



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

## Introduction

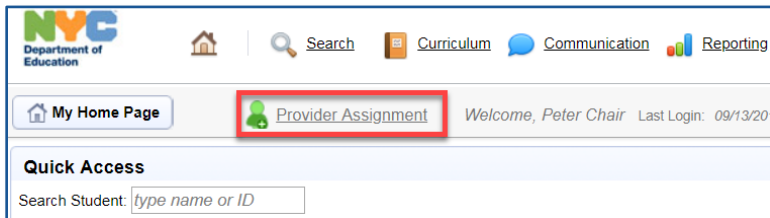
This training guide provides instructions for Committees on Special Education (CSEs) on the *Provider Assignment* process of assigning Contract Agencies for NPS and Home School students. The instructions are divided into two sections: [Primary Contract Agency](#) and [Secondary/Tertiary Contract Agency](#).

## Primary Contract Agency

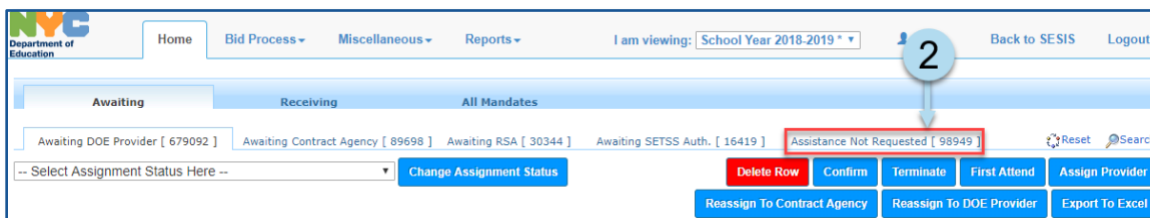
The assignment of a contract agency provider begins with searching for a *Primary Contract Agency* first. Student mandates serviced by CSEs are located on the *Assistance Not Requested* sub-tab and must be moved to the *Awaiting Contract Agency* sub-tab to proceed with agency assignment.

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

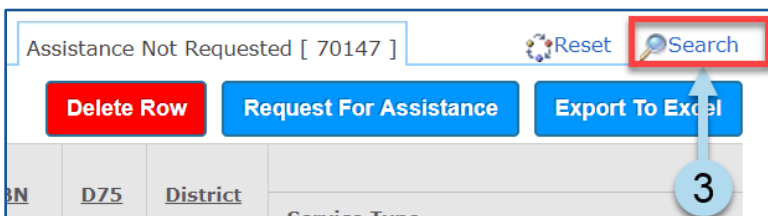
1. Navigate to **Provider Assignment** from the SESIS home page. The default view is the *Awaiting DOE Provider* sub-tab.



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.

Student NYCID :  Student First Name :  Student Last Name :  D75 : -- Select --  
 Admin DBN :  Auth Admin DBN :  Auth Phys District : -- Select -- CSE District : -- Select --  
 Phys Loc DBN :  Auth Phys Loc DBN :  Auth Phys Borough : -- Select -- Home District : -- Select --  
 BFSC : -- Select -- CSE : -- Select -- Grade : -- Select -- Assignment Status : -- Select --  
 Service Type : -- Select -- Group/Indiv : -- Select -- Group Size : -- Select -- Mono/Bili : -- Select --  
 Frequency :  Duration :  Mandate Status : -- Select -- Language : -- Select --  
 Provider :  Agency :  First Attend Discrepancy : -- Select --

Reset Search

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

Select	Student NYCID	Last Name	First Name
All <input type="checkbox"/>			
	668700432	T	C
	614996775	C	V

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**.

**Edit Mandate Details**

Warning – if the student is changing schools, this should be indicated in the student’s profile in SESIS, the system of record. Changing the DBNs in SESIS will cause an update to the student’s current mandates in PA within 24 hours. If you proceed with making this update here, you risk making the information in PA out of sync with its parent application, SESIS.

If you choose to proceed, the DBN values will be updated on this mandate only. The remaining active mandates for this student in PA may have differing DBN information.

**Student :**

Student NYCID: 668700432 First Name: K Last Name: V DOB: 03/30/2005  
 Attending Admin DBN: 000000 Auth Admin DBN: 000000 CSE: CS01 Grade: 8TH GRADE  
 Attending Physical DBN: 000000 Auth Physical DBN: 000000 CSE District: 07 Home District: 9

**IEP:**

IEP ID: 5521138 IEP Conference Date: Parentally Placed: No  
 Source Document Type: IEP IEP Authorization Date: 09/01/2018 Initial Case: Yes

**Mandate:**

Is this a Compensatory Service? No 10 month/2 month: 10 month Service Type: S.E. Teacher Support Service (SETSS)  
 Is this for an Interim monolingual provider? No Service Start Date: 08/01/2018 Language: ENGLISH  
 Indiv/Group: Group Frequency: 5 Duration: 1  
 Group Size: 8 Frequency Terms: Weekly Duration Terms: Periods

**Assigned Provider:**

Provider Name: Assignment Status: Assistance Not Requested First Attend Date:  
 Assigned Frequency: Agency TaxID:

Cancel Save Change

**Note:** If selecting more than one mandate, **verify** each mandate's *Admin DBN*, *Phys Loc DBN*, *Auth Admin DBN*, and *Auth Phys Loc DBN*.

- Place a **checkmark** next to the mandate(s) to be moved to the *Awaiting Contract Agency* sub-tab.

Select All <input type="checkbox"/>	Student NYCID	Last Name	First Name
<input checked="" type="checkbox"/>		T	C
<input type="checkbox"/>	679635006	T	C
<input type="checkbox"/>	663862230	T	C

- Click **Request for Assistance**.

Doc DBN	D75	District	Service Type
D	N	84	S.E. T Support Service (SETSS)

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

Request For Assistance

You are attempting to indicate Request For Assistance for 1 assignment(s).

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

Request For Assistance was successfully processed.

### Assign a Primary Contract Agency

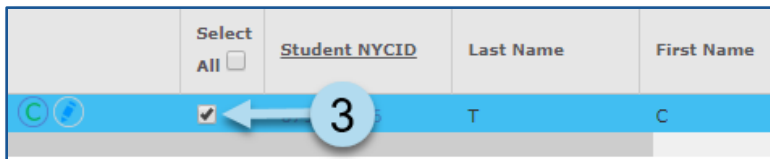
- Click the **Awaiting Contract Agency** sub-tab.

Awaiting	Receiving	All Mandates
Awaiting DOE Provider [ 679092 ]	Awaiting Contract Agency [ 89698 ]	[ 344 ]

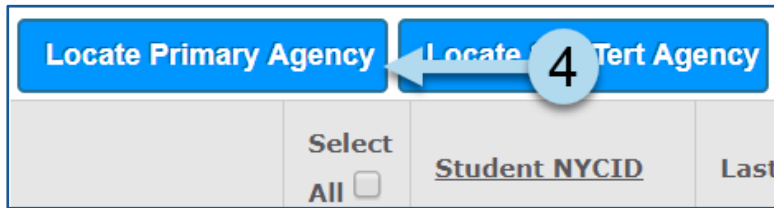
- Use the *Search panel* fields to select the mandate criteria to be assigned a *Primary Contract Agency*, then click **Search**.

Student NYCID : <input type="text"/>	Student First Name : <input type="text"/>	Student Last Name : <input type="text"/>	D75 : -- Select --
Admin DBN : <input type="text"/>	Auth Admin DBN : <input type="text"/>	Auth Phys District : -- Select --	CSE District : -- Select --
Phys Loc DBN : <input type="text"/>	Auth Phys Loc DBN : <input type="text"/>	Auth Phys Borough : -- Select --	Home District : -- Select --
BFSC : -- Select --	CSE : -- Select --	Grade : -- Select --	Assignment Status : -- Select --
Service Type : -- Select --	Group/Indiv : -- Select --	Group Size : -- Select --	Mono/Bili : -- Select --
Frequency : <input type="text"/>	Duration : <input type="text"/>	Mandate Status : -- Select --	Language : -- Select --
Provider : <input type="text"/>	Agency : <input type="text"/>	First Attend Discrepancy : -- Select --	
<input type="button" value="Reset"/> <input type="button" value="Search"/>			

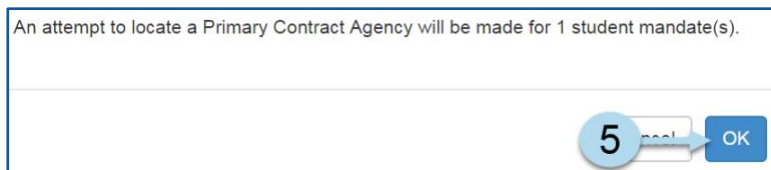
3. Place a **checkmark** next to the mandate(s).



4. Click the **Locate Primary Agency** button.



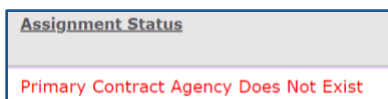
5. Click **OK** in the pop-up window to confirm that an attempt will be made to locate a *Primary Contract Agency*.



**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*.

An attempt to Locate a Primary Contract Agency was made.  
Warning: If one or more rows cannot be contracted, click the pencil icon to add a CSE/CSE district and/or Authorized Physical district (DBN) between 1 and 32 to the row(s).

**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*.

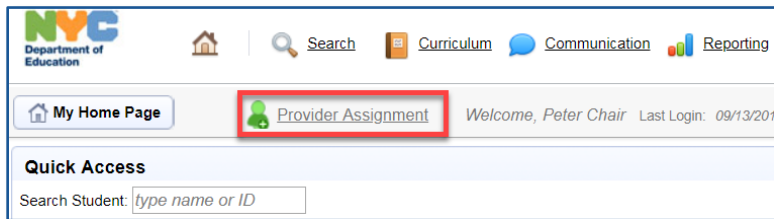


## Secondary/Tertiary Contract Agency

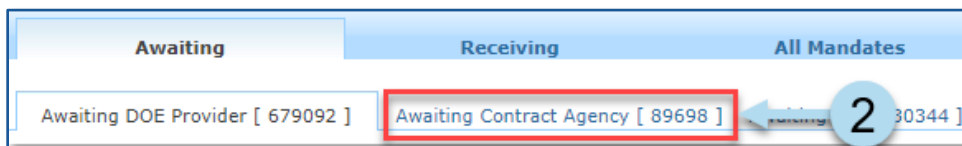
When efforts to locate a primary contract agency provider are unsuccessful, the search for a secondary or tertiary contract agency provider should commence.

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

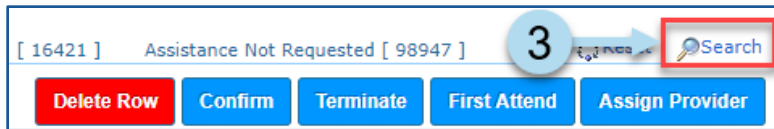
1. Navigate to **Provider Assignment** from the SESIS home page. The *Awaiting DOE Provider* sub-tab of the *Awaiting* tab is displayed by default.



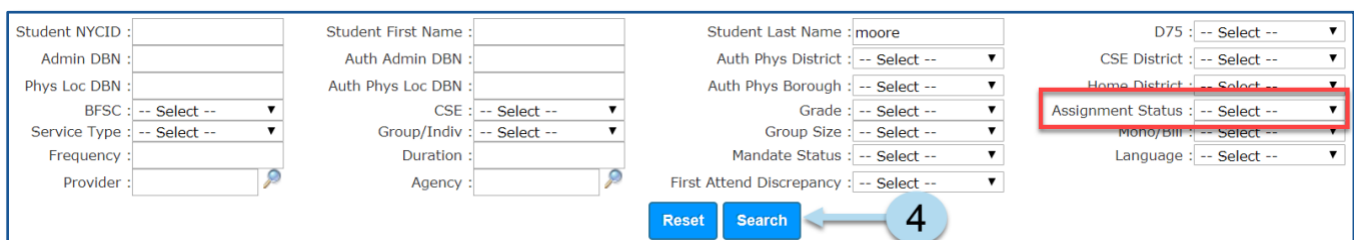
2. Click the **Awaiting Contract Agency** sub-tab.



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

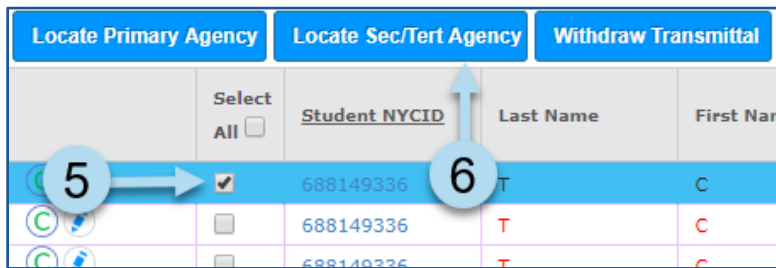


4. Utilize filters to narrow search, then click **Search**.

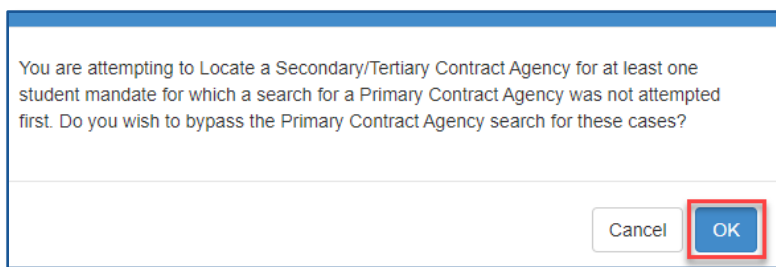


**Note:** Select mandate(s) only with the following *Assignment Status* values: *Contract Agency Rejected*, *Contract Agency Timeout*, *Primary Contract Agency Does Not Exist* and *Requested Contract Agency* if you are bypassing *Primary Contract Agency* search.

- Place a **checkmark** next to the mandate(s) to be assigned a *Secondary/Tertiary Contract Agency*.
- 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

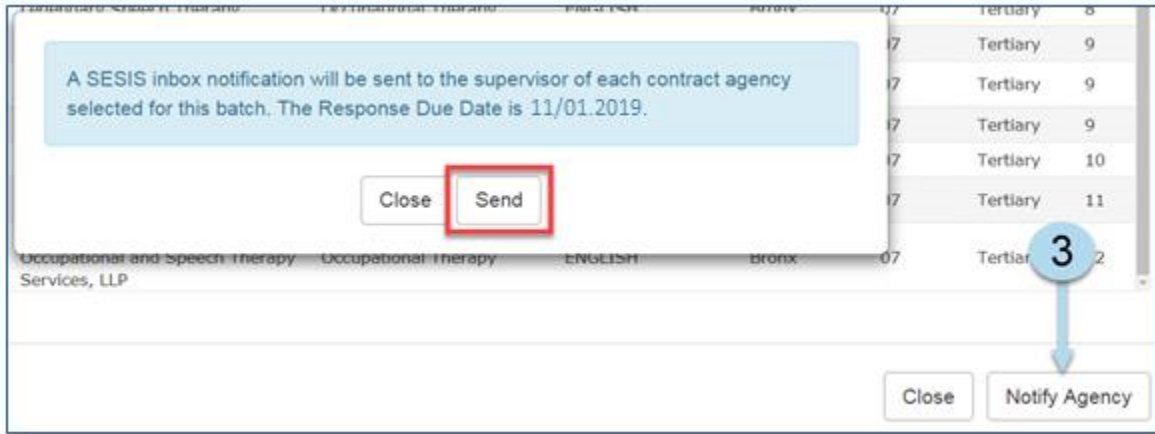
Continue to the *Secondary/Tertiary Contract Agency Look-Up* screen.

- Input a **Response Due Date**.
- 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.

- 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.

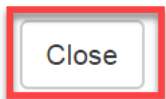


**Note:** A system message will display across the top of the page, confirming the batch notification was successfully created. The *Assignment Status* will change to *Awaiting Contract Agency Response*.

The batch notification was successfully created. The agency supervisors for the selected contract agencies will receive a notice in their SESIS inbox regarding the open cases included in this batch.

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.

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



## Ready to Award to Contract Agency

- 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.

	Select All <input type="checkbox"/>	Student NYCID	Last Name	First Name
	<input type="checkbox"/>	676780671	T	C
	<input type="checkbox"/>	663230166	T	C
	<input type="checkbox"/>	706749381	T	C
	<input type="checkbox"/>	710577438	T	C

- 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.

**Award Contract Agency**

**Student Information: # 706749381**

First Name: C	Last Name: T	DOB: 08/08/2008	Grade: 4
Admin DBN: 1901161	Auth Admin DBN: 1901161	District: 24	CSE District:
Physical DBN: 1751761	Auth Physical DBN: 1751761	Borough: Manhattan	Home District: Brooklyn
Cluster:	Network:	CSE:	D75: N

**Speech-Language Therapy**

Frequency:	Duration: 30 Minutes	Group Size:	Language:
Start Date: 08/01/2017	End Date:	Mandate Status: Unassigned	

Response Due Date: 08/29/2017    Number Of Bids: 24

Contract Agency Name	Bidder Provider	Bidder Freq	Service Type	Language	Borough	District	Tier	Rank
<input checked="" type="radio"/> Washington Square	Terrie McGlue	1	Speech-Language Therapy	ENGLISH	Manhattan	84	Tertiary	6
<input type="radio"/> Crest View	Ronnay Levy	1	Speech-Language Therapy	ENGLISH	Manhattan	84	Tertiary	6
<input type="radio"/> Maywood Park	Seline Grene	1	Speech-Language Therapy	ENGLISH	Manhattan	84	Tertiary	9
<input type="radio"/> Northport	Gisele Godier		Speech-Language Therapy	ENGLISH	Manhattan	84	Secondary	1
<input type="radio"/> Walton Drive	Clint Osborn		Speech-Language Therapy	ENGLISH	Manhattan	84	Secondary	1
<input type="radio"/> Onsgard Center	Jonis Dyka		Speech-Language Therapy	ENGLISH	Manhattan	84	Secondary	2

2

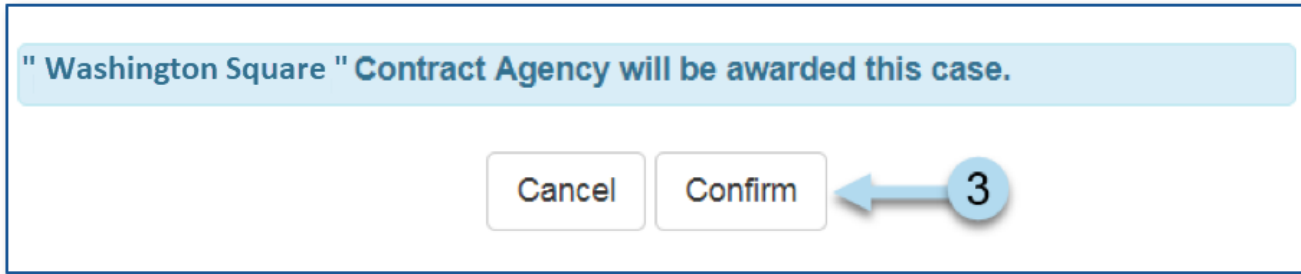
**Note:** The message below will appear if a different contract agency is selected other than the system-recommended contract agency. Select the reason why the system-recommended contract agency is being overridden and click **Save**.

Please enter a reason why the SYSTEM-Recommended contract agency is being overridden:

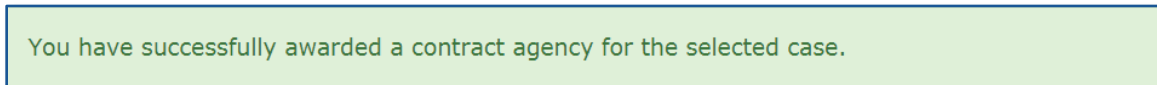
-- Select --



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.



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