

## What's New in Provider Assignment (Preschool)

## **Top Features**

Description	Image
Mandates for preschool students will be available in Provider Assignment (PA) As of May 15, mandates for preschool students with 12-month summer-related services and supplementary services, are available on the Provider Assignment grid.	Summary of Student Mandates#: 750439062
	Last Name: D     DOB: 06/16/2021     Grade: Preschool       Auth Admin DBN: 09X073     District: 09     CSE       Auth Site Bldg Code : 09 X073     Borough: X     Home District: 10       Network: XR08     CSE: CS00     D75: N
<b>Note:</b> For students with 12-month summer-related services with an authorization date entered after May 9, 2024, in the Child Assistance Program (CAP), preschool summer mandates, will be available on the Provider Assignment grid after two business days.	/iew Parent/Guardian Contact
New dropdown to select and view preschool students A new dropdown will be displayed next to "I Am Viewing" that will allow the user to select to view either "School Age" or "Preschool" students.	I am viewing: Summer 2024 V School Age School Age Preschool
<b>Note</b> : Preschool student mandates are not available prior to Summer 2024.	
Tabs/Subtabs for Preschool         The tabs/subtabs for preschool students are listed below:         • Awaiting         • Awaiting DOE Provider         • Awaiting Contract Agency         • Awaiting IA*         • Assistance Not Requested         • Receiving         • Receiving DOE Provider         • Receiving DOE Provider         • Receiving Contract Agency         • Provider         • Receiving IA*         • All Mandates         * Independent Agreement (IA)	Home       Bid Process -       Miscellaneous -       Reports -       Admin -       Back to SESIS         I m viewing:       Summer 2024 v       Preschool v       Image: Summer 2024 v       Preschool v       Image: Summer 2024 v       Preschool v         Awaiting       Receiving       All Mandates       Mandates       Image: Summer 2024 v       Image: Summer 2024 v       Preschool v         Maiting DOE Provider [ 5488 ]       Awaiting Contract Agency [ 43 ]       Awaiting IA [ 7 ]       Assistance Not Requested       159         - Select Assignment Status       Image: Summer 2024 v       Image: Summer 2024 v       Change Assignment Status         Image: State in View Doe Provider [ 5488 ]       Awaiting Contract Agency Fasion A       04/05/2020 28Q700 00 cd         Image: State in View Doe State in State
Preschool Independent Providers are assigned in PA Preschool Independent Providers are assigned through the IA subtabs.	Awaiting DOE Provider [ 27481 ]       Awaiting Contract Agency [ 216 ]       Awaiting IA [ 20 ]         Select Assignment Status Here <ul> <li>Change Assignment Status</li> </ul>
<b>Note:</b> IA documents are created outside of PA and the system does not allow uploading of documents.	Select All       Student NYCID       Last Name       First Name       Assignment S         0       303562786       T       M       Awaiting IA         0       303579593       M       M       Awaiting IA         Click the "Approve/Disapprove" icon to approve/disapprove an

## **More Features**

Description	Imago
Preschool Contract Out Preschool students are contracted out using the Preschool Contract Awards List and will be matched against the applicable agency list using the student's "Home District."	Image       Select All     Student NYCID     Last Name     First Nar       C     302551515     S     K
	Click the "Award" icon to view bidding results and award an agency.
<b>Preschool DOE Providers</b> The Office of Related Services (ORS) will assign preschool students' related service mandates to the appropriate DOE Provider when staff are available to provide the service.	sistance Not Requested [ 32477 ] Pelete Row Terminate First Attend Assign Provider Reassign To Contract Agency Reassign To DOE Provider Export To Excel Provider Mandate Status Assignment Status Unassigned Awaiting DOE Provider
Home District The "District" column on the grid is changed to "Home District" for preschool students. "District" was also updated to "Home District" on the "Review Bidding Process" screen. In addition, a "Home District" dropdown menu was added to the "All Mandates" tab.	CED     Last Name     First Name     Phys Site Bldg Code     DZ5     Home District     Home District       A     E     00 C000     N     32     Speech-Land       T     N     32 K075     N     32     Speech-Land
The "Admin Tool" is available to make necessary updates to mandates Similar to school-age students the "Admin Tool" allows high-level users make necessary updates to mandates for preschool students.	Home       Bid Process ~       Miscellaneous ~       Reports ~       Admin ~       I ar         Manually Add a New Provider Assignment Row       Admin Tool       I
<ul> <li>Reports</li> <li>The following three reports are available for preschool students:</li> <li>Dashboard</li> <li>Provider Mismatch Report</li> <li>All Mandates Report</li> </ul>	Reports •       Admin •       I am viewing:       Summer 2024 •       Preschool •         Dashboard       •       •       •       •       •       •         Dashboard       •       •       •       •       •       •       •         Provider Mismatch Report       •
<b>First Attend Delay for Awaiting IA</b> If a student has an "Assignment Status" of "Awaiting First Attend" for more than five school days, staff should click the "First Attend Delay" icon to enter a reason for first attend delay.	Select All     Student NYCID     Last Name     First Name     Assignment Status       C     Image: State of the stat
Service Location is Not Used for Preschool Students The "Service Location" column on the grid is not currently in use for preschool students.	Select AII     Student NYCID     Last Name     First Name     Service Location     Agency       ©     0     303629287     F     A       O     0     202620287     F     A

## **Resources and Support**

Provider Assignment training resources are available on the <u>SESIS Related Service Providers</u> page for non-DOE providers, and for DOE staff on the SESIS <u>Provider Assignment</u> InfoHub page (DOE log-in required).

For technical support, staff should submit a help desk ticket by <u>following these step-by-step</u> <u>instructions</u> (DOE log-in required). For operational support, contact your <u>Office of Related Services</u> <u>(ORS) liaison</u>.