THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

Deleting vs Terminating a SETSS Teacher Mandate

Contents

Introduction

This training guide provides staff with an understanding of the difference between deleting a SETSS mandate from the *Awaiting SETSS Auth.* sub-tab and terminating a SETSS P4 mandate in Provider Assignment, as well as a step-by-step guidance to completing each process.

Deleting mandates for all service types is limited to the following roles:

SEPC = **CSE SEEPPO** (Special Education Placement Officer)
CSEC = **CSE Chairperson**
SCAO = **Central Office: Division of Students with Disabilities and English Language Learners**
CADM = **ORCS: Contract Administrators**

1. Service Type in All Para Services/Oral Transliterators/Sign Language Interpreters:

	Compensatory Service	Non-compensatory Service
SEPC/CSEC/SCAO/CADM	Manually Add/Delete	Manually Add/Delete
All other roles who have access	Manually Add/Delete	Manually Add/Delete

2. All Other Service Types not Listed Above:

	Compensatory Service	Non-compensatory Service
SEPC/CSEC/SCAO/CADM	Manually Add/Delete	Manually Add/Delete
All other roles who have access	Manually Add/Delete	**Cannot Manually Add/Delete**

Note: All other roles who have access will only be able to manually delete compensatory services for all Para Services, Oral Transliterators, and/or Sign Language Interpreter.

Note: The independent SETSS Teacher can also terminate the mandate when in *Receiving* status, if choosing a reason other than *Mandate Generated in Error*.

Deleting an Unassigned SETSS Mandate

The mandate must be located on the *Awaiting SETSS Auth. Sub-tab*; and it must have a *Mandate Status of Unassigned*. The *Assignment Status* for the mandate will be *Awaiting Authorization for Independent SETSS Teacher*.

1. From the Awaiting tab, click the **Awaiting SETSS Auth.** sub-tab.

2. Click **Search** to open the search panel.

3. Use the following filters to search for the student:

    a. Student's ID in the *Student NYCID* field

    b. An *Assignment Status of Awaiting Authorization for Independent SETSS Teacher*

4. Click **Search** to search for the student.

5. Check **the box** next to the student's NYCID to select the mandate.

6. Click **Delete Row.**

Note: A yellow warning displays on the *Delete Row* pop-up window notifying the user that their SESIS role may restrict them from permanently deleting certain mandates from the PA grid based on the row's Service Type, or based on whether it's *Compensatory* vs. *Non-Compensatory*.

> **Your SESIS Role** may restrict you from permanently deleting certain mandates from the PA Grid based on the row's Service Type, or based on whether it's Compensatory vs. Non-Compensatory.
>
> Rows marked for deletion that do not meet the security clearance of your SESIS role will remain on the PA Grid.

Note: Verify and confirm that the mandate you are attempting to delete is not on the student's current IEP. Also, for any mandate identified as split, all portions of the split must be in awaiting status in order to delete the mandate. In both of these examples, an error will appear upon attempting deletion.

> You are attempting to permanently delete at least one student mandate that is recorded on the student's official IEP/IESP/SP/CSP in SESIS. It is not recommended to proceed with this deletion. Doing so will place the Provider Assignment application **out of sync** with the student's IEP in SESIS.
>
> If you choose to proceed, do so with caution. You will be required to enter a valid business rationale for this deletion, which will be reviewed on upper-level management and/or audit reports.

7. Enter the reason for deletion and click **OK.**

> * Enter reason for deletion:
>
> sample example
>
> Cancel OK

If there is no error, a confirmation message is displayed.

> Mandate(s) were deleted.

Note: Rows marked for deletion that do not meet the security clearance of your SESIS role will remain on the PA Grid, regardless of the message above.

Terminating an Authorized Independent SETSS Teacher Mandate

If the SETSS mandate has already been partially or fully assigned to an independent SETSS teacher, you will not be able to delete it and the mandate needs to be terminated, when applicable.

Mandate Assignment Status: Receiving

1. Click **Receiving** to navigate to the *Receiving* tab.

2. Click the **Receiving SETSS Auth.** sub-tab.
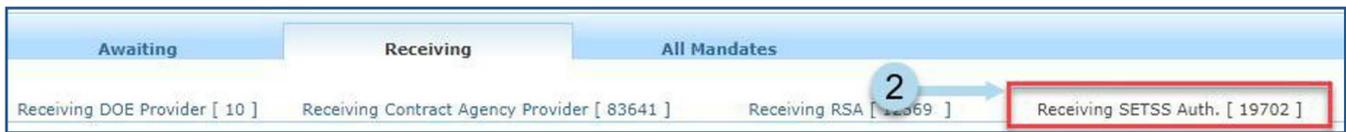
3. Click **Search** to open the *Search Panel*.

4. Use the following filters to search for the student:

   a. Student's Id in the *Student NYCID* field
   b. An Assignment Status of *Receiving*

5. Click **Search**.
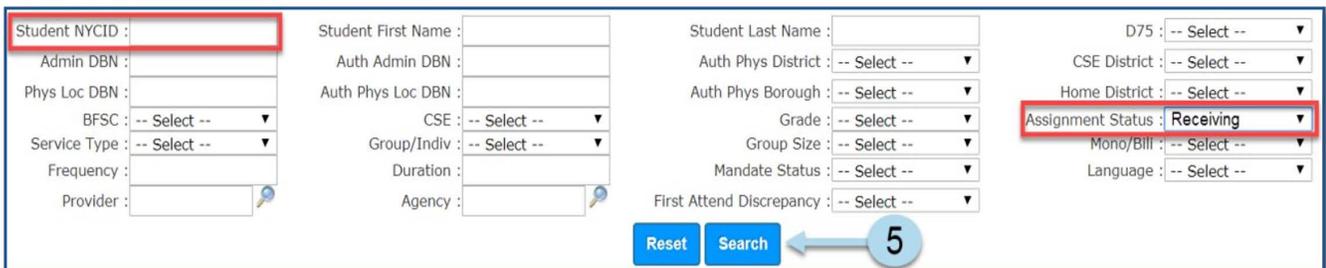
6. **Check the box** next to the student's NYCID.

7. Click **Terminate**. The *Terminate Provider* window will open.

8. Select a **reason** for terminating the mandate from the *Reason* dropdown.

Note: To permanently and immediately remove a mandate that contains incorrect data, select **Mandate Generated in Error**. Otherwise, select one of the other termination reasons to retain the mandate as a valid service. The option to choose *Mandate Generated in Error* is limited to specific roles.

9. Click in the **Termination Date** box to select the last date the assigned independent SETSS teacher actually provided services as the *Termination Date*.

Note: For mandates that are no longer current (**C**), you will have the option to select **YES** to generate a new awaiting row so a subsequent assignment can be entered for this mandate from a previous (**P**) IEP/IESP/SP. Select **NO** if there are no further assignments to be made to this inactive mandate.

10. Click **OK**.

A message will appear at the top of the *Provider Assignment* screen confirming that the provider has been terminated.

Provider was terminated.

Note: For termination reasons selected other than *Mandate Generated in Error*:

For current (C) mandates, a duplicate mandate is automatically created on the *Awaiting SETSS Auth.* sub-tab with an *Assignment Status of Awaiting Authorization for Independent SETSS Teacher*. Use this mandate row for the new Independent SETSS Provider Authorization. Therefore, a new mandate row should not be created.

Note: For a previous (P) mandate, you have the option to create a duplicate row by selecting **YES** or to use the same row, select **NO**.