



















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	<p>Displayed beside a mandate row that was originally on the <i>Assistance Not Requested</i> tab for supervisors, then was moved into <i>Awaiting Contract Agency</i> when the user actively indicated that assistance was requested.</p> <p>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.</p>
	Award	<p>Displayed beside a mandate row when the <i>Contract Agency Bidding</i> process has reached its <i>Response Due Date</i>. Click the icon to view bidding results and award an agency.</p>
	Approve/ Disapprove	<p>Displayed beside a row when the initial <i>RSA/SETSS</i> authorization package has been finalized. Click on the icon to <i>Approve/Disapprove/ Revoke</i> the <i>RSA/SETSS</i> authorization package.</p>
	Current IEP Mandate Icon	<p>Displayed beside a row, indicating the mandate row corresponds with the (C)urrent <i>IEP</i>. Clicking the icon will redirect you to the <i>All Mandates</i> tab.</p>
	Document	<p>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 icon to create, modify, finalize and print the forms.</p>
	Edit Mandate Details/Edit Agency Tax ID	<p>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 <i>Tax ID</i>. Click the icon to update the mandate details or to enter the agency's <i>Tax ID</i>.</p>

Icon Image	Icon Name	Description
	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 .
	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 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 icon to display the screen tip with details of the discrepancy.
	Interim Monolingual Service	Displayed beside a row when no <i>Speech Provider</i> in the mandated language was found and an <i>Interim Monolingual Speech Provider</i> is temporarily servicing the student in <i>English</i> until a provider is found in the recommended language. This Icon was added specifically for <i>DOE Providers</i> servicing speech mandates required to be serviced in a 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.
	Manually Created Row for Recovery Services	Displayed beside a row when it has been manually entered into the system for Special Education Recovery Services. Hover over the icon to display the screen tip detailing <i>Recovery Services</i> .
	Previous IEP Mandate Icon	Displayed beside a row, indicating the mandate row corresponds with the (P) <i>revious IEP</i> . Clicking the icon will redirect you to the <i>All Mandates</i> tab.

Icon Image	Icon Name	Description
	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 .
	Take Me To	Displayed beside the rows in the <i>All Mandates</i> tab. Clicking the icon 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 the 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.