Related Services: Assign Providers, Issue RSAs for Unassigned Services, and Document Outcomes

Review the following information and take appropriate action to accurately report the delivery of all related services:

Assign Providers and Support in Issuing a Related Service Authorization (RSA): As announced in the September 13 edition of Principals Digest, schools must identify and assign DOE providers to fully serve all IEP-recommended related services by September 15. If a DOE related-service provider is not currently in place or identified, you should immediately contact your administrator of special education (ASE) for support with: identifying/assigning a DOE provider; requesting services from agencies under contract; or issuing an RSA where required.

Note that an RSA must be issued in all cases in which a DOE or contract provider has not been identified by October 3. You must continue to work with your ASE to assign a provider for all unserved related-service recommendations and assist parents with the RSA, if and when an RSA has been issued.

Documenting Related Services: Ensure that all related service providers (DOE, contract agency, and RSA providers)—including counselors and paraprofessionals document the outcome of all scheduled services in SESIS Encounter Attendance. In addition, contract agencies and RSA providers must enter first-attend date information in SESIS Provider Assignment. As a reminder, and as noted in the September 13 edition of Principals Digest, your school should have designated mandated counseling providers and ensured that they have received information regarding Encounter Attendance by September 15.

Additionally, as a follow-up to the September 13 edition of Principals Digest and in accordance with M.G. v. DOE (Bronx Related Services) settlement, please review the RSA Issuance and Parent/Guardian Support Procedures for DOE Bronx Schools (including D7–12, D75 and D79) for the 2022-2023 School Year.

For questions, contact your ASE.