THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

All Mandates Tab

Contents

Introduction

The *All Mandates* tab in Provider Assignment (PA) allows users to view (**P**)revious and (**C**)urrent mandates from the student's IEP, regardless of which tab or sub-tab the mandate is located in (eg. *Awaiting Contract Agency* and/or *Receiving RSA*.) No actions can be taken while on this tab.

Note: Access to the *All Mandates* tab is role based and available only to DOE Users with City-Wide Access, and Contract Agency Supervisors.

Contract Agency Supervisors will see only students assigned to their respective agency.

Navigating To the All Mandates Tab

Click *All Mandates* on the PA service grid to Navigate to the *All Mandates* tab.

		Select All ☐	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN
Ⓒ		☐	698882718	S	M	08/28/2008	84X494	84X494
Ⓒ		☐	698882718	S	M	08/28/2008	84X494	84X494
Ⓟ		☐	658545831	T	N	07/27/2002	84X429	84X429
Ⓒ		☐	696199245	C	J	03/13/2009	84X494	84X494
Ⓟ		☐	614875422	M	E	09/01/2009	84X554	84X554
Ⓒ		☐	719415141	B	Z	09/04/2008	84M483	84M483

Tabs shown: Awaiting | Receiving | **All Mandates**

Sub-tabs: Awaiting DOE Provider [679093] | Awaiting Contract Agency [89702] | Awaiting RSA [30346] | Awaiting SETSS Auth. [16423] | Assi...

-- Select Assignment Status Here -- ▼ Change Assignment Status   Delete Row   Reassign To Contra...
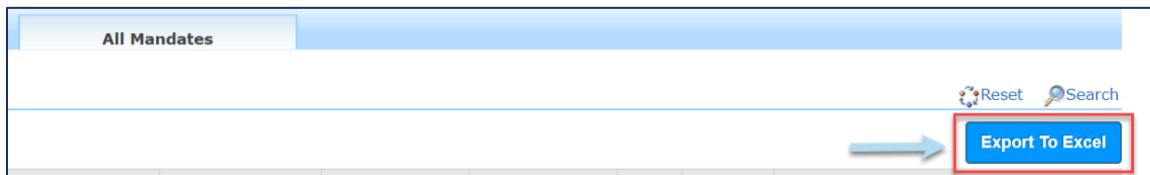
Note: You may also navigate to the *All Mandates* tab by clicking on the (**C**) or (**P**) icon from the PA grid. This will display all mandates for the selected student.
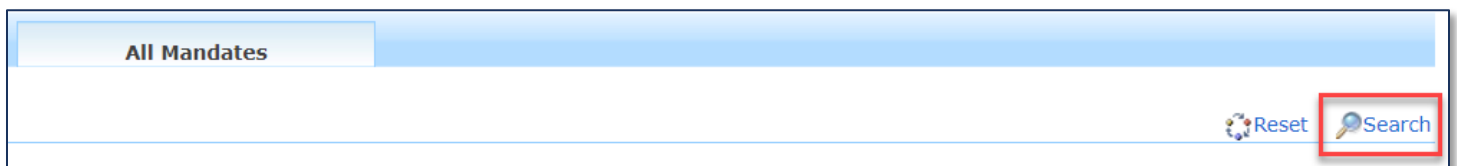

Note: Click the "Export to Excel" button to export the mandates to Excel.

Searching for Mandates

From the *All Mandates* tab, click **Search** to open the search panel.

Note: This panel may already be open.

Use the available filters (eg. *Student NYCID* or *Assignment Status*), to narrow down your search and click **Search**. At least one filter must be specified to continue.

Note: You may also filter by *Current* or *Previous* IEP mandates.

Note: Clicking on the *All Mandates* tab directly (without clicking on the **P**/**C** icon) requires at least one of the search filters in order to retrieve data.

"Take Me To" Icon

On the *All Mandates* tab, the user will see a *"Take Me To"* icon beside each row.

Clicking this icon will take the user to that assignment row on the corresponding *Awaiting* or *Receiving* tab where action can be taken.

Note: There will be an error message if staff tries to navigate to another tab for which the user is not provisioned access from the *All Mandates* tab. Close this pop-up and remain on the *All Mandates* tab.
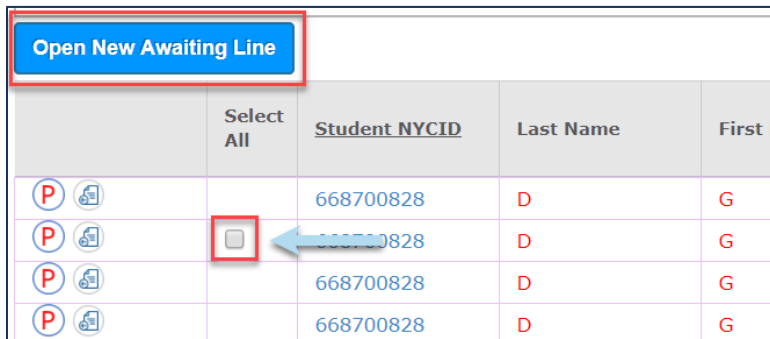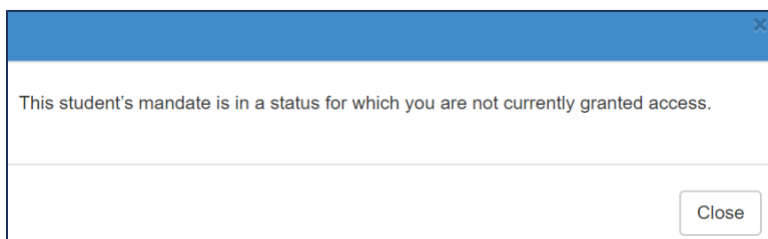
Open New Awaiting Line

Users who have access to the *All Mandates* tab will have access to the "Open New Awaiting Line" feature.

This button is applicable only to mandates from a (**P**)revious IEP that are entirely in a terminated status of *Terminated, Pending 5 School Day Termination, Pending Termination* or *Terminated Without First Attend*. For these mandates, a checkbox will appear to the left of the row.

Note: If a portion of the mandate frequency is still not in a terminated status, the checkbox will not appear for selection.

Note: To learn more about the "Open New Awaiting Line" feature, please view our Opening a New Awaiting Line training guide located on our SESIS InfoHub.