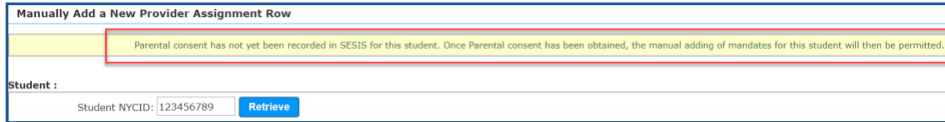



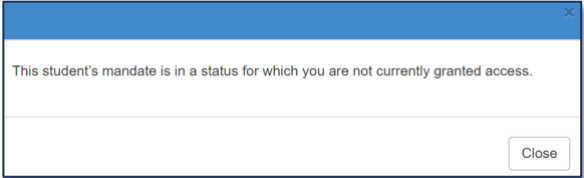
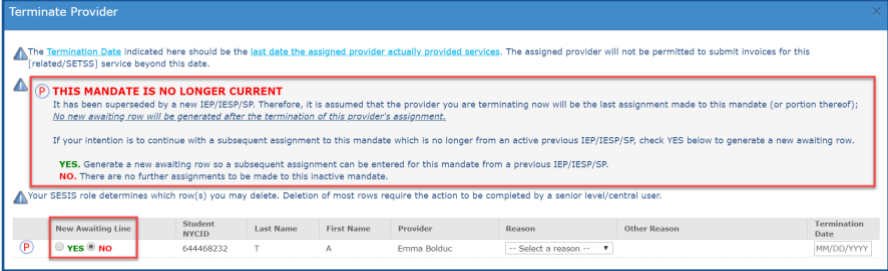


What's New in Provider Assignment? (for Contract Agencies)

Provider Assignment (PA) will import mandates from newly finalized Individualized Education Programs (IEPs), Individualized Educational Service Plans (IESPs), Services Plans (SPs), and Comparable Service Plans (CSPs) nightly.


Topic	Details	Image
1. New Mandates	<ul style="list-style-type: none">Mandates will be available in PA on the next business day after the new IEP/IESP/SP/CSP has been finalized in SESIS. This includes Related Services, Paraprofessional Services, and SETSS Programs onlyINITIAL cases only – Mandates will only be loaded in PA after the <i>Consent for Services – Initial</i> has been faxed/scanned into SESIS and appears as an attachment to the PWN (CSPs are the exception)For INITIAL cases, if parent consent has not been recorded in SESIS, this nightly process will continue to bypass the case until parental consent for services has been successfully recorded. After parental consent has been recorded, the nightly process will pick them up and make them available in PA by next business dayFor INITIAL cases with a newly finalized IEP/IESP/SP only, parental consent for services must be obtained and faxed/scanned into SESIS before any mandates can be manually added in PA for the student. Once parental consent has been recorded, mandates may be manually added for the student in PA starting next business day	

Topic	Details	Image																					
2. Provider Assignment (PA) Service Grid	<ul style="list-style-type: none"> New assignment rows will appear in the appropriate <i>Awaiting</i> status sub-tab one day after the IEP/IESP/SP/CSP document is finalized Mandates from the current IEP will be identifiable on the PA grid with icon (C) Mandates from the previous IEPs will be identifiable on the PA grid with icon (P) 	<table border="1"> <thead> <tr> <th>Select</th> <th>Student NYCID</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>628140360</td> <td>T</td> </tr> <tr> <td><input type="checkbox"/></td> <td>658848351</td> <td>M</td> </tr> <tr> <td><input type="checkbox"/></td> <td>698882718</td> <td>S</td> </tr> <tr> <td><input type="checkbox"/></td> <td>698882718</td> <td>S</td> </tr> <tr> <td><input type="checkbox"/></td> <td>658545831</td> <td>T</td> </tr> <tr> <td><input type="checkbox"/></td> <td>696199245</td> <td>C</td> </tr> </tbody> </table>	Select	Student NYCID	Last Name	<input type="checkbox"/>	628140360	T	<input type="checkbox"/>	658848351	M	<input type="checkbox"/>	698882718	S	<input type="checkbox"/>	698882718	S	<input type="checkbox"/>	658545831	T	<input type="checkbox"/>	696199245	C
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3. All Mandates Tab	<ul style="list-style-type: none"> If the user clicks on (C) or (P) icon from the PA grid, they will be taken to the All Mandates tab, pre-filtered on the Student NYCID where all of the assignment rows for that student can be viewed Users may also navigate to the All Mandates tab by clicking on All Mandates from the PA service grid <p>Note: After clicking on <i>All Mandates</i>, click <i>Search</i> to open the search panel and filters to search for the student. At least one filter criteria must be specified to display mandates.</p> <ul style="list-style-type: none"> Access will be granted only to DOE Users with City-Wide Access, and Contract Agency Supervisors <ul style="list-style-type: none"> DOE users with City-Wide access can see all assignment rows for the student they search for, regardless of the Assignment Status Contract Agency Supervisors will only see students assigned to their specific agency 	<p>1 - 7 of 7 Records in 1 Page</p> <p>LEGEND : Rows highlighted in YELLOW have been in awaiting status</p>																					

Topic	Details	Image
4. “Take Me To” Icon	<ul style="list-style-type: none"> On the All Mandates tab, the user will see a “Take Me To” icon beside the row Click this icon to go to that assignment row on the corresponding <i>Awaiting</i> or <i>Receiving</i> tab where action can be taken An error message will display when staff is trying to navigate to a tab for which they do not have access from the All Mandates tab: “This student’s mandate is in a status for which you are currently not granted access.” 	 
5. No Creation of New Awaiting Row When Terminating an assignment from a Previous IEP	<ul style="list-style-type: none"> Provider Assignment (PA) no longer automatically creates a new awaiting row after an assignment is terminated from a (P)revious IEP The creation of a new Awaiting line in the termination pop-up message will default to NO. If the user continues without changing it, no new awaiting line will be created. However, the user has the opportunity to select YES and create a new awaiting row, if there is a legitimate reason to create a new awaiting line for the (P)revious mandate row being terminated, in order to continue assigning providers 	

Topic	Details	Image																					
6. Compare IEPs	<ul style="list-style-type: none"> Compare IEPs is a new tab that displays the (C)urrent IEP and (P)revious IEP mandates for the student side-by-side in the Summary of Student Mandates window Click on the Student's NYCID located on the PA service grid to open the Summary of Student Mandates window and access the Compare IEPs button Compare IEPs will display Related Services, Paraprofessional Services, and SETSS Programs only. Any other services or programs stated on the conference document in SESIS will not appear here This tab can be used to verify if any changes were made to the mandates from the previous IEP to the current IEP After a mandate from the (C)urrent conference document has been transmitted to your agency, you may notice a change to the C/P indicator beside the row. If you notice it has changed to (P)revious, this means a new (C)urrent conference document has been recently finalized in SESIS, potentially superseding the mandate your agency was originally awarded (see the adjacent chart for guidance) <p>Note: If the current provider/agency is unable to continue providing services, a new provider should be assigned using the assignment cascade</p> <ul style="list-style-type: none"> The mandates' <i>PROJECTED BEGINNING / SERVICE DATE(S)</i> and <i>SERVICE END DATE</i> from the IEP will be displayed here as well <p>Note: The numbers after the language specify <i>frequency, duration</i> and <i>group size</i></p>	<p>The Compare IEPs tab is located under the Summary of Student Mandates screen that pops up once you click on the student's NYCID located on the PA service grid.</p> <p>Summary of Student Mandates #: 622523790</p> <p>First Name: A, Last Name: R, DOB: 10/30/1999, Grade: 10TH GRADE Admin DBN: 08X507, Auth Admin DBN: 84M707, District: 08, CSE District: 00 Physical DBN: 08X507, Auth Physical DBN: 84M707, Borough: X, Home District: 8 Cluster: , Network: , CSE: CS00, D75: N</p> <p>IEP - 11/27/2018, IEP - 04/05/2016, Compare IEPs, View, Contact</p> <p>Clicking this tab will give the user a side by side comparison of the mandates from each IEP.</p> <p>Previous IEP - 04/05/2016</p> <table border="1"> <thead> <tr> <th>Mandates</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>(P) Counseling Services, ENGLISH, 2:30:8</td> <td>04/21/2016</td> <td></td> </tr> <tr> <td>(P) S.E. Teacher Support Service (SETSS), ENGLISH, 3:1:8</td> <td>04/21/2016</td> <td></td> </tr> </tbody> </table> <p>Current IEP - 11/27/2018</p> <table border="1"> <thead> <tr> <th>Mandates</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>(C) Counseling Services, ENGLISH, 2:30:8</td> <td>12/11/2018</td> <td></td> </tr> <tr> <td>(C) S.E. Teacher Support Service (SETSS), ENGLISH, 2:1:8</td> <td>12/11/2018</td> <td></td> </tr> <tr> <td>(C) S.E. Teacher Support Service (SETSS), ENGLISH, 3:1:8</td> <td>12/11/2018</td> <td></td> </tr> </tbody> </table> <p>IF THE MANDATE HAS CHANGED</p> <ul style="list-style-type: none"> Terminate the provider assigned to the (P)revious mandate and withdraw the transmittal 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 the (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, you will still be able to do so using the REASSIGN* or TERMINATE** actions. <p>IF THE MANDATE IS THE SAME ("REMAIN IN")</p> <ul style="list-style-type: none"> The DOE will allow the original transmittal, or (P) mandate, to stand until the end of the term, a.k.a. "remain in" Record all subsequent assignment activity on this Previous mandate row for the remainder of the term You will still be able to record new assignment activity on this "remain in" line using the REASSIGN* or TERMINATE** actions <p>* (clarification on next page) ** (clarification on next page)</p>	Mandates	Start Date	End Date	(P) Counseling Services, ENGLISH, 2:30:8	04/21/2016		(P) S.E. Teacher Support Service (SETSS), ENGLISH, 3:1:8	04/21/2016		Mandates	Start Date	End Date	(C) Counseling Services, ENGLISH, 2:30:8	12/11/2018		(C) S.E. Teacher Support Service (SETSS), ENGLISH, 2:1:8	12/11/2018		(C) S.E. Teacher Support Service (SETSS), ENGLISH, 3:1:8	12/11/2018	
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6. Compare IEPs (continued)		<p><i>*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.</i></p> <p><i>**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.</i></p>																																																																																															
7. Updates to Attending DBNs (Admin DBN/ Phys Loc DBN)	<ul style="list-style-type: none">Attending DBNs will update with a new school location after the student is transferred and moved in SESISChanges to the student's Attending DBNs in SESIS will not be seen in PA until the next business dayAfter the Attending DBNs change, the previous school's mandate rows attached to the student will be terminated with the provider with a termination reason of "Student Transferred"<ul style="list-style-type: none">This reason is found when selecting the view history tab under the 'Action Reason' column after clicking the Student NYCID <p>Note: As always, contract agencies and independent providers should verify that they are serving students in the location recommended by the (C)urrent mandate.</p>	<div><p>Before Update:</p><table><thead><tr><th>Select All</th><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Date of Birth</th><th>Admin DBN</th><th>Phys Loc DBN</th><th>D/S</th><th>District</th><th>Service Type</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>705491313</td><td>T</td><td>C</td><td>12/09/2010</td><td>84M351</td><td>84M351</td><td>N</td><td>84</td><td>Speech-Language Therapy</td></tr></tbody></table><p>After Update – Student moved from Charter (84M351) to Public (09X064)</p><table><thead><tr><th>Select All</th><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Date of Birth</th><th>Admin DBN</th><th>Phys Loc DBN</th><th>D/S</th><th>District</th><th>Service Type</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>705491313</td><td>T</td><td>C</td><td>12/09/2010</td><td>84M351</td><td>84M351</td><td>N</td><td>84</td><td>Speech-Language Therapy</td></tr><tr><td><input checked="" type="checkbox"/></td><td>705491313</td><td>T</td><td>C</td><td>12/09/2010</td><td>09X064</td><td>09X064</td><td>N</td><td>84</td><td>Speech-Language Therapy</td></tr></tbody></table><p>The mandate row from previous school is terminated with reason "Student Transferred."</p></div> <div><p>IEP – 10/01/2019 IEP – 03/23/2012 Compare IEPs View History View Parent/Guardian Contact</p><p>Conference Date: Service End Date: Provider Name: Service Start Date: Service Type: -- Select -- Language: -- Select --</p><p>Reset Search Export to Excel</p><table><thead><tr><th>Start Date</th><th>End Date</th><th>Earliest Encounter</th><th>First Attend</th><th>Action Type</th><th>Action Date</th><th>Action Reason</th><th>Created By</th><th>Created Date</th></tr></thead><tbody><tr><td>09/05/2019</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Initial Load</td><td>07/22/2019 Mon, 12:39:14 PM</td></tr><tr><td>09/05/2019</td><td></td><td></td><td></td><td>Automatically Terminated</td><td></td><td>Student Transferred (Public School)</td><td>Initial Load</td><td>07/22/2019 Mon, 12:39:14 PM</td></tr><tr><td>09/05/2019</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Initial Load</td><td>07/22/2019 Mon, 12:39:14 PM</td></tr><tr><td>09/05/2019</td><td></td><td></td><td></td><td>Automatically Terminated</td><td>10/08/2019</td><td>Student Transferred (Public School)</td><td>Initial Load</td><td>07/22/2019 Mon, 12:39:14 PM</td></tr></tbody></table></div>	Select All	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D/S	District	Service Type	<input checked="" type="checkbox"/>	705491313	T	C	12/09/2010	84M351	84M351	N	84	Speech-Language Therapy	Select All	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN	D/S	District	Service Type	<input checked="" type="checkbox"/>	705491313	T	C	12/09/2010	84M351	84M351	N	84	Speech-Language Therapy	<input checked="" type="checkbox"/>	705491313	T	C	12/09/2010	09X064	09X064	N	84	Speech-Language Therapy	Start Date	End Date	Earliest Encounter	First Attend	Action Type	Action Date	Action Reason	Created By	Created Date	09/05/2019							Initial Load	07/22/2019 Mon, 12:39:14 PM	09/05/2019				Automatically Terminated		Student Transferred (Public School)	Initial Load	07/22/2019 Mon, 12:39:14 PM	09/05/2019							Initial Load	07/22/2019 Mon, 12:39:14 PM	09/05/2019				Automatically Terminated	10/08/2019	Student Transferred (Public School)	Initial Load	07/22/2019 Mon, 12:39:14 PM
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8. Updates to ONLY Authorized DBNs (Auth Admin DBN/ Auth Physical DBN)	<ul style="list-style-type: none">Authorized DBNs will change in PA for students pending a move to a different school locationAuthorized DBNs will also update in PA if the placement recommendation of the newly finalized PWN for Placement is for a new schoolThere will be no changes to the Attending DBNs for either of the above scenariosChanges to the student's Authorized DBNs in SESIS will not be seen in PA until the next business day	<div><p>Before Update:</p><table><thead><tr><th></th><th>Select All</th><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Auth Admin DBN</th><th>Auth Physical DBN</th><th>Service Start Date</th><th>Earliest Encounter Date</th><th>First Attend Date</th><th>Days</th></tr></thead><tbody><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>03M242</td><td>10X311</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>03M242</td><td>10X311</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>03M242</td><td>10X311</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr></tbody></table><p>After Update:</p><table><thead><tr><th></th><th>Select All</th><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Auth Admin DBN</th><th>Auth Physical DBN</th><th>Service Start Date</th><th>Earliest Encounter Date</th><th>First Attend Date</th><th>Days</th></tr></thead><tbody><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>02M444</td><td>02M444</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>02M444</td><td>02M444</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr><tr><td></td><td></td><td>705491313</td><td>T</td><td>C</td><td>02M444</td><td>02M444</td><td>08/01/2018</td><td></td><td></td><td>N/A</td></tr></tbody></table></div>		Select All	Student NYCID	Last Name	First Name	Auth Admin DBN	Auth Physical DBN	Service Start Date	Earliest Encounter Date	First Attend Date	Days			705491313	T	C	03M242	10X311	08/01/2018			N/A			705491313	T	C	03M242	10X311	08/01/2018			N/A			705491313	T	C	03M242	10X311	08/01/2018			N/A		Select All	Student NYCID	Last Name	First Name	Auth Admin DBN	Auth Physical DBN	Service Start Date	Earliest Encounter Date	First Attend Date	Days			705491313	T	C	02M444	02M444	08/01/2018			N/A			705491313	T	C	02M444	02M444	08/01/2018			N/A			705491313	T	C	02M444	02M444	08/01/2018			N/A
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9. Never Served/ Retroactively First Attend Icon	<ul style="list-style-type: none">For rows with Assignment Status reason Terminated Without First Attend, a new icon will appear that triggers a new pop-up window when clickedThis will give the provider an opportunity to retroactively enter the First Attend Date (FAD) or state that they never saw the child	<div><div><p>Retroactively First Attend This Case</p><p> The First Attend Date indicated here should be the first date the assigned provider actually provided services. The assigned provider will not be permitted to submit invoices for this [related/SETSS] service before this date.</p><table><thead><tr><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Current Provider</th><th>Service Start Date</th><th>Earliest Encounter</th><th>First Attend</th><th>Reason For Discrepancy</th><th>Other Reason For Discrepancy</th></tr></thead><tbody><tr><td>622859502</td><td>R</td><td>J</td><td>Peter Provider</td><td>08/01/2018</td><td></td><td>MM/DD/YYYY</td><td>-- Select a reason --</td><td></td></tr></tbody></table><p>Never Served</p><p> Entering a Never Served reason will update the assignment and remove any association of the assigned provider with this student. The assigned provider will not be permitted to submit invoice for this [related/SETSS] service at all. Once submitted, the student mandate will be updated to Terminated Never Served.</p><table><thead><tr><th>Student NYCID</th><th>Last Name</th><th>First Name</th><th>Current Provider</th><th>Service Start Date</th><th>Reason</th><th>Other Reason</th></tr></thead><tbody><tr><td>622859502</td><td>R</td><td>J</td><td>Peter Provider</td><td>08/01/2018</td><td>-- Select a reason --</td><td></td></tr></tbody></table></div></div>	Student NYCID	Last Name	First Name	Current Provider	Service Start Date	Earliest Encounter	First Attend	Reason For Discrepancy	Other Reason For Discrepancy	622859502	R	J	Peter Provider	08/01/2018		MM/DD/YYYY	-- Select a reason --		Student NYCID	Last Name	First Name	Current Provider	Service Start Date	Reason	Other Reason	622859502	R	J	Peter Provider	08/01/2018	-- Select a reason --																																																									
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10. RSA Package Generated after Provider Confirms	<ul style="list-style-type: none"> There is no longer a manual process to create the Related Service Authorization (RSA) Package when the Attending DBNs change in PA for students with applicable mandate rows and RSA already created with a provider assigned An RSA Package will be automatically generated in the DRAFT mode when the provider <i>fully</i> confirms the assignment. If confirmed, the assignment status will change to <i>RSA Created</i> <p>Note: If the Provider rejects the assignment, then the assignment row will revert back to <i>Awaiting RSA</i></p> <ul style="list-style-type: none"> If the row is in <i>Awaiting Independent Provider Confirmation</i> status, the provider information is inherited from the previous RSA for that row If applicable, the same contact from a previously generated RSA will be automatically imported on the new auto-generated RSA package <i>Parent Contact & Preferred Written Language</i> is also available in the new auto-generated RSA package 	
11. New Bid Status Value: <ul style="list-style-type: none"> Closed – Student Transferred 	<ul style="list-style-type: none"> In the event that a student moves in the middle of a Contract Agency Bidding process, the bidding will be closed with a new status to indicate to the user when this scenario occurs. These will be identified with the new bid status: Closed – Student Transferred <p>Note: Bid status <i>Closed – Student Inactivated</i> will display, however this feature is not currently functioning</p>	

[illegible]

Topic	Details	Image
12. New Assignment Status Values: <ul style="list-style-type: none"> Terminated – Never Assigned Terminated – Never Served 	<ul style="list-style-type: none"> Terminated Without First Attend status will not be a final status on an assignment row. System will allow the provider to take further action to complete the process If a provider was terminated prematurely prior to a <i>First Attend</i>, the provider can now back-date the <i>First Attend Date</i>(FAD) in which the <i>Assignment Status</i> will be changed to <i>Terminated</i> After the student's <i>Attending DBN</i> changes as a result of moving to a new school, the rows attached to the former school will be terminated appropriately; if there had not been a provider assigned at the former school when the child moved, the status will go to new status, <i>Terminated – Never Assigned</i> If the provider never served the child, this can be indicated, and a new <i>Assignment Status</i> is applied to the mandate. In this case, the <i>Assignment Status</i> will be updated to <i>Terminated – Never Served</i> 	<p>Terminated Without First Attend</p> <p>For rows with termination reason <i>Terminated Without First Attend</i>, a new icon will appear that involves a new pop-up window that will give the provider an opportunity to enter the FAD or state that they never saw the child.</p> <p>Retroactively First Attend This Case</p> <p>The <i>First Attend Date</i> indicated here should be the <i>first date the assigned provider actually provided services</i>. The assigned provider will not be permitted to submit invoices for this [related/SETSS] service before this date.</p> <p>Users will be able to toggle between these two choices and will only be able to enter information in one or the other, not both.</p> <p>Never Served</p> <p>Entering a <i>Never Served</i> reason will update the assignment and remove any association of the assigned provider with this student. The assigned provider will not be permitted to submit invoice for this [related/SETSS] service at all. Once submitted, the student mandate will be updated to <i>Terminated Never Served</i>.</p> <p>Two new termination reasons added</p> <p>Terminated - Never Assigned Terminated - Never Served</p>

Accessibility Report

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