



## **Provider Assignment: Dashboard Report**

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## Introduction

This guide provides staff an understanding of the Dashboard Report in Provider Assignment and how to use the filters to display the desired report data.

## **Process Steps**

1. In Provider Assignment, click **Reports** located at the top of the screen and select **Dashboard** from the dropdown menu.

Home	Bid Process -	Miscellaneous <del>-</del>	Reports -		n view
			Dashboard		
vaiting	Red	ceiving	Provider M	lismatch Report	
				Attendance Mismatch Report	:
E Provider [ 386	5967 ] Awaiting C	ontract Agency [ 64350	All Mandat	es Report	th.
nment Status	Here	▼ Ch	ange Assignme	nt Status	

2. The Dashboard Report will open with the Service Type displayed on the far left of the report.

							A	WAITIN	IG															R	ECEIVI	IG				
			DOE				CA			In	d RSA			Ind	SETSS		Total		DOE			C/	۱.			Ind	RSA			Ind S
ervice Type	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	Await	P/LP/F	<b>Bil Mon Tot</b>	P/L P	/F	Bil	Mon	Tot	P/L P/F	Bil	Mon	Tot	P/L P/F	Bil
Adapty PE				0				0				0				0	0		0					0				0		
Asst Tech			2	2				0				0				0	2		0					0			4	4		
Audiology				0				0				0				0	0		0					0				0		
Counseling	5	1679	87415	89094	814	873	9294	10167	23	720	2301	3021	3		3	3	102285		0		3	127	5325	5452		72	724	796		
Hearing	11	89	2289	2378		21	228	249		24	253	277				0	2904		0					0	1	1	90	91		
Nrs-Transp			2	2				0				0				0	2		0					0			3	3		
Or/Mob		3	177	180			6	6			14	14				0	200		0					0			2	2		
Oral Translit		1	41	42			10	10			21	21				0	73		0					0			18	18		
OT	163	126	51482	51608	709	18	7765	7783	54	19	6621	6640	7		7	7	66038		1 1	15	56		14616	14616	99	3	3667	3670		
ara-Alt Place		3977	255	4232		36	8	44		10		10				0	4286		0					0		3		3		
Para-Crisis			8649	8649	10		293	293	1		73	73		-		0	9015		0				1013	1013			67	67		
Para-Health			7313	7313	9		198	198	1	3	117	120			)	0	7631		0				427	427	- 2	3	149	152		
Para-Or/Mob			473	473			4	4			3	3				0	480		0				22	22			3	3		
Para-Toilet			428	428			10	10			1	1		_	- /	0	439		0				15	15			3	3		
Para-Transp			1865	1865	- 4		79	79			49	49		_		0	1993		0				264	264			35	35		
Parent C/T			1	1			5	5			8	8				0	14		0					0				0		
PT	3	42	18611	18653	73	3	1387	1390	12	1	2045	2046	3		3	3	22092		0		56		1102	1102	85	1	1098	1099		
SETSS	1	1241	63653	64894				0				0		1669	6166	7835	72729		0					0				0	467	1133
Sign Lang			11	11			9	9			1	1				0	21		0				162	162				0		
Speech	16	8834	127377	136211	3006	2208	11382	13590	65	2149	4651	6800	14	1	13	14	156615		0	13	32 1	1822	24980	26802	52	668				
Vision		12	690	702		2	29	31	1	3	80	83				0	816		0					0			54	54		
Other			5	5				0			5	5				0	10		0					0			1	1		
Fotal for all																														
Service	199	16004	370739	386743	4625	3161	30707	33868	157	2929	16243	19172	27	1670	6192	7862	447645		1 1	34	17 1	1949	47926	49875	240	751	8716	9467	467	1133

**Note:** The Dashboard report lists the total number of rows per Service Type across all of the Awaiting and Receiving tabs.

Both the Awaiting and Receiving columns include four sub-tabs with the titles below:

- DOE mandate rows for Department of Education providers.
- CA mandate rows for Contract Agency providers.
- Ind RSA mandate rows for Independent RSA providers.
- Ind SETSS mandate rows for Independent SETSS providers.

The Awaiting sub-tabs are further decomposed into the following columns:

- a. Number of rows with an Assignment Status of Awaiting First Attend (AFA)
- b. Number of rows that are a Bilingual Service (Bil)
- c. Number of rows that are a Monolingual Service (Mon)
- d. Total number of rows awaiting per Service Type (Tot)

							A	WAITIN	IG								
			DOE			(	CA			In	d RSA			Ind	SETSS		Total
Service Type	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	Await
Adaptv PE				<u> </u>				0				0				0	C
Asst Tech	11	11	2	2				0				0				0	2
Audiology				0				0				0				0	C
Counseling	5	• -9	115	r 194	814	873	9294	10167	23	720	2301	3021	3		3	3	102285
Hearin	а	b	( C )	( d }		21	228	249		24	253	277				0	2904
Nrs-Transp	2		2	2				0				0				0	2
Or/Mob	-	3	177	180			6	6			14	14				0	200
Oral Translit		1	41	42			10	10			21	21				0	73
OT	163	126	51482	51608	709	18	7765	7783	54	19	6621	6640	7		7	7	66038
Para-Alt Place		3977	255	4232		36	8	44		10		10				0	4286
Para-Crisis			8649	8649	10		293	293	1		73	73				0	9015
Para-Health			7313	7313	9		198	198	1	3	117	120				0	7631
Para-Or/Mob			473	473			4	4			3	3				0	480
Para-Toilet			428	428			10	10			1	1				0	439
Para-Transp			1865	1865	4		79	79			49	49				0	1993
Parent C/T			1	1			5	5			8	8				0	14
PT	3	42	18611	18653	73	3	1387	1390	12	1	2045	2046	3		3	3	22092
SETSS	1	1241	63653	64894				0				0		1669	6166	7835	72729
Sign Lang			11	11			9	9			1	1				0	21
Speech	16	8834	127377	136211	3006	2208	11382	13590	65	2149	4651	6800	14	1	13	14	156615
Vision		12	690	702		2	29	31	1	3	80	83				0	816
Other			5	5				0			5	5				0	10
Total for all Service Types	199	16004	370739	386743	4625	3161	30707	33868	157	2929	16243	19172	27	1670	6192	7862	447645

The Receiving sub-tabs are further decomposed into the following columns:

- a. Number of rows that are Partially Receiving by Language (P/L)
- b. Number of rows that are Partially Receiving by Frequency (P/F)
- c. Number of rows that are a Bilingual Service (Bil)
- d. Number of rows that are a Monolingual Service (Mon)
- e. Total number of rows receiving per Service Type (Tot)

						- F	RECE	IVIN	G									
	DOE			C	Α				Ind F	RSA				Ind S	ETSS		Total	TOTAL
P/LP/	/FBil Mon	Tot <mark>P/L</mark>	P/F	Bil	Mon	Tot	P/L	P/F	Bil	Mon	Tot	P/L	P/F	Bil	Mon	Tot	Recv	RECM
		0				0					0					0	0	
		0	5.0	- 4 -	- <u>-</u>	<b>_</b> _0				4	4					0	4	
		0				0					0					0	0	
		0	E.	12 7	53 5	54 52			72	724	796					0	6248	10853
		a	b	C	d	Ae		1	1	90	91					0	91	299
		a		$\overline{}$			/			3	3					0	3	
		0				0				2	2					0	2	20
		0				0				18	18					0	18	9
	1	1	156		14616	14616		99	3	3667	3670				1	1	18288	8432
		0				0			3		3					0	3	428
		0			1013	1013				67	67					0	1080	1009
		0			427	427		3	3	149	152					0	579	821
		0			22	22				3	3					0	25	50
		0			15	15				3	3					0	18	45
		0			264	264				35	35					0	299	229
		0				0					0					0	0	1
		0	56		1102	1102		85	1	1098	1099					0	2201	2429
		0				0					0		467	1133	13976	15109	15109	8783
		0			162	162					0					0	162	18
		0	132	1822	24980	26802		52	668	2798	3466					0	30268	18688
		0				0				54	54					0	54	87
		0				0				1	1					0	1	1
	1	1	347	1949	47926	49875		240	751	8716	9467		467	1133	13977	15110	74453	52209

3. To view details for the individual mandate rows for a Service Type, click a **number** in the report.

							A	WAITIN	G	
			DOE			(	CA			Ind
Service Type	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil
Adaptv PE				0				0		
Asst Tech			2	2				0		
Audiology				0				0		
Counseling	5	1679	87415	89094	814	873	9294	10167	23	720
Hearing	11	89	2289	2378			228	249		24
Nrs-Transp			2	2		3		0		
Or/Mob		3	177	180			6	6		
Oral Translit		1	41	42			10	10		
OT	163	126	51462	51588	709		7785	7803	54	19
Para-Alt Place		3977	255	4232		36	8	44		10

4. The mandate grid will open with the rows for the selected Service Type and column (Awaiting Receiving) with preset filters in the Search panel.

	Awaiting		Receiving									
Awaiting	DOE Provider [	386939 ] Await	ing Contract Agenc	cy [ 64372 ] Awaiti	ng RSA [ 19353 ]	Awaiting SETSS Aut	h. [ 9249 ] As	sistance	Not Reques	ted [ 70144 ]	(*** Reset	t 🔎 Sea
Stude	nt NYCID :		Student First Na	me :	Stud	ent Last Name :			(	D75 : Select	•	
Ad	Imin DBN :		Auth Admin D	BN :	Aut	h Phys District : S	Select 🔻		CSE Dist	trict : Select	•	
Phys	Loc DBN :		Auth Phys Loc D	BN :	Auth	Phys Borough : S	Select 🔻		Home Dist	trict : Select	•	
_	BFSC : Se			CSE : Select	· /	Grade : S		Ass		atus : Select		
	vice Type : Para	- Alternate F 🔻	Group/In		- 4	Group Size : S				/Bili : Bilingual	*	
F	requency :		Durat			1andate Status : S			Langu	age : Select	v	
	Provider :	10	Age	ncy :	First Atter	nd Discrepancy : S	Select V					
					Reset	Search						
Select A	ssignment Sta	tus Here		Change Assig	gnment Status	Delete Row	Terminate	First Atte	nd Rea	ssign To DOE Provid	er Expo	ort To Exc
	ssignment Sta	tus Here Locate Sec/Tert A	gency Withdraw	Change Assig     Transmittal	gnment Status	Delete Row	Terminate	First Atte	nd Rea	ssign To DOE Provid	er Expo	ort To Exc
	imary Agency Select	Locate Sec/Tert A	gency Withdraw			_				issign To DOE Provid	er Expo	ort To Exc
	imary Agency			/ Transmittal	gnment Status Date of Birth	Delete Row	Terminate	First Atte	nd Rea	ssign To DOE Provid Service Type	er Expo	ort To Exc
ocate Pr	imary Agency Select	Locate Sec/Tert A		/ Transmittal		_						ort To Exc
	Select	Locate Sec/Tert A	Last Name	/ Transmittal	Date of Birth	Admin DBN	Phys Loc DBN	<u>D75</u>	District	Service Type	cement	ort To Exc
ocate Pr	Imary Agency Select All	Locate Sec/Tert As Student NYCID 224255245	Last Name Beaston	r Transmittal First Name Marci	Date of Birth 05/04/2008	Admin DBN 05042	Phys Loc DBN 05042	<u>D75</u> N	District 05	Service Type Para - Alternate Pla	cement	ort To Exc
ocate Pr	imary Agency Select All	Locate Sec/Tert Ag Student NYCID 224255245 103772435	Last Name Beaston Ronnay	r Transmittal First Name Marci Levy	Date of Birth 05/04/2008 06/31/2008	Admin.DBN 05042 06310	Phys.Loc.DBN 05042 06310	D75 N N	District 05 06	Service Type Para - Alternate Pla Para - Alternate Pla	cement cement cement	ort To Exc
ocate Pr	Select All	Locate Sec/Tert Av Student NYCID 224255245 103772435 190116189	Last Name Beaston Ronnay Casillis	Transmittal First Name Marci Levy Rinaldo	Date of Birth 05/04/2008 08/31/2008 10/24/2011	Admin DBN 05042 06310 42011	Phys Loc DBN 05042 06310 42011	DZ5 N N N	District 05 06 42	Service Type Para - Alternate Pla Para - Alternate Pla Para - Alternate Pla	cement cement cement cement	rt To Exc

5. To return to the Dashboard Report, click the **back arrow** in the upper left corner of your browser.

Provider Assignment ×		
C 🗘 E Secure   https://sesis.nycenet.e	u/pa/Home.aspx	
Ш Арра		
Department of 5 Education	Bid Process - Miscellaneous -	Reports <del>-</del>
Awaiting	Receiving	
Awaiting DOE Provider [ 3869	9 ] Awaiting Contract Agency [ 64372 ]	Awaiting RSA [ 19353 ] Awaiting S

**Filter Report Results** 

Several filters are available at the top of the Dashboard report that can be used to filter your report results.

6. Select a **district** from the Districts dropdown menu.

Note: District 84 (Charter Schools) can be found toward the bottom of the list.

	All Districts All Districts	•	Sch	pol: All	Schools								٠	CSE	: All C	SE 🔻 (	CSE	District: A
	00				6	A CA	WAITIN	IG	In	d RSA			Ind	SETSS		Total		DOE
Service T	01	) r	n	Tot	A. Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	Await	P/L	P/FBilMo
Adapty	02			0			0				0				0	0		
Asst T	02		2	2			0				0				0	2		
Audiol	03			0			0				0				0	0		

7. Select a specific school within the district from the School dropdown menu when applicable.

**Note:** A *District* must be selected first before choosing a school.

District: 04		•	School	All Schools	CSE: A	II CSE
			1	All Schools	<u>^</u>	
Service Type AFA		DOE	Tot A			lon To
Adaptv PE		7	0	17F948-Tomscot		0
Asst Tech			0	17F949-Westridge		0
Audiology		•	0	17F950-Forest Dale		0
Counseling	24	1752	1776	17F951-Briar Crest		0
Hearing	5	30	35	17F952-Washington		0
Nrs-Transp			0	17F953-Blaine		0
Or/Mob		3	3			0
Oral Translit			0	17F954-Golf View		0
OT 1	2	1049	1051	17F955-Walton		0
Para-Alt Place	51	6	57	17F956-Chive		0
Para-Crisis		101	101	17E957-Morrow		0

8. Select a specific Committee On Special Education from the CSE dropdown menu when applicable.

District: 04			•	Schoo	bl: 1	7F946	North	port										۲	CS	SE:	All CSE 🔻	CSE	Dis
																			5	1	All CSE		
							AWAI	TING											$\langle \rangle$		CS01		
	1	DOE				CA			Ind	RSA		]	ind §	SETSS		Total			JOE		0301		CA
ervice Type A	FA Bi	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	Await	0	-	Bil	Мо	CS02	P/F	Bil
Adaptv PE			0				0				0				0	0	N				CS03		
Asst Tech			0				0				0				0	0		/			0303		
Audiology			0				0				0				0	0	-				CS04		
Counseling		34	34			1	1				0				0	35					CS05		
Hearing		2	2				0				0				0	2					0.505		

9. After selecting a CSE, select a **CSE District**, which will be limited to the districts supported by the selected CSE.

Note: The CSE District dropdown menu will be limited to the districts supported by the selected CSE.

District: 04					Scho	ol: 1	17F94	5-Nor	thport										•	C	SE:	CS09	۲	CS	ED	strict	All Districts	
																									3	1	All Districts	
								AWA	ITING	i															1	~/	01	
		DOE				(	A			Ind	RSA			Ind s	SETSS		Total			DOE			-	1	CA		01	d F
ervice Type A	FA B	I Mo	n 1	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	AFA	Bil	Mon	Tot	Await	P/L	P/F	Bil	Mon	7	Ω	7F	Bil	Mor	02	Bi
Adapty PE				0				0				0				0	0						3	1			04	
Asst Tech				0				0				0				0	0					6		/			04	_