



Completing a Service Record for Physical Therapy Providers

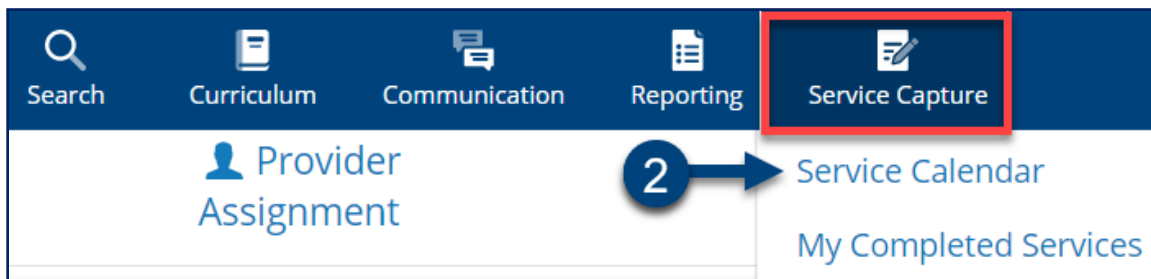
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Introduction

This training guide provides instructions for physical therapy providers to complete a past service record for a student in Encounter Attendance.

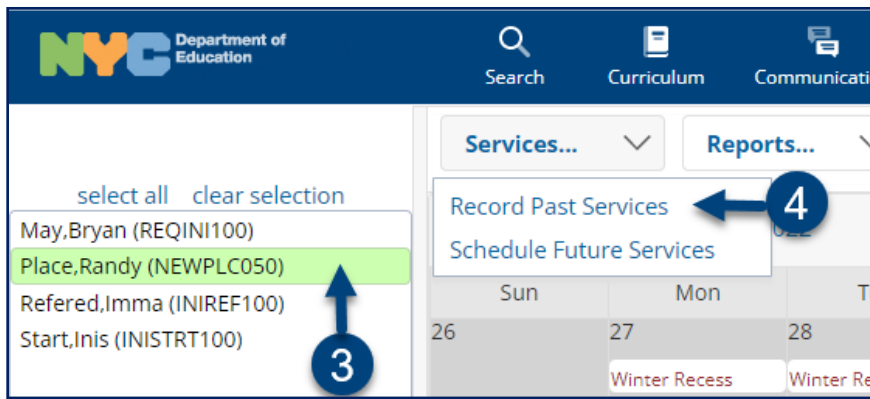
Encounter Attendance

1. **Log in** to SESIS.
2. From the *Top Navigation Bar* on your homepage, click **Service Capture**, then select **Service Calendar**.



Select Student and Verify/Select Mandate

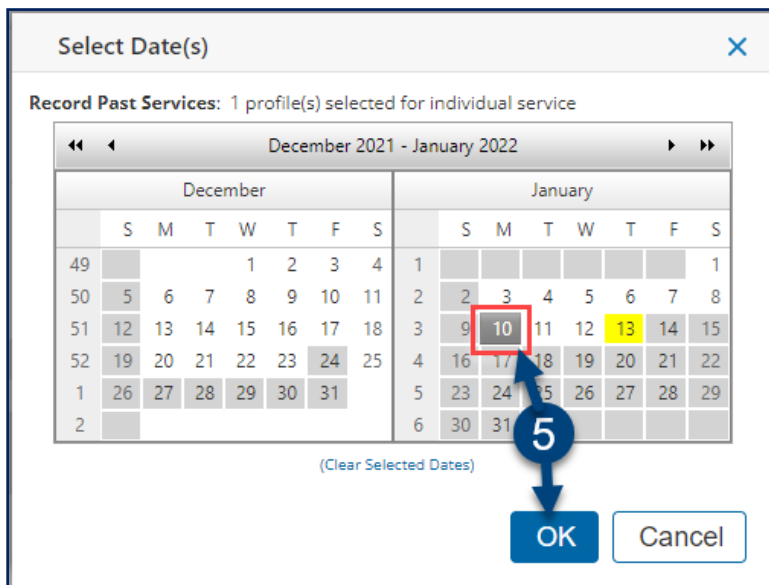
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
4. Click the **Services** dropdown menu and select **Record Past Services**.



Note: You may also right click on a specific day on the calendar and select **Record Past Services**.

5. Select the **date(s)** of service to be recorded on the *Record Past Services* pop-up screen and click **OK**.

Note: The *Record Past Services* pop-up calendar displays on top of the *Service Calendar*. Since you are recording a past service, future calendar days are grayed out.



Note: If the student has multiple mandates for the same Service Type, the *Select Mandate* pop-up window may display, and you will need to select the appropriate mandate.

Mandate Short Description	Mandate Term	Service Type	Mandated Language of Service	Mandated Frequency	Mandated Duration	Mandated Max. Group Size	Mandated Service Location	Mandate Start Date	Mandate End Date
S:IEP:PT:1W:30:1:EN:10M:3	10M	Physical Therapy	English	1/week	30 Minutes	Individual	General Education Classroom	07/01/2021	
S:IEP:PT:1W:30:2:EN:10M:4	10M	Physical Therapy	English	1/week	30 Minutes	Group of 2	Separate Location: therapy room, hallways, stairs, playground,	07/01/2021	

- Verify/enter the actual **Start Time** and **End Time** for the session.
- The *Service Type* will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

Encounter Attendance

Student: Randy Place	ID: NEWPLC050	Provider: Miranda Ptdoe	Provider Physical Type: Therapy
Date of Service:* 01/10/2022	Start Time:* <input type="text"/>	End Time:* <input type="text"/>	Service Duration:
Service Type:* Physical Therapy	7 6		

Note: A warning message will display if you select a *Service Type* for a role you are not assigned. However, the message will not prevent you from scheduling the service.

Encounter Attendance

Student: Randy Place	ID: NEWPLC050	Provider: Miranda
Date of Service:* 01/10/2022	Start Time:* <input type="text"/>	End Time:* <input type="text"/>
Service Type:* Speech-Language Therapy		

Mandate Short Description:*

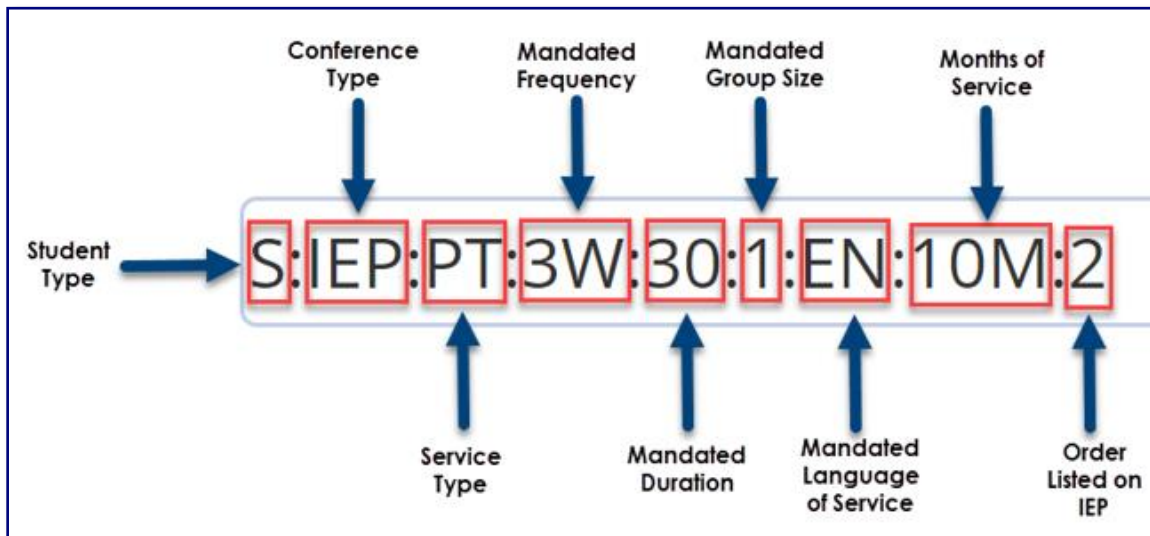
Add Mandates to the list (Check all that apply and click lookup to view)

Mandated Service (IEP/IESP/SP/CSP)
 Compensatory Services
 Add All Service Types
 Add Expired/Outside Term Mandates
 Mandates Without/Pending IEP Consent

Click the Lookup link to select a mandate for this service record. The selected service type doesn't match your SESIS role.

Mandate Short Description

The *Mandate Short Description* is broken down as follows:



Note: For more information, please refer to the [Understanding the Mandate Short Description guide](#) on the [SE SIS InfoHub](#).

8. Verify/Select the **Mandate Short Description**.

Note: If the mandate you served is not displayed in the *Mandate Short Description* field, check the *Add All Service Types*, *Add Expired/Outside Term Mandates*, and/or *Add Mandates Without/Pending IEP Consent* boxes and click the **lookup** link to display additional mandates.

Mandate Short Description: S:IEP:PT:3W:30:1:EN:10M:2 **8** lookup

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

- Mandated Service (IEP/IESP/SP/CSP)
- Compensatory Services
- Add All Service Types
- Add Expired/Outside Term Mandates
- Add Mandates Without/Pending IEP Consent

Note: The *Compensatory Services* checkbox is used to encounter services that are not associated with an IEP recommendation. It should only be selected for services that differ from the recommendations on the active *IEP*, including services provided pursuant to an impartial hearing order, resolution, or settlement, Special Education Recovery Services (including any "Compensatory Services") and Alternate Placement Paraprofessional services.

Mandate Short Description: S:IEP:SP:3W:30:1:EN:10M:3 lookup

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

- Mandated Service (IEP/IESP/SP/CSP)
- Compensatory Services
- Add All Service Types
- Add Expired/Outside Term Mandates
- Add Mandates Without/Pending IEP Consent

For more information regarding how to determine the need for Compensatory Services at IEP Meetings, how to record services for Alternate Placement Paraprofessional, go to the [Determining the Need for Compensatory Services at IEP Meetings](#) or [Completing a Service Record for Paraprofessionals](#) guides on the InfoHub.

9. Verify/Select the **Session Type**.

Session Type:	Service Provided	▼	← 9
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Note: "Mandated" fields (e.g., *Mandated Frequency*, *Mandated Duration*) auto-populate from the conference document.

Claimed Frequency

10. Verify/select the **Claimed Frequency**.

Note: The *Claimed Frequency* is the portion of the mandate for which you will be providing service. If you're providing the full service, it doesn't need to be changed. Claiming does not impact the ability of other providers to enter encounters for the same mandate when it is "split."

11. Select/Verify the **Actual Group Size**.

12. Select/Verify the **Actual Service Location**.

Mandated Frequency:*	1 per week	
Claimed Frequency:*	1 ▼ per week ← 10	
Mandated Duration:*	30 Minutes	
Mandated Language of Service:	English	
Mandated Max. Group Size:	Individual	Actual: (Select) ▼ ← 11
Mandated Service Location:	Separate Location Therapy Room	Actual: (Select) ▼ ← 12

CPT Codes and Session Notes

13. Select **CPT Codes/Service Type Detail**.

Note: *Current Procedural Terminology (CPT) Codes* will display based on the grouping value. If applicable, you may check more than one service, depending on the duration/grouping of the session.

14. Select the student's progress from the **Progress Indicator** dropdown menu.

15. Enter your session notes for the student in the **Notes for this Session** text box.

Notes from the student's last recorded session will appear in the *Notes from Last Session* text box, regardless of who worked with the student. For example, if you are splitting the mandate with another provider who most recently provided services, you will be able to see their notes from the last session.

CPT Code/Service Type Detail: ← 13

Progress Indicator: (Select) ↓ 14

Notes for this Session: ← 15

Notes from Last Session: OCT 12 2021: 1:00 PM - 1:30 PM by PTDOE50: Sample Session Notes 1

Certify and Save Service Record

16. **Check the box** to certify the service. Certifying a *Service Record* is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations.

17. Click **Save** to save your entries and finalize the *Service Record*.

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By clicking the certification below, it is my intent to electronically submit this record to the NYC DOE. My submission of this record in this fashion is the legal equivalent of my handwritten signature on the submitted record.

*I certify that I was approved by the NYC DOE to provide the services, that I provided the services as documented in this record, and to the truth of the information it contains.

Save ← Cancel 17

18. After the service capture has been certified and saved, the completed service record will display on the *Service Calendar* in purple. **Double click** or **right click** on the record to view the details.

today		Jan, 2022					Day	Week	Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
26	27	28	29	30	31	1 Jan			
	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess				
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
	PT 30m: Place, Randy								
16	17	18	19	20	21	22			

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