Assigning a Contract Agency for Non Public School (NPS)/Home School Students

Introduction

This training guide provides instructions for Committees on Special Education (CSEs) on the Provider Assignment process of assigning Contract Agencies for NPS and Home School students. The instructions are divided into two sections: Primary Contract Agency and Secondary/Tertiary Contract Agency.

Primary Contract Agency

The assignment of a contract agency provider begins with searching for a Primary Contract Agency first. Student mandates serviced by CSEs are located on the Assistance Not Requested sub-tab and must be moved to the Awaiting Contract Agency sub-tab to proceed with agency assignment.

Move Mandate(s) to the Awaiting Contract Agency Sub-Tab

1. Navigate to Provider Assignment from the SESIS home page. The default view is the Awaiting DOE Provider sub-tab.

2. From the Awaiting tab, click the Assistance Not Requested sub-tab.

3. Click Search to open the panel.
4. **Set the filters** to display the mandate(s) you will assign to a *Primary Contract Agency*.

5. Click **Search** at the bottom of the panel.

6. From the search results, click the **pencil icon** in the far left column to view mandate details.

7. **Verify** the mandate(s) reflect what is listed on the *Recommended Special Education Programs and Services* section of the student’s last finalized *Individualized Education Program (IEP)*. If changes are made to any fields, click **Save Change** and then **X**. If no changes are made, click **Cancel**.

**Note:** If selecting more than one mandate, verify each mandate’s *Admin DBN*, *Phys Loc DBN*, *Auth Admin DBN*, and *Auth Phys Loc DBN*.
8. Place a **checkmark** next to the mandate(s) to be moved to the **Awaiting Contract Agency** sub-tab.

![Checkmark Example](image)

9. Click **Request for Assistance**.

![Request for Assistance Button](image)

10. Click **OK** in the pop-up window to confirm request for assistance.

![Request for Assistance Confirmation](image)

**Note:** A confirmation message will display at the top of the page.

**Request For Assistance was successfully processed.**

**Assign a Primary Contract Agency**

1. Click the **Awaiting Contract Agency** sub-tab.

![Awaiting Contract Agency Tab](image)

2. Use the **Search panel** fields to select the mandate criteria to be assigned a **Primary Contract Agency**, then click **Search**.

![Search Panel](image)
3. Place a checkmark next to the mandate(s).

4. Click the Locate Primary Agency button.

5. Click OK in the pop-up window to confirm that an attempt will be made to locate a Primary Contract Agency.

Note: The system will display a message at the top of the screen confirming an attempt to locate a Primary Contract Agency was made. If a primary agency has been identified, the Agency column for the mandate will populate with the name of the contract agency, and the Assignment Status changes to Awaiting Contract Agency Provider.

Note: If a primary contract agency does not exist for the selected mandate(s), the Assignment Status will automatically change to Primary Contract Agency Does Not Exist.
Secondary/Tertiary Contract Agency

When efforts to locate a primary contract agency provider are unsuccessful, the search for a secondary or tertiary contract agency provider should commence.

Search for Mandate(s) to Assign a Secondary/Tertiary Contract Agency Provider

1. Navigate to Provider Assignment from the SESIS home page. The Awaiting DOE Provider sub-tab of the Awaiting tab is displayed by default.

2. Click the Awaiting Contract Agency sub-tab.

3. Click Search to open the search panel.

4. Utilize filters to narrow search, then click Search.

Note: Select mandate(s) only with the following Assignment Status values: Contract Agency Rejected, Contract Agency Timeout, Primary Contract Agency Does Not Exist and Requested Contract Agency if you are bypassing Primary Contract Agency search.
5. Place a **checkmark** next to the mandate(s) to be assigned a Secondary/Tertiary Contract Agency.

6. Click **Locate Sec/Tert Agency**. This will display the Secondary/Tertiary Contract Agency Look-Up screen.

Note: If bypassing a Primary Contract Agency search, a pop-up window will display. Click **OK** to continue.

**Send Notification to Solicit a Bid**


1. Input a **Response Due Date**.

2. Place a **checkmark** next to the agency or agencies to send a bid invitation to service the student’s mandate. A SESIS inbox notification will be sent to the supervisor of each contract agency selected for this batch.

Note: Agencies must be selected in the tier/rank order they are listed. You may decide to skip to agencies at a higher tier/rank to be a part of this batch notification, but they must still be selected in the order they are listed.
3. Click the **Notify Agency** button, then click **Send** in the pop-up window to confirm that a SESIS Inbox message will be sent to the selected agencies’ supervisors.

![Notify Agency with Send and Close buttons]

**Note:** A system message will display across the top of the page, confirming the batch notification was successfully created. The Assignment Status will change to **Awaiting Contract Agency Response**.

The selected agencies will log into SESIS, navigate to **Provider Assignment** and submit their bids on each mandate. Staff reviews the submitted bids when the **Response Due Date** arrives and the bidding has been closed. The system will automatically recommend the highest-ranked Contract Agency/Provider, and the staff has the option to award one of the recommended agencies.

4. To close the **Secondary/Tertiary Contract Agency Look-Up** screen, click **Close**.

![Close button]

**Ready to Award to Contract Agency**

1. After the contract agency bidding process for the mandate(s) has closed and the Assignment Status is **Bidding Closed / Ready to Award**, click on the **Award icon** to award an agency.
2. The system-recommended contract agency will be listed first and be automatically selected. Click the **Award Agency** button to award the case to the contract agency.

**Note:** The message below will appear if a different contract agency is selected other than the system-recommended contract agency. Select the reason why the system-recommended contract agency is being overridden and click **Save**.
3. Click **Confirm**.

4. A confirmation note will appear at the top of the screen, stating that a contract agency has been awarded for the case.

   You have successfully awarded a contract agency for the selected case.

**Note:** The assignment status for the case has now changed to *Awaiting First Attend*. 