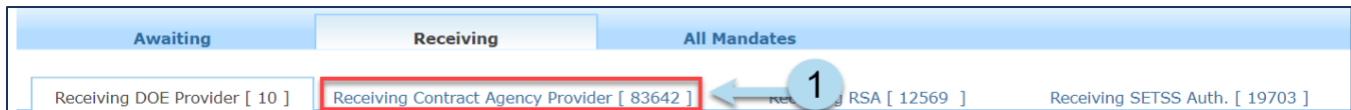# Opening a New Awaiting Line

Contents

Introduction

Provider Assignment does not automatically add a new row to the Awaiting tab after an assignment is terminated from a previous IEP. This training guide provides step-by-step instructions on adding a new row to the Awaiting tab (open a new awaiting line).

Note: Only users provisioned with the appropriate SESIS role will be able to open a new awaiting line, and there cannot be any active portions of the mandate remaining in a non-terminated status.

Opening a New Awaiting Line While Terminating Mandate

1. From the *Receiving* tab, **click** the appropriate sub-tab. For this example, *Receiving Contract Agency Provider* is selected.
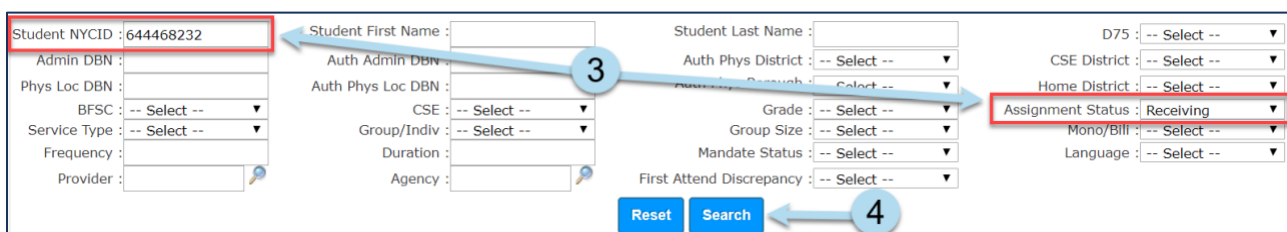

2. Click **Search** to open the search panel.

3. Use the following filters to search for the student:

    a. *Student's NYCID*
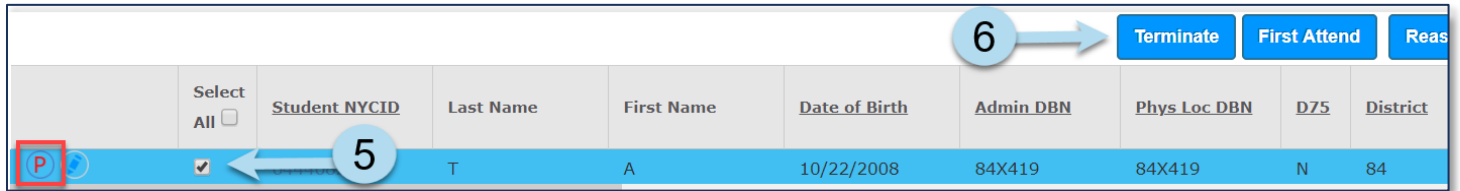
    b. *Assignment Status* (Select **Receiving)**

4. Click **Search**.

5. Verify and select the mandate row for termination.

Note: The option to "open new awaiting line" is only available for mandates from a (**P**)revious IEP.

6. Click **Terminate**. The *Terminate Provider* window will open.
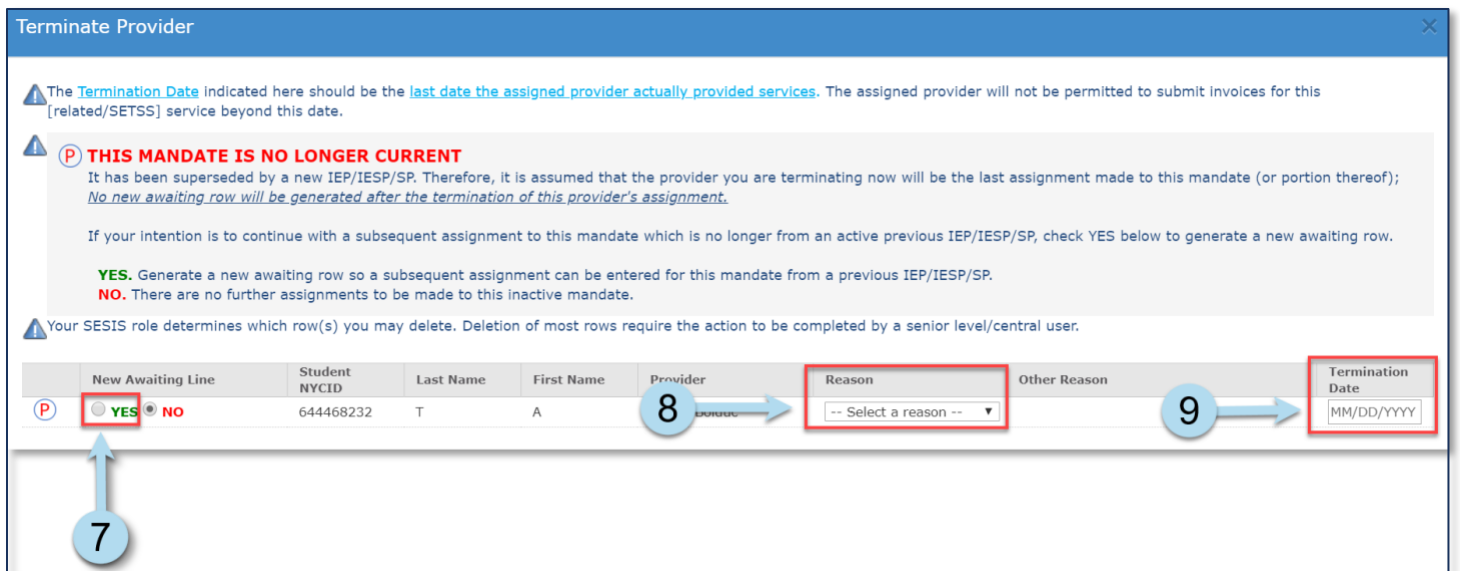

7. Select **YES** to generate a new awaiting row for this mandate from a (**P**)revious IEP/IESP/SP.

Note: If **NO** is selected, it is understood that there are no further assignments to be made to this inactive mandate. No new awaiting line is created.

8. Select a reason for terminating the mandate from the *Reason* dropdown.

Note: Do not select *Mandate Generated in Error* as a reason. This will permanently and immediately remove a mandate that contains incorrect data.

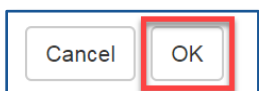9. Click in the **Termination Date box** to select the last date services were provided to the student.

10. Click **OK**.

Note: A message will appear at the top of the screen confirming that the provider has been terminated.

Provider was terminated.

Opening a New Awaiting Line After Terminating the Mandate

The "Open New Awaiting Line" button will be visible to users who have access to the All Mandates Tab. This button is available to generate a new row on the Awaiting tab in the event the user learns that a new awaiting row was needed after previously terminating a row.

1. From the *All Mandates* tab, use the following filters to search for the student:

   a. *Student NYCID*

   b. *Current/Previous IEP* (Select **Previous)**

   c. Choose the appropriate terminated status (Terminated, Pending 5 School Day Termination, Pending Termination, Terminated Without First Attend) in the *Assignment Status* field

2. Check the **Select All** box to select the student's mandate for which a new awaiting line is needed.

3. Click **Open New Awaiting Line**.

4. A pop-up box will notify the user that they are about to open a new awaiting line for the selected mandate that belongs to a (**P**)revious IEP/IESP/CSP. Click **OK**.

You are about to open a new awaiting line for selected mandates belong to a (P)revious IEP/IESP/CSP.

Studet NYCID	Last Name	First Name
668700828	D	G

④ OK

Note: A message will appear at the top of the Provider Assignment screen confirming that a new awaiting line was created.

New Awaiting Line(s) successfully created.

Locating the New Awaiting Line

After the new row is generated, it should automatically be under the *Awaiting* tab in Provider Assignment.

1. From the *All Mandates* tab, use the following filters to search for the student:

    a. *Student NYCID*

    b. *Current/Previous IEP* (Select **Previous)**

    c. *Service Type* (Select the **Service Type**)

2. Click **Search**.

3. Click the **"Take Me To"** icon next to the new awaiting row to go to the corresponding *Awaiting* sub-tab to take action for this mandate.