



Assigning a Contract Agency for Non Public School (NPS)/ Home School Students

Contents

Introduction 1

Assigning a Primary Contract Agency 1

 Moving Mandate to the Awaiting Contract Agency tab 1

 Assigning a Primary Contract Agency 4

Assigning a Secondary/Tertiary Contract Agency 6

 Searching for Mandate(s) to Assign a Secondary/Tertiary Contract Agency Provider 6

 Sending Notification to Solicit a Bid 8

 Awarding Contract Agency 9

Introduction

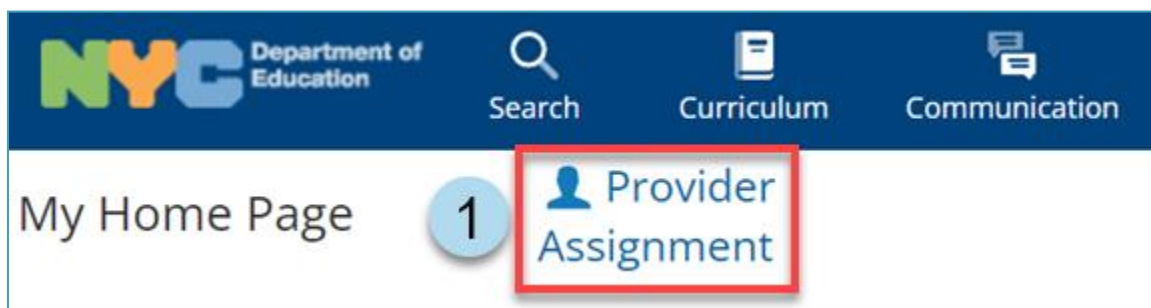
This training guide provides instructions for Committees on Special Education (CSEs) on the *Provider Assignment* process of assigning Contract Agencies for NPS and Home School students. The instructions are divided into two sections: [Assigning a Primary Contract Agency](#) and [Assigning a Secondary/Tertiary Contract Agency](#).

Assigning a Primary Contract Agency

The assignment of a contract agency provider begins with searching for a *Primary Contract Agency*. Student mandates serviced by CSEs are located on the *Assistance Not Requested* sub-tab and must be moved to the *Awaiting Contract Agency* sub-tab to proceed with agency assignment.

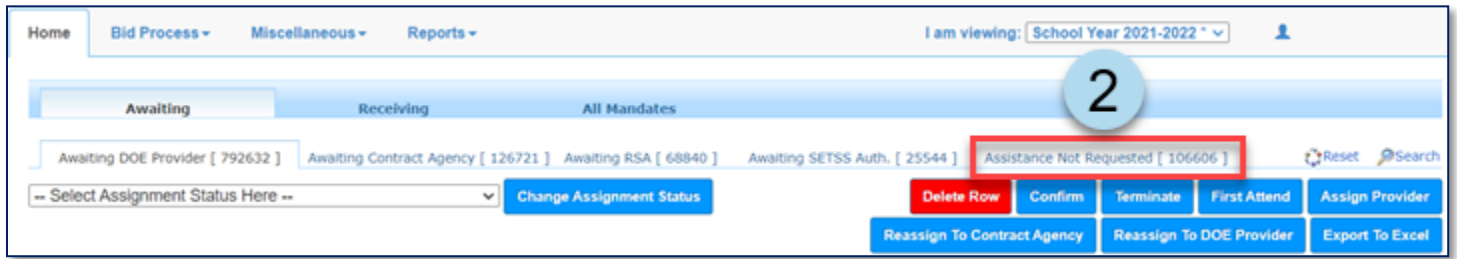
Moving Mandate to the Awaiting Contract Agency tab

1. Navigate to **Provider Assignment** from the SESIS home page.

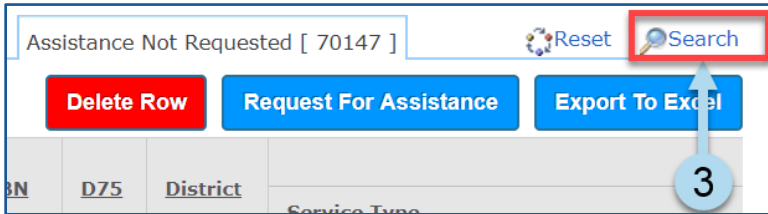


Note: The *Awaiting DOE Provider* sub-tab of the *Awaiting* tab is displayed by default.

2. From the Awaiting tab, click the **Assistance Not Requested** sub-tab.

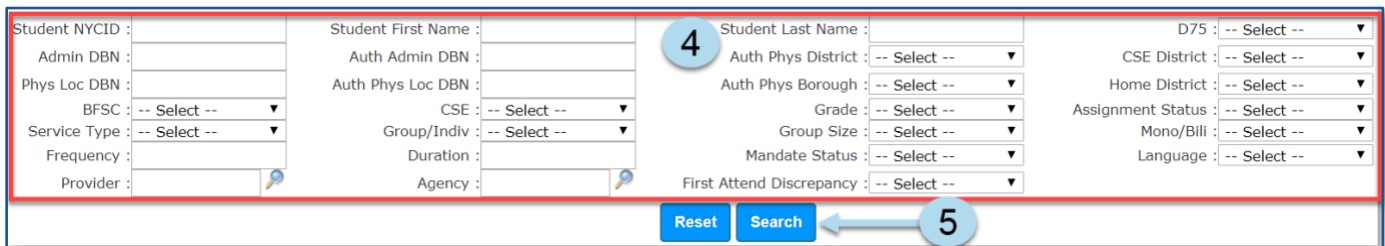


3. Click **Search** to open the panel.

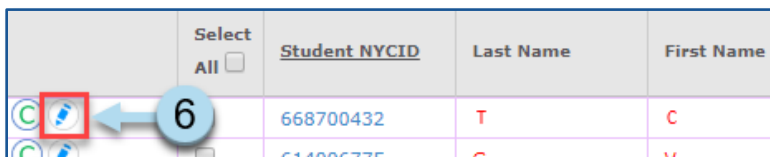


4. **Set the filters** to display the mandate(s) you will assign to a *Primary Contract Agency*.

5. Click **Search** at the bottom of the panel.



6. From the search results, click the **pencil icon** in the far left column to view mandate details.



- Verify** the mandate(s) reflect what is listed on the *Recommended Special Education Programs and Services* section of the student's last finalized *Individualized Education Program (IEP)*. If changes are made to any fields, click **Save Change** and then **X**. If no changes are made, click **Cancel**.

Edit Mandate Details
✕

Warning – if the student is changing schools, this should be indicated in the student's profile in SESIS, the system of record. Changing the DBNs in SESIS will cause an update to the student's current mandates in PA within 24 hours. If you proceed with making this update here, you risk making the information in PA out of sync with its parent application, SESIS.

If you choose to proceed, the DBN values will be updated on this mandate only. The remaining active mandates for this student in PA may have differing DBN information.

Student :

Student NYCID:	First Name:	Last Name:	DOB: 07/22/2010
Attending Admin DBN: <input type="text"/>	Auth Admin DBN: <input type="text"/>	CSE: CS06 ▼	Grade: 6TH GRADE
Attending Physical DBN: <input type="text"/>	Auth Physical DBN: <input type="text"/>	CSE District: 17 ▼	Home District: 17

IEP:

IEP ID:	IEP Conference Date:	Parentally Placed: No
Source Document Type: IEP	IEP Authorization Date: 09/01/2020	Initial Case: Yes

Mandate:

Is this a Compensatory Service? No	10 month/2 month: 10 month	Service Type: Occupational Therapy
Is this for an Interim monolingual provider? No	Service Start Date: 08/01/2021	Language: ENGLISH
Indiv/Group: Group	Frequency: 1	Duration: 30
Group Size: 3	Frequency Terms: Weekly	Duration Terms: Minutes

Assigned Provider:

Provider Name:	Assignment Status: Assistance Not Requested	First Attend Date:
Assigned Frequency: 1	Agency TaxID: <input type="text"/>	7

Cancel Save Change

Note: If selecting more than one mandate, **verify** each mandate's *Admin DBN*, *Phys Loc DBN*, *Auth Admin DBN*, and *Auth Phys Loc DBN*.

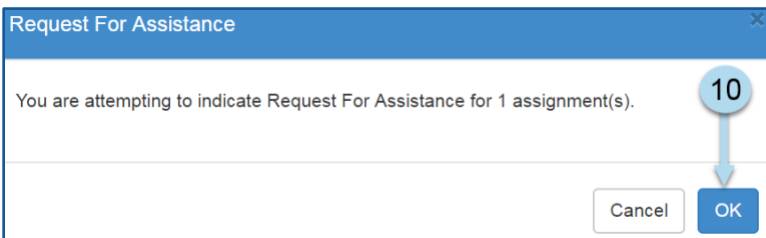
- Place a **checkmark** next to the mandate(s) to be moved to the *Awaiting Contract Agency* sub-tab.

	Select	Student NYCID	Last Name	First Name
All <input type="checkbox"/>	<input checked="" type="checkbox"/>		T	C
<input type="checkbox"/>	<input type="checkbox"/>	679635006	T	C
<input type="checkbox"/>	<input type="checkbox"/>	663862230	T	C

9. Click **Request for Assistance**.



10. Click **OK** in the pop-up window to confirm the request for assistance.



Note: A confirmation message will display at the top of the page.

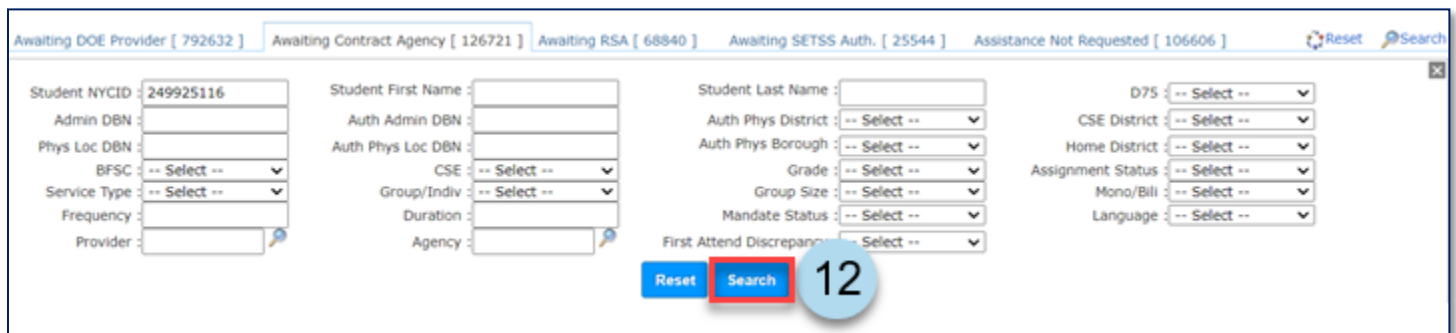
Request For Assistance was successfully processed.

Assigning a Primary Contract Agency








11. Click the Awaiting Contract Agency sub-tab.










12. Use the *Search* panel fields to select the mandate criteria to be assigned a *Primary Contract Agency*, then click **Search**.



13. Place a **checkmark** next to the mandate(s).

	Select All <input type="checkbox"/>	<u>Student NYCID</u>	Last Name	First Name
  	<input checked="" type="checkbox"/>		B	A
   	<input type="checkbox"/>		B	A

14. Click the **Locate Primary Agency** button.

	Select All <input type="checkbox"/>	<u>Student NYCID</u>	Last Name	First Name
  	<input checked="" type="checkbox"/>		B	A
   	<input type="checkbox"/>		B	A

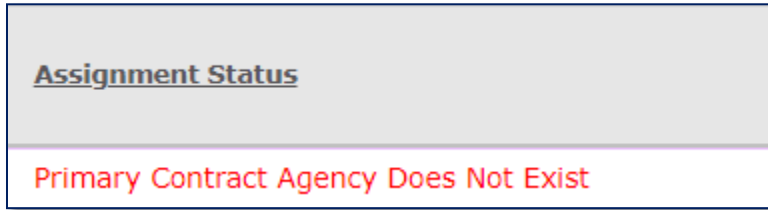
15. Click **OK** in the pop-up window to confirm that an attempt will be made to locate a *Primary Contract Agency*.

An attempt to locate a Primary Contract Agency will be made for 1 student mandate

Note: The system will display a message at the top of the screen confirming an attempt to locate a *Primary Contract Agency* was made. If a primary agency has been identified, the Agency column for the mandate will populate with the name of the contract agency, and the *Assignment Status* changes to *Awaiting Contract Agency Provider*.

An attempt to Locate a Primary Contract Agency was made.
Warning: If one or more rows cannot be contracted, click the pencil icon to add a CSE/CSE district and/or Authorized Physical district (DBN) between 1 and 32 to the row(s).

Note: If a primary contract agency does not exist for the selected mandate(s), the *Assignment Status* will automatically change to *Primary Contract Agency Does Not Exist*.

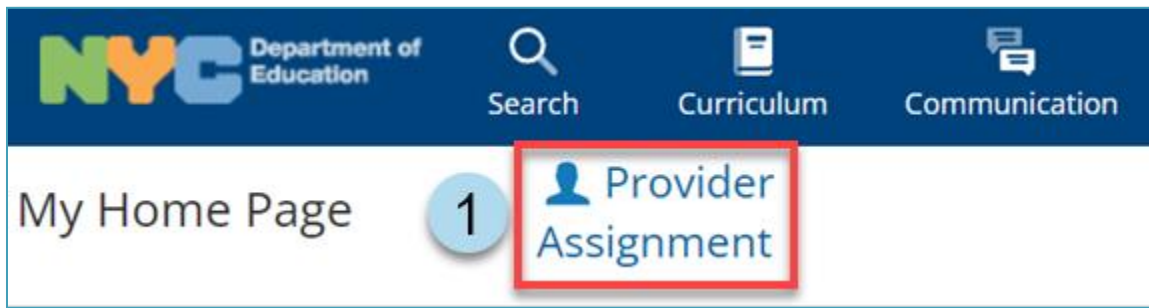


Assigning a Secondary/Tertiary Contract Agency

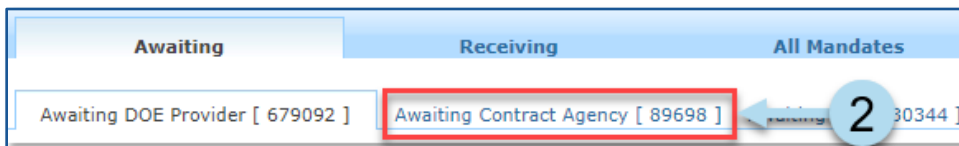
When efforts to locate a primary contract agency provider are unsuccessful, the search for a secondary or tertiary contract agency provider should commence.

Searching for Mandate(s) to Assign a Secondary/Tertiary Contract Agency Provider

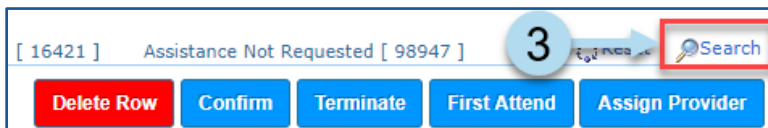
1. Navigate to **Provider Assignment** from the SESIS home page.



2. Click the **Awaiting Contract Agency** sub-tab. Note that the *Awaiting DOE Provider* sub-tab of the *Awaiting* tab is displayed by default.



3. Click **Search** to open the search panel.



4. Utilize filters to narrow the search, then click **Search**.

The screenshot shows a search filter form with various fields and dropdown menus. The 'Assignment Status' dropdown menu is highlighted with a red box. A blue circle with the number '4' is positioned over the 'Search' button.

Note: Select mandate(s) only with the following *Assignment Status* values: *Contract Agency Rejected*, *Contract Agency Timeout*, *Primary Contract Agency Does Not Exist*, and *Requested Contract Agency* if you are bypassing a *Primary Contract Agency* search.

5. Place a **checkmark** next to the mandate(s) to be assigned a *Secondary/Tertiary Contract Agency*.
6. Click **Locate Sec/Tert Agency**. This will display the *Secondary/Tertiary Contract Agency Look-Up* screen.

Locate Primary Agency		Locate Sec/Tert Agency		Withdraw Transmittal	
Select	All	Student NYCID	Last Name	First Name	
<input checked="" type="checkbox"/>		688149336	T	C	
<input type="checkbox"/>		688149336	T	C	
<input type="checkbox"/>		688149336	T	C	

Note: If bypassing a Primary Contract Agency search, a pop-up window will display. Click **OK** to continue.

You are attempting to Locate a Secondary/Tertiary Contract Agency for at least one student mandate for which a search for a Primary Contract Agency was not attempted first. Do you wish to bypass the Primary Contract Agency search for these cases?

Cancel OK

Sending Notification to Solicit a Bid

7. Input a **Response Due Date** on the Secondary/Tertiary Contract Agency Look-Up screen.
8. Place a **checkmark next to the agencies** to send a bid invitation to service the student's mandate. A SESIS notification will be sent to the supervisor of each contract agency selected for this batch.

Select	Contract Line Item ID#	Agency Name	Service Type	Language	Borough	District	Tier	Rank
<input type="checkbox"/>		A	Occupational Therapy	ENGLISH	Queens	29	Secondary	1
<input type="checkbox"/>		E	Occupational Therapy	ENGLISH	Queens	29	Tertiary	1

Note: Agencies must be selected in the tier/rank order they are listed. You may decide to skip to agencies at a higher tier/rank to be a part of this batch notification, but they must still be selected in the order they are listed.

9. Click **Notify Agency**.
10. Click **Send** in the pop-up window to confirm that a SESIS Inbox message will be sent to the selected agencies' supervisors.

Select	Contract Line Item ID#	Agency Name	Service Type	Language	Borough	District	Tier	Rank
<input checked="" type="checkbox"/>	48460	A	Occupational Therapy	ENGLISH	Queens	29	Secondary	1
<input type="checkbox"/>						9	Tertiary	2
<input type="checkbox"/>						9	Tertiary	3
<input type="checkbox"/>						9	Tertiary	4
<input type="checkbox"/>						9	Tertiary	
<input type="checkbox"/>						9	Tertiary	

Note: A system message will display across the top of the page, confirming the batch notification was successfully created. The *Assignment Status* will change to *Awaiting Contract Agency Response*.

The batch notification was successfully created. The agency supervisors for the selected contract agencies will receive a notice in their SESIS inbox regarding the open cases included in this batch.

The selected agencies will log into SESIS, navigate to *Provider Assignment*, and submit bids on each



mandate. Staff reviews the submitted bids when the *Response Due Date* arrives, and the bidding has been closed. The system will automatically recommend the highest-ranked *Contract Agency/Provider*, and the staff has the option to award one of the recommended agencies.

11. To close the Secondary/Tertiary Contract Agency Look-Up screen, click **Close**.



Awarding Contract Agency

12. After the contract agency bidding process for the mandate(s) has closed and the *Assignment Status* is *Bidding Closed / Ready to Award*, click on the **Award icon** to award an agency.

12	Select All <input type="checkbox"/>	<u>Student NYCID</u>	Last Name	First Name
	<input type="checkbox"/>		Z	L
	<input type="checkbox"/>		H	C

13. If one or more agencies placed a bid, the system-recommended contract agency will be listed first and be automatically selected. Click the **Award Agency** button to award the case to the contract agency.

Award Contract Agency


Student Information: #

First Name: J	Last Name: T	DOB:	Grade: .
Admin DBN:	Auth Admin DBN:	District:	CSE District:
Physical DBN:	Auth Physical DBN:	Borough:	Home District:
Cluster:	Network:	CSE:	D75:

Occupational Therapy

Frequency: 1 Weekly	Duration: 30 Minutes	Group Size: 2	Language: ENGLISH
Start Date: 08/01/2021	End Date:	Mandate Status: Unassigned	

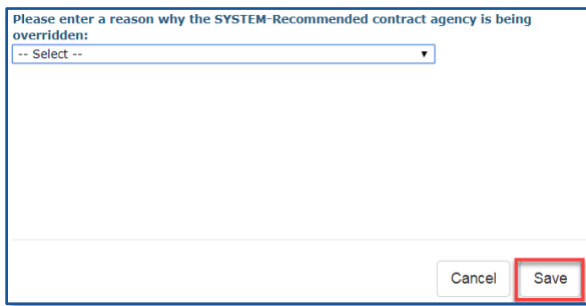
Response Due Date: 04/05/2022 Number Of Bids: 1

Contract Agency Name	Bidder Provider	Bidder Freq	Service Type	Language	Borough	District	Tier	Rank
	A	1	Occupational Therapy	ENGLISH	Staten Island	84	Tertiary	13

13

Cancel Award Agency Rebid

Note: The message below will appear if a different contract agency is selected other than the system-recommended contract agency. Select why the system-recommended contract agency is being overridden and click **Save**.

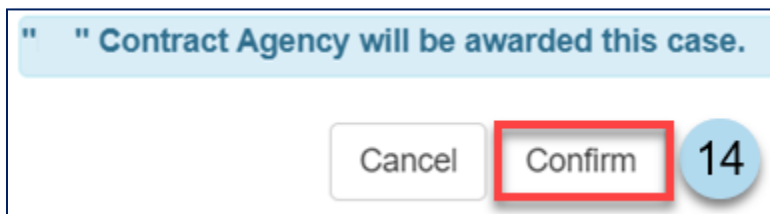


Please enter a reason why the SYSTEM-Recommended contract agency is being overridden:

-- Select --

Cancel Save

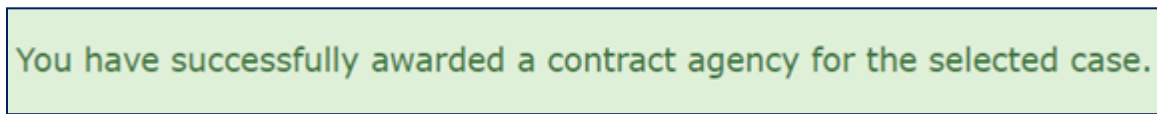
14. Click **Confirm**.



" Contract Agency will be awarded this case.

Cancel Confirm 14

15. A confirmation note will appear at the top of the screen stating that a contract agency has been awarded for the case.



You have successfully awarded a contract agency for the selected case.

Note: The assignment status for the case has now changed to *Awaiting First Attend*.