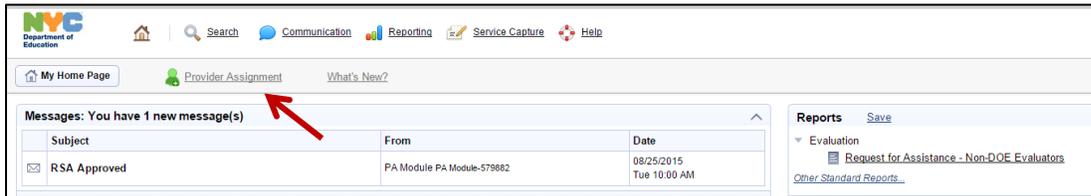


Independent SETSS Teacher Service Termination Process Steps for a Student Receiving Services

This training guide provides the independent SETSS teacher with the steps to follow to terminate services for a mandate after the student is already receiving services.

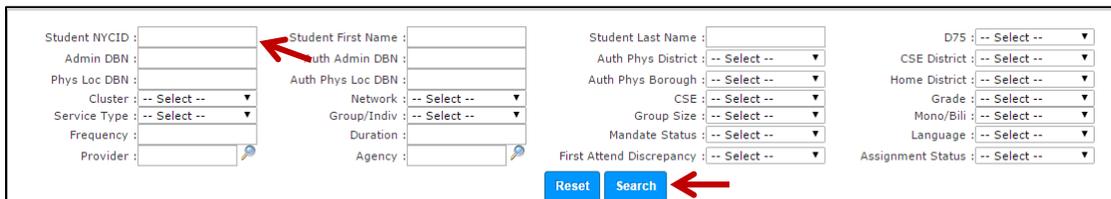
1. Log in to SESIS.
2. Click on the **Provider Assignment** link on the SESIS Home Page.



3. Click on the *Receiving* tab in Provider Assignment.
4. Click on the *Receiving SETSS Auth.* sub-tab.
5. Search for the student's mandate row, if necessary.
 - a. Open the Search panel by clicking **Search** in the upper right corner.



- b. Enter the student's NYC ID number in the *Student NYCID* field or the student's name in the *Student First Name* and *Student Last Name* fields.
 - c. Click **Search**.



6. When you find the student's mandate row, place a checkmark in the box next the student's ID number.
7. Click **Terminate**.



8. The *Terminate Provider* window will open.

Independent SETSS Teacher Service Termination Process Steps for a Student Receiving Services

9. Select a reason for the termination from the *Reason* dropdown list.
10. Enter a termination date in the *Termination Date* field.
11. 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	Student	Sample		<div style="border: 1px solid black; padding: 5px;"> -- Select a reason -- -- Select a reason -- Uncooperative Parent School was Uncooperative Student No Longer Attending This School Student Cannot be Located Provider no Longer Available Provider Assigned in Error Student Refuses to Attend Session Extended Student Absence (> 20 school days) Other </div>		MM/DD/YYYY

12. A message appears at the top of the *Receiving SETSS Auth.* grid confirming that you have successfully terminated the mandate for this student.

Provider was terminated.

Awaiting
Receiving

Receiving Contract Agency Provider [0]
Receiving RSA [0]
Receiving SETSS Auth. [1]

Reset
Search

Terminate
First Attend
Export To Excel

Select All	Student NYCID	Last Name	First Name	Mandate Status	Assignment Status	Auth.
<input type="checkbox"/>	123456789	Student	Sample	Fully Assigned	Terminated	25QA

1 - 1 of 1 Records in 1 Page
 Page Size: 20