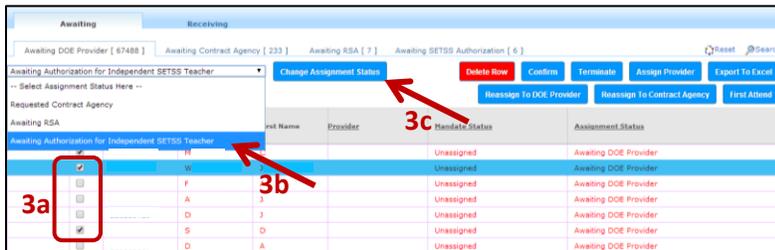


## Provider Assignment – Issuing an Authorization For an Independent SETSS Teacher Process

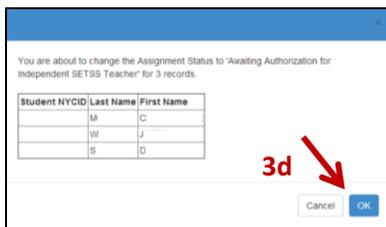


This training guide lists the steps to follow to issue and process an Authorization for Independent SETSS Teacher.

1. Complete Section 1 of the SETSS P-4 form and send it to the parent/guardian. You can find the blank SETSS P-4 form on the [ORS SharePoint](#) site.
  - a. Include an authorization number at the top of the form, using the following numbering convention: [CSE/District #]2016[# issued]. For example:
    - i. District 13's first would be D1320161; and
    - ii. CSE 03's would be 320161.
  - b. Keep a spreadsheet to log the forms issued and their authorization numbers so they can be checked upon receipt.
2. Navigate to Provider Assignment from the SESIS Home Page.
3. For SETSS service mandates located on the *Awaiting DOE Provider* sub-tab:
  - a. Place a checkmark on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian;
  - b. Select "Awaiting Authorization for Independent SETSS Teacher" from the *Change Assignment Status* drop-down list.
  - c. Click on the **Change Assignment Status** button.



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



The mandate(s) will now be found on the *Awaiting SETSS Authorization* sub-tab.

4. For CSE Staff: For SETSS service mandates located on the *Assistance Not Requested* sub-tab:
  - a. Place a checkmark on the mandate row(s) for which a SETSS P-4 form was sent to the parent/guardian;
  - b. Click on the **Request For Assistance** button, and then click **OK** in the pop-up window.

# Provider Assignment – Issuing an Authorization For an Independent SETSS Teacher Process



- c. The mandates will be moved to the *Awaiting SETSS Authorization* sub-tab with a status of “Awaiting Authorization for Independent SETSS Teacher.”

5. When you receive the completed P-4 form from the parent/guardian:
- Navigate to Provider Assignment from the SESIS Home Page;
  - Click on the *Awaiting SETSS Authorization* sub-tab;
  - Click on the Inbox icon to open the *Approve/Disapprove SETSS Teacher* pop-up window.

6. Complete the *Approve/Disapprove SETSS Teacher* fields as follows:
- Enter the independent provider’s Social Security number.
  - Click on the **Retrieve** button.
  - Optionally, you can search for the provider in the Non-DOE Provider Lookup window by clicking on the magnifying glass.
  - If applicable, enter the *Independent Agency Tax ID*. This is called “EIN” on the Authorization.

## Provider Assignment – Issuing an Authorization For an Independent SETSS Teacher Process



**Approve / Disapprove SETSS Teacher**

**Student Information: #**

First Name: C	Last Name: M	DOB: 07/02/00	Grade: 02
Admin DB#: 84X	Auth Admin DB#: 84X	District: 04	CSE District: 07
Physical DB#: 84X	Auth Physical DB#: N/A	Borough: CSE: CS01	Home District: 7
Cluster: N/A	Network: N/A		DT#: N

Frequency: 5    Duration: 1 Periods    Group Size: 8    Language: ENGLISH  
Start Date: 09/15/2014    End Date: N/A    Mandate Status: Unassigned

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

Independent Provider SSN:  **Retrieve**    Independent Agency Tax ID:

Independent Provider Name:

Provider Authorization Date:

Portion Of Frequency:  (5)    **6c**

Location:  (Select)    **6d**

**6a**    **6b**

- e. Enter the *Provider Authorization Date*.
- f. Modify the portion of the mandated frequency, if needed.
- g. Note: If the full mandated frequency is not assigned, a new row will be automatically created below the current row with the remaining frequency. Refer to step 9 for further instructions.
- h. Select the *Location* where the service will be provided.
- i. Click on the **Approve** button.

**Approve / Disapprove SETSS Teacher**

**Student Information: #**

First Name: C	Last Name: M	DOB: 07/02/00	Grade: 02
Admin DB#: 84X	Auth Admin DB#: 84X	District: 04	CSE District: 07
Physical DB#: 84X	Auth Physical DB#: N/A	Borough: CSE: CS01	Home District: 7
Cluster: N/A	Network: N/A		DT#: N

Frequency: 5    Duration: 1 Periods    Group Size: 8    Language: ENGLISH  
Start Date: 09/15/2014    End Date: N/A    Mandate Status: Unassigned

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

Independent Provider SSN:  **Retrieve**    Independent Agency Tax ID:

Independent Provider Name:  (Authorized)

Provider Authorization Date:     **6e**

Portion Of Frequency:  (5)    **6f**

Location:  (Select)    **6h**

**6i**

**Approve**

7. Sign and complete the bottom of page 2 of the form and mail a copy to the provider.
8. The system displays a message at the top of the Provider Assignment page indicating that the SETSS Authorization was successfully approved. An additional message is displayed reminding you to fax into SESIS the SETSS P-4 form.

SETSS Authorization successfully Approved.

At this time you should:  
• Visit the student's main Documents page in SESIS and print the SETSS Fax Cover Sheet. Fax the SETSS P4 document into SESIS.

**8**

**Awaiting**    Receiving

Awaiting DOE Provider: [ 67485 ]    Awaiting Contract Agency: [ 233 ]    Awaiting RSA: [ 7 ]    Awaiting SETSS Authorization: [ 9 ]    **8**

Select Assignment Status Here:     **Change Assignment Status**    **Delete Row**    **Confirm**    **Terminate**    **Export To Excel**

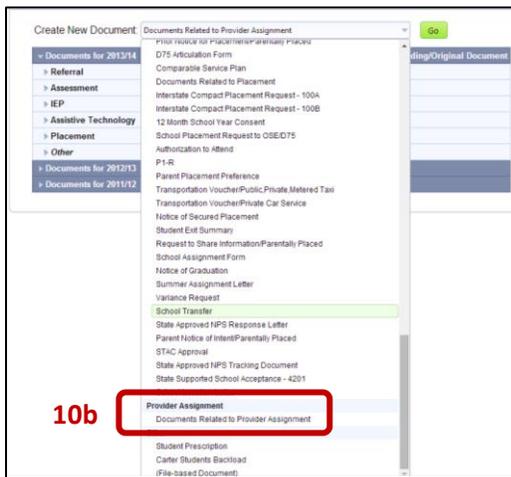
**Message To OOE Provider**    **First Attempt**

Select All	Student NYCID	Last Name	First Name	Provider	Mandate Status	Assignment Status
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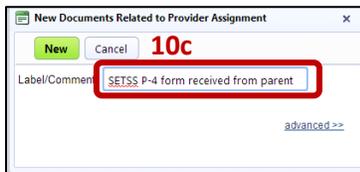
## Provider Assignment – Issuing an Authorization For an Independent SETSS Teacher Process



9. **Note:** If the SETSS Authorization is approved for less than the full mandated frequency:
  - a. Add “-1” to the authorization number on the P-4 form,
  - b. Issue another SETSS Authorization for the remaining frequency, and add “-2” to the authorization number on the P-4 form.
  - c. Continue the same process for additional P-4 forms if there are more than two providers.
10. Complete the following steps to fax the SETSS P-4 form into SESIS:
  - a. Navigate to the student’s Documents section in SESIS.
  - b. Select *Documents Related to Provider Assignment* from the *Provider Assignment* section of the student’s *Create New Document* drop-down list.



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



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



- e. Select 'SETSS' from the *Form* drop-down list.

## Provider Assignment – Issuing an Authorization For an Independent SETSS Teacher Process



Documents Related to Provider Assignment | Fax Coversheet

Instructions To Print Coversheet (Click To Show Details...)

**Fax Coversheet for** (Documents Related to Provider Assignment)

Category: Documents Related to Provider Assignment

Form: SETSS

Request for Assistance

Cancel

- f. Enter the date your received the completed P-4 form from the parent/guardian in the *Date Received* field.
- g. Click on the **Print** button.
- h. Fax in the SETSS P-4 form using the fax coversheet you printed.

NYC Department of Education

Documents Related to Provider Assignment | Fax Coversheet

Instructions To Print Coversheet (Click To Show Details...)

**Fax Coversheet for** (Documents Related to Provider Assignment)

Category: Documents Related to Provider Assignment

Form: SETSS

Please input the following information:

Date Received: [Red Box]

\* Denotes a required field

Print Cancel

- i. Upon verification that the SETSS P-4 form is attached in SESIS, change the status of the document to *'Final.'*