



Provider Assignment: Awaiting Contract Agency, Assignment Status Values

This document details the meaning of each *Assignment Status* value in Provider Assignment (PA) on the **Awaiting Contract Agency** tab. The *Assignment Status* for a mandate will vary depending on the progress of that mandate in the provider assignment process. At the end of this guide are additional relevant assignment status values found under the *Receiving Contract Agency Provider* 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
Requested Contract Agency	The mandate requires a search for a contract agency	Verify if an agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP): <ul style="list-style-type: none"> - If YES, send transmittal to agency and advise them to assign their 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) If no agency provided services: <ul style="list-style-type: none"> - No user action required *
Primary Contract Agency Does Not Exist	A search for a primary contract agency was unsuccessful for the mandate	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	Necessary Action for (P)revious Mandate
Contract Agency Timeout	The contract agency supervisor did not assign a provider to the mandate before the close of business on the fifth school day after receiving notification	No user action required *
Awaiting Contract Agency Provider	The mandate is awaiting the assignment of a provider by the contract agency supervisor	<p>Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise agency to assign their provider to the current mandate before the contract agency timeout <p>Note: The 5-day window to assign a provider starts on the day the row went into <i>Awaiting Contract Agency Provider</i> status.</p> <ul style="list-style-type: none"> - 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 Agency never served the student:</p> <ul style="list-style-type: none"> - DOE completes the withdrawal of transmittal
Contract Agency Rejected	The contract agency rejected the mandate	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
<p>Pending Contract Agency Bid Responses</p>	<p>The secondary/tertiary bidding process has commenced. The agency supervisors have until midnight on the <i>Response Due Date</i> to indicate their interest in the case by submitting a bid with their proposed provider</p>	<p>After the bidding process comes to completion on the <i>Response Due Date</i>, either:</p> <p>If services need to be contracted retroactively, determine if it's appropriate to proceed with the award</p> <p>Or,</p> <p>Click REBID which will return the <i>Assignment Status</i> back to <i>Primary Contract Agency Not Found</i></p>
<p>Bidding Closed/Ready to Award</p>	<p>The secondary/tertiary bidding process has closed for this mandate. DOE staff should review the submitted bids and award the mandate to an agency</p>	<p>If services need to be contracted retroactively, determine if it's appropriate to proceed with the award</p> <p>Or,</p> <p>Click REBID which will return the <i>Assignment Status</i> back to <i>Primary Contract Agency Not Found</i></p>
<p>Awaiting First Attend</p>	<p>A contract agency provider has been assigned and the mandate is awaiting entry of a first attend date</p>	<p>Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise agency to enter the First Attend Date for their 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 agency provided services:</p> <ul style="list-style-type: none"> - Terminate provider on the previous mandate <p>Note: Termination date should be the date prior to the finalization date of the new superseding IEP (IESP/CSP/SP) document.</p>

Assignment Status	Description	Action for (P)revious Mandate
<p>Awaiting First Attend</p>	<p>A contract agency provider has been assigned and the mandate is awaiting entry of a first attend date</p>	<p>Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise agency to enter the First Attend Date for their 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 agency provided services:</p> <ul style="list-style-type: none"> - Terminate provider on the previous mandate <p>Note: Termination date should be the date prior to the finalization date of the new superseding IEP (IESP/CSP/SP) document.</p>
<p>Reason for Delay Needed</p>	<p>A reason for the delay in entering a <i>First Attend Date</i> for this assignment needs to be entered in PA</p>	<p>Enter a reason for delay for the previous mandate. After the status changes back to <i>Awaiting First Attend</i>:</p> <p>Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP):</p> <ul style="list-style-type: none"> - If YES, advise agency to enter the First Attend Date for their 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 agency provided services:</p> <ul style="list-style-type: none"> - Terminate provider on the previous mandate <p>Note: Termination date should be the date prior to the finalization date of the new superseding IEP (IESP/CSP/SP) document.</p>

Assignment Status	Description	Action for (P)revious Mandate
<p>Pending Termination</p>	<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>	<p>Take no action</p>
<p>Terminated Without First Attend</p>	<p>Student mandate has been terminated before the first attend date was recorded</p>	<p>Take no action</p> <p>Or</p> <p>If a provider performed services and did not have a chance to enter <i>First Attend Date (FAD)</i> before the mandate went into this status, they may retroactively enter the FAD by clicking this icon: </p>
<p>Terminated - Never Assigned</p>	<p>Student mandate has been terminated before a provider was assigned to the case.</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 may have had but never assigned, will change to a <i>Terminated</i> status.</p>	<p>Take no action</p>

Assignment Status	Description	Action for (P)revious Mandate
Terminated - Never Served	A <i>Terminated - Never Served</i> status is the direct result of a user indicating NO, they never saw the student when using the Never Served/Retroactively First Attend Icon 	Take no action

Below are additional assignment status values relevant to *Awaiting Contract Agency* sub-tab. These are found under the *Receiving Contract Agency Provider* 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>Terminated</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

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"> <u>DOE CENTRAL STAFF</u> 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) <u>CONTRACT AGENCIES</u> 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.