


















Provider Assignment System Icons Glossary

Introduction

In certain instances, the Provider Assignment module will display an icon in the left margin of the service recommendation grid adjacent to the mandate. The Provider Assignment system icons symbolize common actions or provide information. The table below describes each icon.

Icon Image	Icon Name	Description
	Assistance Requested	Displayed beside a mandate row that was originally on the <i>Assistance Not Requested</i> tab for supervisors, then was moved into <i>Awaiting Contact Agency</i> when the user actively indicated that assistance was requested. Note: After a supervisor indicates that assistance is needed, the mandate row can be moved from <i>Awaiting Contract Agency</i> tab to other tabs.
	Award	Displayed beside a mandate row when the <i>Contract Agency Bidding</i> process has reached its <i>Response Due Date</i> . Click on the Award icon to view bidding results and award an agency.
	Document	Displayed beside a row when the <i>Related Service Authorization (RSA)</i> or <i>Special Education Teacher Support Services (SETSS)</i> authorization package has been created. Click the Document icon to create, modify, finalize and print the forms.
	Edit Mandate Details/Edit Agency Tax ID	Displayed beside a row sitting in <i>Awaiting DOE Provider</i> and <i>Awaiting Contract Agency</i> tabs to edit mandate details, or next to an approved <i>RSA</i> or <i>SETSS</i> row to edit the agency's Tax ID. Click the edit icon to update the mandate details or to enter the agency's Tax ID.
	Failure to Confirm	Displayed beside a row when a service has been sitting in <i>Awaiting [Contract Agency/Independent] Provider Confirmation</i> status for more than 5 school days. This icon displays in red .

Icon Image	Icon Name	When It Appears/What It Means
	Approve/ Disapprove	Displayed beside a row when the initial RSA/SETSS authorization package has been finalized. Click on the approve/disapprove icon to Approve/Disapprove/ Revoke the RSA/SETSS authorization package.
	First Attend Delay	Displayed beside a row when a service has been sitting in <i>Awaiting First Attend</i> status for more than 5 school days. Click the First Attend Delay icon to enter a <i>Reason for First Attend Delay</i> .
	First Attend Discrepancy	Displayed beside a row when: <ul style="list-style-type: none"> • <i>First Attend Date</i> differs from the <i>Earliest Service Encounter Date</i>, • <i>First Attend Date</i> precedes the <i>Service Start Date</i>. Hover over the first attend discrepancy icon to display the screen tip with details of the discrepancy.
	Interim Monolingual Service	Displayed beside a row when no Speech Provider in the mandated language was found and an Interim Monolingual Speech Provider is temporarily servicing the student in English until a provider is found in the desired language. This Icon was added specifically for DOE Providers servicing Speech Mandates required to be serviced in another language other than English.
	Manually Created Row	Displayed beside a row when it has been manually entered into the system. Hover over the icon to display the screen tip detailing the reason for the manually entered row.
	Provider Mismatch on Service Type/Language	Displayed beside a row when a provider has been assigned that does not provide same service/language as the mandate. Hover over the icon to display the screen tip with details of the mismatch. This icon displays in red .

Icon Image	Icon Name	When It Appears/What It Means
	Take Me To	Displayed beside the rows in the <i>All Mandates</i> tab. Clicking here will take the user to that assignment row on the corresponding <i>Awaiting</i> or <i>Receiving</i> tab where action can be taken.
	Never Served/ Retroactively First Attend	Click this icon to open a pop-up window where the provider can enter the <i>First Attend Date (FAD)</i> or state that they never saw the child.
	Current IEP Mandate Icon	Displayed beside a row, indicating the mandate row corresponds with the (C)urrent IEP. Clicking this icon will redirect you to the <i>All Mandates</i> tab.
	Previous IEP Mandate Icon	Displayed beside a row, indicating the mandate row corresponds with the (P)revious IEP. Clicking this icon will redirect you to the <i>All Mandates</i> tab.