



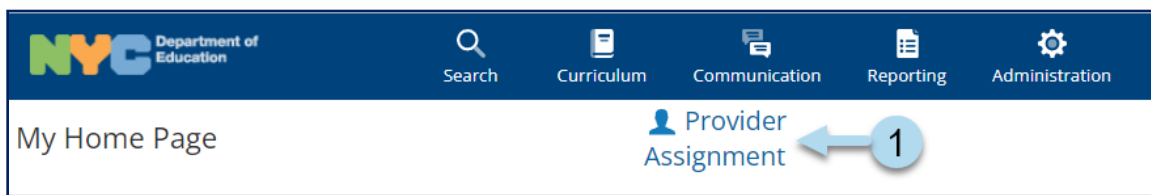
# Provider Assignment: Terminating Services for a Student Receiving Services (Independent SETSS Teachers)

## Introduction

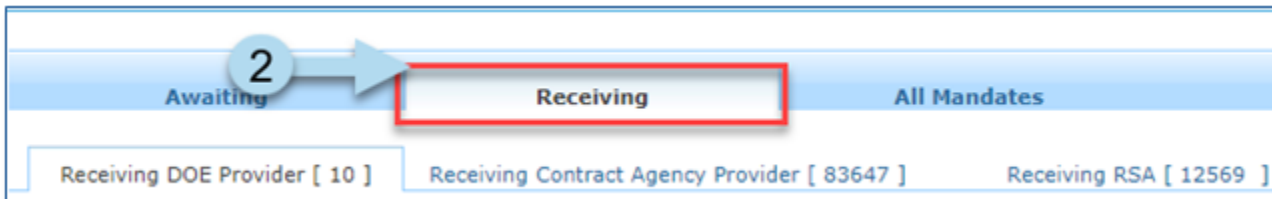
This training guide provides the independent SETSS teacher with the steps to follow to terminate services for a mandate after the student is already receiving services.

## Process Steps

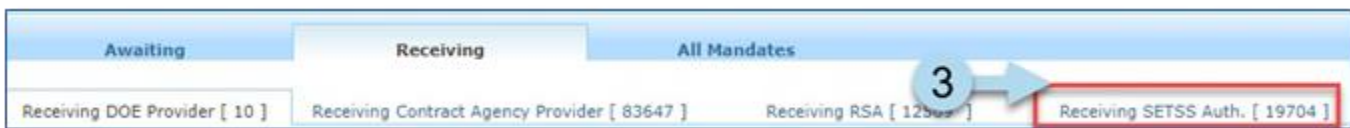
1. Click the **Provider Assignment** link on the SESIS Home Page.



2. Click the **Receiving** tab in *Provider Assignment*.



3. Click the **Receiving SETSS Auth.** sub-tab.



**Note:** 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**.

- 4. When you locate the student's mandate row, **check the box** next to the student's ID number.

	Select	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D75	District
	<input type="checkbox"/>	824831037	B	D	07/08/1997	84K730	84K730	N	84
	<input type="checkbox"/>	651600015	S	Y	10/24/2008	20KALD	20KALD	N	20
	<input checked="" type="checkbox"/>	700499190	N	E	01/20/2011	84K895	84K895	N	84
	<input type="checkbox"/>	724383729	M	K	06/21/2010	84M386	84M386	N	84

- 5. Click **Terminate**.

- The *Terminate Provider* window will open. Select a **reason** for the termination from the *Reason* dropdown menu.
- Enter a termination date in the *Termination Date* field.

**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.

⚠ **THIS MANDATE IS NO LONGER CURRENT**  
 It has been superseded by a new IEP/IESP/SP. Therefore, it is assumed that the provider you are terminating now will be the last assignment made to this mandate (or portion thereof); *No new awaiting row will be generated after the termination of this provider's assignment.*

If your intention is to continue with a subsequent assignment to this mandate which is no longer from an active previous IEP/IESP/SP, check YES below to generate a new awaiting row.

**YES.** Generate a new awaiting row so a subsequent assignment can be entered for this mandate from a previous IEP/IESP/SP.  
**NO.** There are no further assignments to be made to this inactive mandate.

⚠ Your SESIS role determines which row(s) you may delete. Deletion of most rows require the action to be completed by a senior level/central user.

New Awaiting Line	Student NYCID	Last Name	First Name	Provider	Reason	Other Reason	Termination Date
YES	824831037	B	D	Sacha Dent	Select a reason		MM/DD/YYYY

- Click **OK** at the bottom of the page.



- A message displays at the top of the page confirming that you have successfully terminated the mandate for this student.

Provider was terminated.

**Note:** After terminating, the mandate's *Assignment Status* will change to *Pending 5 School Day Notification* or *Pending Termination*, depending on the reason chosen when terminating. After these five days, the mandate row is moved to the *Awaiting* tab under the *Awaiting SETSS Auth.* sub-tab, and the *Assignment Status* is listed as *Auth. for Ind. SETSS Tchr Revoked*.

If the mandate has a *First Attend Date* and is terminated, it will remain under the *Receiving SETSS Auth.* sub-tab with an *Assignment Status* of *Terminated*.