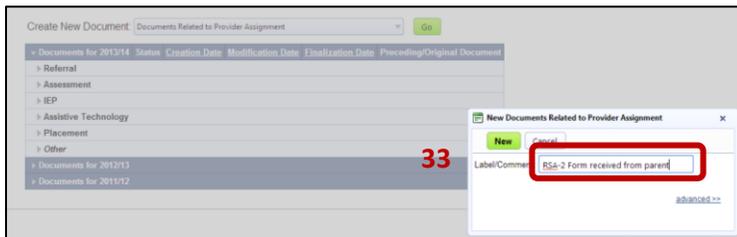
Select All	Student NYCID	Last Name	First Name	Mandate Status	Assignment Status	Auth Admin DBN	Auth DBN
<input checked="" type="checkbox"/>	657701589	K	B	Unassigned	RSA Issued / Awaiting Independent Provider	31CS07	31CS
<input type="checkbox"/>	657675249	Z	B	Unassigned	Awaiting RSA	31CS07	31CS

When you receive the completed RSA-2 form from the parent/guardian:

31. Navigate to the student's Documents section in SESIS.
32. Fax in the *RSA-2* form received from the parent by selecting 'Documents Related to Provider Assignment' from the *Provider Assignment* section of the student's *Create New Document* drop-down list. See screen capture on the next page.



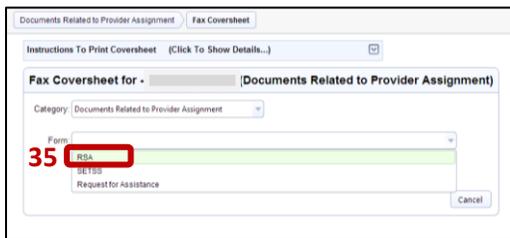
32. Enter a label for the document prior to clicking on the **New** button.



33. Select 'Fax Coversheet' from the *Print* drop-down list.



34. Select 'RSA' from the *Form* drop-down list.



35. Enter the date your received the completed RSA-2 form from the parent/guardian in the *Date Received* field.

36. Select the Service Type from the *Service Type* drop-down list.

37. Click on the **Print** button.

38. Fax in the RSA-2 form using the fax coversheet you printed. Upon verification that the document is attached in SESIS, the status of the document should be changed to "Final".



40. From the SESIS Home Page, click on the Provider Assignment link and navigate to the *Awaiting RSA* sub-tab in Provider Assignment.
41. Click on the Inbox icon to open the RSA Approve/Disapprove popup window.

Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	QZ3	District	Service Type
659462649	G	C	11/15/2004	07XAB5	07XAB5	N	07	Speech-Language Therapy
62054361	V	I	12/01/1999	01M108	01M108	N	01	Speech-Language Therapy

42. Enter the Independent Provider's 9-digit SSN from the RSA-2 form. The provider lookup may also be invoked to assist in the retrieval. Click on the **Retrieve** button to retrieve the Independent Provider.
 - 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)**.
43. If applicable, enter the Independent Agency's 9-digit Tax ID.
44. Enter the independent provider's service start date in the *Provider Authorization Date* field.
45. Verify/Change the frequency the provider will take in the *Portion of Frequency* field.
46. Indicate the location where the service will take place in the Location field.

Approve / Disapprove RSA Independent Provider

Student Information: # 657701589

First Name: B	Last Name: K	DOB: 10/20/2005	Grade: PK
Admin DBN: 31CS07	Auth Admin DBN: 31CS07	District: 31	Service District:
Physical DBN: 31CS07	Auth Physical DBN: 31CS07	Borough: C	Home District:
Cluster:	Network:	CSE:	D75: N

Frequency: 2	Duration: 45 Minutes	Group Size: 1	Language: ENGLISH
Start Date: 09/04/2014	End Date:	Mandate Status: Unassigned	

Please provide the following information to approve this independent provider:
Provide SSN in the textbox below and click Retrieve button.

42 Retrieve 43

44

45

46

46

49 48 47

Cancel
Revoke
Disapprove
Approve

47. Approval Process:

- a. Approve the provider by clicking on the **Approve** button.

The following will happen:

- The student will be added to the independent provider’s caseload overnight.
- The indicated frequency will be reflected on the mandate row.
- The *Assignment Status* will be updated to “Awaiting First Attend”.
 - Note: If the frequency is not for the full mandate, the system will automatically split the mandate and add a new row for the remaining frequency with “Awaiting RSA” as the Assignment Status.
- The *RSA-2 Individual Provider Approval* letter will automatically be added to the Document icon by the system.

Approve / Disapprove RSA Independent Provider

Student Information: # 788525061

First Name: K	Last Name: M	DOB: 09/21/1993	Grade: 11
Admin DBN: 02M520	Auth Admin DBN: 02M520	District: 02	Service District:
Physical DBN: 02M520	Auth Physical DBN: 02M520	Borough: M	Home District:
Cluster:	Network:	CSE:	D75: N

Frequency: 2	Duration: 30 Minutes	Group Size: 3	Language: ENGLISH
Start Date: 09/04/2014	End Date:	Mandate Status: Unassigned	

Please provide the following information to approve this independent provider:
Provide SSN in the textbox below and click Retrieve button.

Retrieve

47a

Cancel
Revoke
Disapprove
Approve

- b. Click on the Documents icon on the mandate row to access the *RSA-2 Individual Provider Approval letter*.

Provider Assignment Job Aid

RSA Process



Request NYCID	Last Name	First Name	Submitting Agency	Provider	Mandate Status	Assignment Status
602349336	S	A	2		Unassigned	RSA Provider Disapproved (USER)
602349336	S	A	2		Unassigned	Awaiting RSA

c. Click on the *RSA-2 Form Individual Provider Approval Letter* link to open the document.

d. Complete and edits to the form; then click on **Save** and **Finalize**.

e. Print the *RSA-2 Form Individual Provider Approval Letter*.

f. Mail the *RSA-2 Form Individual Provider Approval Letter* to the independent Agency/provider.

48. Disapproval Process:

- Disapprove the provider by clicking on the **Disapprove** button.
- The system will advise you that you need to enter a reason.
- You may disapprove the RSA if information is missing on the form, or for some other reason at your discretion. You could also reach out to the provider to obtain that information instead of disapproving.

When you select Disapprove:

- The *Assignment Status* will change to “RSA Provider Disapproved (USER)”.
- The RSA Correction letter will be automatically added to the Document icon by the system.
- The system will add a new mandate row directly below the existing mandate with an Assignment Status of “Awaiting RSA”.

d. After you click on the **Disapprove** button, click on the **OK** button in the popup confirmation window.

- e. Follow the guided actions at the top of the grid.
 - o You will need to complete and send the *RSA-2 Correction Cover letter* to the parent.
- f. Click on the Documents icon on the mandate row to access the RSA Correction letter.

Student NYCID	Last Name	First Name	mandate ID/ISSUE	Provider	Mandate Status	Assignment Status
662349336	S	A	2		Unassigned	RSA Provider Disapproved (USER)
662349336	S	A	2		Unassigned	Awaiting RSA

- g. Click on the *RSA-2 Correction Cover letter* and select the reason for returning the *RSA-2* form.
- h. Click **Save** and **Finalize**.
- i. Print the *RSA-2 Correction Cover letter*.

Provider Assignment Job Aid

RSA Process



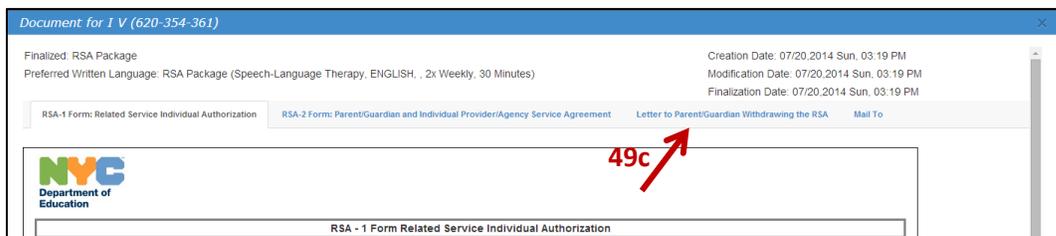
- j. Mail to the parent/guardian the *RSA-2 Correction Cover Letter* along with the *RSA-2 form* that the parent returned.

49. Revoke Process:

- a. Revoke the RSA by clicking on the **Revoke** button.
 You may elect to revoke the RSA for a number of reasons, for example, a DOE provider is now available to provide the service.
 The following will happen:
 - o The *Assignment Status* changes to “RSA Revoked”.
 - o The system creates a new row in the *Awaiting RSA* tab directly below the existing mandate row with an *Assignment Status* of “*Awaiting RSA*”.
 - o The *Letter to Parent/Guardian Withdrawing the RSA* will be automatically added to the *Documents* icon by the system.
- b. Click on the *Documents* icon on the mandate row to access the letter.

Select	Student NYCID	Last Name	First Name	Assignment Status	Auth Admin DBN	Auth Physical DBN	Service Start Date
	620354361	V	I	RSA Revoked	01M188	01M188	09/04/2014
	620354361	V	I	RSA Revoked	01M188	01M188	09/04/2014

- c. Click on the *Letter to Parent/Guardian Withdrawing the RSA* link to open the document.



Provider Assignment Job Aid

RSA Process



- d. Enter a date indicating when the DOE provider will begin to provide services.
- e. Click **Save** and **Finalize**.
- f. Print the *Letter to Parent/Guardian Withdrawing the RSA*.

NYC
Department of
Education

RSA Form: Letter to Parent/Guardian Withdrawing the RSA

Student Name: I V
NYC ID: 620-354-361
DOB: 12/01/1999
School: PS 188 THE ISLAND SCHOOL District: 01
Service: Speech-Language Therapy Language: ENGLISH
Sessions/Weekly: 2 Duration (Minutes): 30 Max. Group size: 1

Dear Parent/Guardian:

Your child has been recommended to receive Speech-Language Therapy
On July 20, 2014 we sent you a Related Services Authorization (RSA) enabling you to select an independent provider at public expense, because we were unable to assign a provider at the time.

We have now identified a provider to serve your child, beginning on ← **49d**

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 _____

If you have any questions, please telephone us at 718-821

Sincerely,
 Angela

49e ← **49f**

- g. Mail to the parent/guardian the *Letter to Parent/Guardian Withdrawing the RSA*.