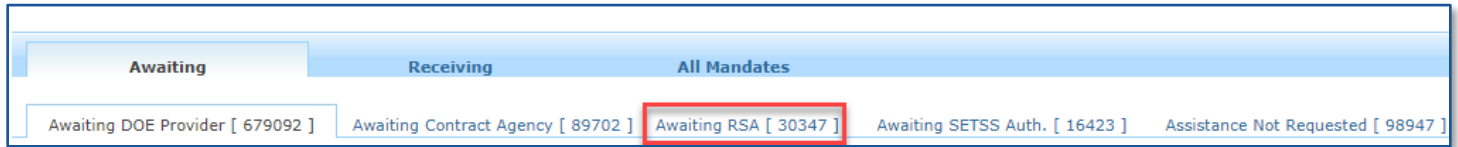




Provider Assignment: Awaiting RSA, Assignment Status Values

The *Assignment Status* for a mandate in Provider Assignment will vary depending on the progress of the mandate through the provider assignment process. This document explains what each *Assignment Status* value means on the *Awaiting RSA* sub-tab.



Note: Mandates from the current IEP will be identifiable on the PA grid with icon (C). Mandates from the previous IEP will be identifiable on the PA grid with icon (P).



| Assignment Status | Description | Necessary Action for (P)revious Mandate |
|---------------------|---|---|
| Awaiting RSA | An RSA should be issued for the mandate | <p>Verify if an independent provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, issue RSA and assign provider to the mandate - After the provider is assigned, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) <p>If no independent provider provided services:</p> <ul style="list-style-type: none"> - No user action required |

| Assignment Status | Description | Necessary Action for (P)revious Mandate |
|---|---|--|
| Awaiting Independent Provider Confirmation | If a mandate changes during the school year as a result of an Annual or Reevaluation, the independent provider will need to confirm their continued assignment to the mandate in Provider Assignment | <p>Verify if the provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise provider to confirm assignment - After the provider is confirmed and First Attend Date entered, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) <p>If provider never served the student:</p> <ul style="list-style-type: none"> - Advise provider to reject the case or allow it to time-out after the 5 days in which Assignment Status will change to <i>Awaiting RSA</i> |
| RSA Created | RSA documents (RSA-1, RSA-2, Form TRV-1, and Mail to) have been drafted and are ready to be completed by the DOE user and mailed to the parent / guardian along with the other required RSA documents | No user action required * |
| RSA Issued / Awaiting Independent Provider | An RSA has been finalized and sent to the parent/guardian | <p>Verify if an independent provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, assign provider to the previous mandate - After the provider is assigned, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) <p>If no provider served the student:</p> <ul style="list-style-type: none"> - DOE revokes RSA |

* Services that took place before the finalization of the new IEP (IESP/CSP/SP) that were not recorded in PA, must retroactively recorded in PA

| Assignment Status | Description | Necessary Action for (P)revious Mandate |
|---|--|---|
| RSA Issued / Awaiting Independent Provider | An RSA has been finalized and sent to the parent/guardian | Verify if an independent provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP): <ul style="list-style-type: none"> - If YES, assign provider to the previous mandate - After the provider is assigned, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) If no provider served the student: <ul style="list-style-type: none"> - DOE revokes RSA |
| RSA Disapproved (USER) | The parent-selected independent provider was disapproved by the DOE. A new row for the mandate will be created by the system directly below this mandate with an Assignment Status of <i>Awaiting RSA</i> | No user action required * |
| RSA Disapproved (SYSTEM) | The parent-selected independent provider was disapproved by the system. A new row for the mandate will be created by the system directly below this mandate with an Assignment Status of <i>Awaiting RSA</i> | No user action required * |
| RSA Revoked | The RSA was revoked by the DOE | No user action required * |

* Services that took place before the finalization of the new IEP (IESP/CSP/SP) that were not recorded in PA, must retroactively recorded in PA

| Assignment Status | Description | Action for (P)revious Mandate |
|--------------------------------|--|--|
| Awaiting First Attend | An independent provider has been assigned to the mandate; and the mandate is awaiting entry of a first attend date | <p>Verify if the provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise provider to First Attend the mandate - After the First Attend Date is entered, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) <p>If provider never served the student:</p> <ul style="list-style-type: none"> - DOE terminates the assignment, row goes to <i>Terminated Without First Attend</i> status. Then use the Never Served/Retroactive FAD icon to indicate <i>Terminated - Never Served</i>  |
| Reason for Delay Needed | A reason is needed for a delay in the entry of a <i>First Attend Date</i> | <p>Verify if the provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, enter reason for delay and proceed to First Attend mandate - After the First Attend Date is entered, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) <p>If provider never served the student:</p> <ul style="list-style-type: none"> - DOE terminates the assignment, row goes to <i>Terminated Without First Attend</i> status. Then use the Never Served/Retroactive FAD icon to indicate <i>Terminated - Never Served</i>  |
| Pending Termination | Termination of student mandate has been submitted | No user action required * |

* Services that took place before the finalization of the new IEP (IESP/CSP/SP) that were not recorded in PA, must retroactively recorded in PA

| Assignment Status | Description | Action for (P)revious Mandate |
|--|--|-------------------------------|
| Terminated Without First Attend | Student mandate has been terminated before the first attend date was recorded. The assigned provider will not be permitted to submit invoices for the service beyond the <i>Termination Date</i> | No user action required * |

Below are additional assignment status values relevant to *Awaiting RSA* sub-tab. These are found under the *Receiving RSA* sub-tab.

| Assignment Status | Description | Action for (P)revious Mandate |
|--|---|-------------------------------|
| Pending 5 School Day Notification | <p>Termination of the provider's assignment to the mandate has been submitted</p> <p>Note: <i>Termination</i> in PA indicates the provider has stopped services on this mandate. The mandate still persists, which allows for a subsequent provider to be assigned to same mandate.</p> <p>(Please see exception for <i>Terminated-Never Assigned</i> and <i>Terminated-Never Served</i> below)</p> <p>Note: The assigned provider will not be permitted to submit invoices for any services with a date after the <i>Termination Date</i>.</p> | Take no action |
| Terminated | <p>A receiving provider assignment has been terminated</p> <p>Note: The assigned provider will not be permitted to submit invoices for any services with a date after the <i>Termination Date</i>.</p> <p>Note: A <i>Termination</i> status can also be the result of the student moving to a new school location. This is indicated by a change of the Attending DBNs in SESIS which will trigger changes in PA overnight. Any mandates that the former school had but never assigned, will change to a <i>Terminated</i> status.</p> | Take no action |

* Services that took place before the finalization of the new IEP (IESP/CSP/SP) that were not recorded in PA, must retroactively recorded in PA

| Assignment Status | Description | Action for (P)revious Mandate |
|-------------------|---|---|
| Receiving | The assigned provider is delivering services to the student and a first attend date has been entered. | <p>Use the <i>Compare IEPs</i> tab located under the <i>Summary of Student Mandates</i> screen to verify if any changes were made to the mandates from the previous IEP to the current IEP</p> <ul style="list-style-type: none"> - If the (C)urrent mandate is identical to the (P)revious mandate (no changes), continue to service the (P)revious mandate until the end of the term. - If mandates are not identical on the <i>Compare IEPs</i> tab: <ul style="list-style-type: none"> DOE CENTRAL STAFF Confirm with the agency/provider whether the current provider (or a new one identified by the same agency) can service new mandate. If so, terminate (P)revious mandate and assign (C)urrent mandate to new agency/provider without going through the assignment cascade (primary, secondary/tertiary, RSA) CONTRACT AGENCIES Terminate the (P)revious mandate and withdraw the transmittal (see additional guidance below) * <p>Note: If the current provider/ agency is unable to continue providing services, a new provider should be assigned using the assignment cascade.</p> |

* For Contract Agencies: If it is assumed your agency can continue to satisfy the new mandate requirements, a new transmittal may be sent to your agency. If this happens, the new (C)urrent mandate row will appear on your grid. Record all subsequent assignment activity on this (C)urrent mandate row for the remainder of the term. To retroactively record assignment activity to the (P)revious mandate formerly transmitted to your agency, use the REASSIGN** or TERMINATE*** actions.

**The REASSIGN action will behave the same way for both (P)revious and (C)urrent mandates. The former provider's assignment row will be terminated and a new assignment row will be generated on the grid with the subsequent provider assigned and in Awaiting First Attend status.

***The TERMINATE action will behave differently for (P)revious and (C)urrent mandates. When this action is taken on a (P)revious mandate, it will no longer generate a new awaiting row for a subsequent provider UNLESS the checkbox for creating a new line is checked. The best practice would be to use the REASSIGN action when you know there is a subsequent provider, and use the TERMINATE action when you know you are terminating the final provider in the succession of assignments on that row.