

Recording a First Attend Date

- Use the Search feature to filter your mandates for an Assignment Status of "Awaiting First Attend".
- Place a checkmark next to each service recommendation(s) for which you want to first attend and click the **First Attend** button.
- For each service recommendation displayed in the First Attend Confirmation screen, input the date you first provided services to the student and click **OK**. The mandate will move from the Awaiting RSA sub-tab to its counter-part sub-tab, Receiving RSA.



Recording a First Attend Date Delay

A first attend date must be input within five school days of your being assigned to the mandate; otherwise, a First Attend Delay icon will appear in the left margin of the mandate row.

- Log into SESIS and navigate to the Awaiting RSA sub-tab in Provider Assignment.
- Click on the First Attend Delay icon and input a reason for the delay. Click **OK**.

Confirming or Rejecting an Assignment

If a new IEP is authorized during the school year for a student for whom you have been providing services that school year, and the mandate you have been providing services changes on the new IEP, you'll be asked to confirm that you will continue providing services to the student.

Note: You will not be asked to confirm an assignment if the mandate was unchanged from the previously authorized IEP. The Assignment Status of the mandate will go directly into "Receiving" status and remain assigned to you. The student will remain on your SESIS caseload.

- Log into SESIS and navigate to Provider Assignment from the SESIS home page.
- Click on the **Search** link to open the Search panel. Filter for an Assignment Status of "Awaiting Independent Provider Confirmation" on your service recommendation grid.
- To confirm the assignment, place a checkmark next to each service recommendation(s) you'll continue to service, click **Confirm** and click **OK**. The mandate will stay on the grid with an updated Assignment Status of "Awaiting First Attend".
- To reject the assignment, select the mandate(s) on which you will no longer provide services and click **Confirm**. Check the Reject checkbox, input a reject reason as to why you are not continuing service and then click **OK**. The mandate will immediately fall off your service recommendation grid to be assigned to another provider.