Provider Availability and Scheduling System

Do all Early Neutral Evaluation Programs use the Provider Availability and Scheduling System (PASS) for applications and scheduling?

While the majority of programs use PASS for applications and rosters, not all use the system for scheduling. Go to http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider, click Prospective Providers, and use the dropdown menu at the bottom of the page to view each county's application process and requirements.

Do I enter profile information for every application?

No, PASS automatically saves the profile information and uses this for subsequent applications. It is important to verify the information is still accurate before applying to additional programs.

Should I include out-of-state or expired licenses in my profile?

Yes, you are welcome to include any relevant licenses in your profile. Programs will be able to see expired and out-of-state licenses for consideration when evaluating new roster applications. However, only active Minnesota licenses will be verified and visible to the public on program rosters.

Is it possible to apply to a county's Financial Early Neutral Evaluation (FENE) and Social Early Neutral Evaluation (SENE) programs on one application?

No, you may only select one service type at a time when applying to programs in PASS. You can apply to multiple counties for the same service type in one application.

May my assistant manage my calendar and profile information in PASS?

Yes, if the assistant has access to your login credentials. All users must attend PASS training and agree to the PASS acknowledgements and terms of service.

How am I notified when a session is scheduled?

You will receive an immediate email notification when a session is schedule in PASS. The confirmation of the session is included in the court order.

How far in advance should I enter availability?

You are encouraged to maintain availability at least 60 days into the future. If there is no availability during the next 60 days in PASS, provider names will not appear on rosters.

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How do I cancel or reschedule a session?

Generally, you are responsible for contacting the parties directly to cancel or reschedule a session. For programs that require an amended order to cancel or reschedule a session, follow your local process.

Can I limit availability to have only one session scheduled per day?

Yes, in the Modify Existing Availability screen, check the box above the definition listing. Go to http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider and see QRG: Adding and Modifying Provider Availability in PASS for more information.

Can I remove availability when a schedule conflict arises?

Yes, you can remove availability in your calendar in PASS. See QRG: Viewing the Provider Calendar and Adding Exceptions to Availability in PASS for more information.

Where in PASS can I manage my applications?

Go to the For Providers Only screen and click Re-Apply to a Program & View Application Status. You may check application statuses, withdraw submitted applications, and reapply to programs in PASS.

Can I view confidential Case file types?

Yes, to view the case-specific information, log into PASS and go to View Schedule/Add-Remove Exceptions. Click the link to open the details of the scheduled session; the case file number with the parties' names will display.

What additional resources are available for help using PASS?

Resources for Early Neutral Evaluation (ENE) providers using PASS are available on the Minnesota Judicial Branch public website. Go to http://ww.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider, and click the Provider Availability and Scheduling System (PASS) section.