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NYC Department of Education

Provider Assignment: Awaiting Contract Agency, Assignment Status Values

This document describes each *Assignment Status* value in Provider Assignment (PA) on the **Awaiting Contract Agency** sub-tab and provides the necessary action when the mandate is from a previous IEP. The *Assignment Status* for a mandate will vary depending on the progress of that mandate in the provider assignment process. In addition, this guide includes select assignment status values from the *Receiving Contract Agency Provider* sub-tab that are relevant to the *Awaiting Contract Agency* sub-tab.

Awaiting	Receiving	All Mandates
Awaiting DOE Provider [679093]	Awaiting Contract Agency [89697] Awaiting RSA [30342]	Awaiting SETSS Auth

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): - 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: - 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 *

Note: Services that took place before the finalization of the new (IEP / IESP/ CSP/ SP) that were not recorded in PA, must be 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	Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP): - If YES, advise agency to assign their provider to the current mandate before the contract agency timeout **Note:** The 5-day window to assign a provider starts on the day the row went into *Awaiting Contract Agency Provider* status. - 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 Agency never served the student: - DOE completes the withdrawal of transmittal

Note: Services that took place before the finalization of the new (IEP / IESP/ CSP/ SP) that were not recorded in PA, must be retroactively recorded in PA.

Assignment Status	Description	Necessary Action for (P)revious Mandate
Awaiting Contract Agency Provider Confirmation	If a mandate changes during the school year as a result of an Annual or Reevaluation, the contract agency provider will need to confirm their continued assignment to the mandate in Provider Assignment	Verify if the provider has already provided services for the mandate on the previous IEP (IESP/CSP/SP): - If YES, advise provider to confirm assignment - After the provider is confirmed and First Attend Date entered, the assignment should be terminated as of the day prior to finalization of the new superseding IEP (IESP/CSP/SP) If provider never served the student: Advise provider to reject the case or allow it to timeout after the 5 days in which *Assignment Status* will change to *Awaiting Contract Agency Provider*
Contract Agency Rejected	The contract agency rejected the mandate	No user action required *
Pending Contract Agency Bid Responses	The secondary/tertiary bidding process has commenced. The agency supervisors have until midnight on the *Response Due Date* to indicate their interest in the case by submitting a bid with their proposed provider	After the bidding process comes to completion on the *Response Due Date*, either: If services need to be contracted retroactively, determine if it's appropriate to proceed with the award Or, Click **REBID** which will return the *Assignment Status* back to *Primary Contract Agency Not Found*
Bidding Closed/Ready to Award	The secondary/tertiary bidding process has closed for this mandate. DOE staff should review the submitted bids and award the mandate to an agency	If services need to be contracted retroactively, determine if it's appropriate to proceed with the award Or, Click **REBID** which will return the *Assignment Status* back to *Primary Contract Agency Not Found*

Assignment Status	Description	Necessary Action for (P)revious Mandate
Awaiting First Attend	A contract agency provider has been assigned and the mandate is awaiting entry of a first attend date	Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP): - 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) If no agency provided services: - Terminate provider on the previous mandate **Note:** Termination date should be the date prior to the finalization date of the new superseding IEP (IESP/CSP/SP) document.
Reason for Delay Needed	A reason for the delay in entering a *First Attend Date* for this assignment needs to be entered in PA	Enter a reason for delay for the previous mandate. After the status changes back to *Awaiting First Attend*: Verify if the agency has already provided services for the mandate on the previous IEP (IESP/CSP/SP): - 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) If no agency provided services: - Terminate provider on the previous mandate **Note:** Termination date should be the date prior to the finalization date of the new superseding IEP (IESP/CSP/SP) document.

Assignment Status	Description	Necessary Action for (P)revious Mandate
Pending Termination	Termination of the provider's assignment to the mandate has been submitted **Note:** *Termination* 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. (Please see exception for *Terminated-Never Assigned* and *Terminated-Never Served* below) **Note:** The assigned provider will not be permitted to submit invoices for any services with a date after the *Termination Date*.	Take no action
Terminated Without First Attend	Student mandate has been terminated before the first attend date was recorded	Take no action Or If a provider performed services and did not have a chance to enter *First Attend Date (FAD)* before the mandate went into this status, they may retroactively enter the FAD by clicking this icon:
Terminated - Never Assigned	Student mandate has been terminated before a provider was assigned to the case. **Note:** A *Termination* 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 *Terminated* status.	Take no action

Assignment Status	Description	Necessary Action for (P)revious Mandate
Terminated - Never Served	A *Terminated - Never Served* 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 select assignment status values from the *Receiving Contract Agency Provider* sub-tab that are relevant to the *Awaiting Contract Agency* sub-tab

Assignment Status	Description	Necessary Action for (P)revious Mandate
Pending 5 School Day Notification	Termination of the provider's assignment to the mandate has been submitted **Note:** *Termination* 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 the same mandate. (Please see exception for *Terminated-Never Assigned* and *Terminated-Never Served* below) **Note:** The assigned provider will not be permitted to submit invoices for any services with a date after the *Termination Date*.	Take no action

Assignment Status	Description	Necessary Action for (P)revious Mandate
Terminated	A receiving provider assignment has been terminated **Note:** The assigned provider will not be permitted to submit invoices for any services with a date after the *Termination Date*. **Note:** A *Terminated* 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 *Terminated* status.	Take no action
Pending Termination	Termination of the provider's assignment to the mandate has been submitted **Note:** Termination 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 the same mandate. **Note:** The assigned provider will not be permitted to submit invoices for any services with a date after the *Termination Date*.	Take no action

Assignment Status	Description	Necessary Action for (P)revious Mandate
Receiving	The assigned provider is delivering services to the student and a first attend date has been entered	Use the *Compare IEPs* tab located under the *Summary of Student Mandates* screen to verify if any changes were made to the mandates from the previous IEP to the current IEP - 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 *Compare IEPs* tab: - **DOE CENTRAL STAFF** 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) - **CONTRACT AGENCIES** Terminate the (**P**)revious mandate and withdraw the transmittal (see additional guidance below) * **Note:** If the current provider/ agency is unable to continue providing services, a new provider should be assigned using the assignment cascade.

Note: Please view next page for important information.

* 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.*