



Completing an Encounter Attendance Service Record

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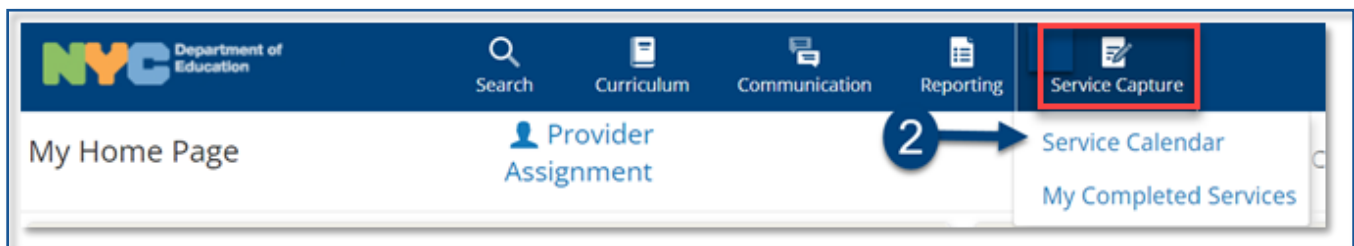
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Introduction

This training guide provides instruction on recording a past service in the Encounter Attendance Service Record for all service types.

Encounter Attendance

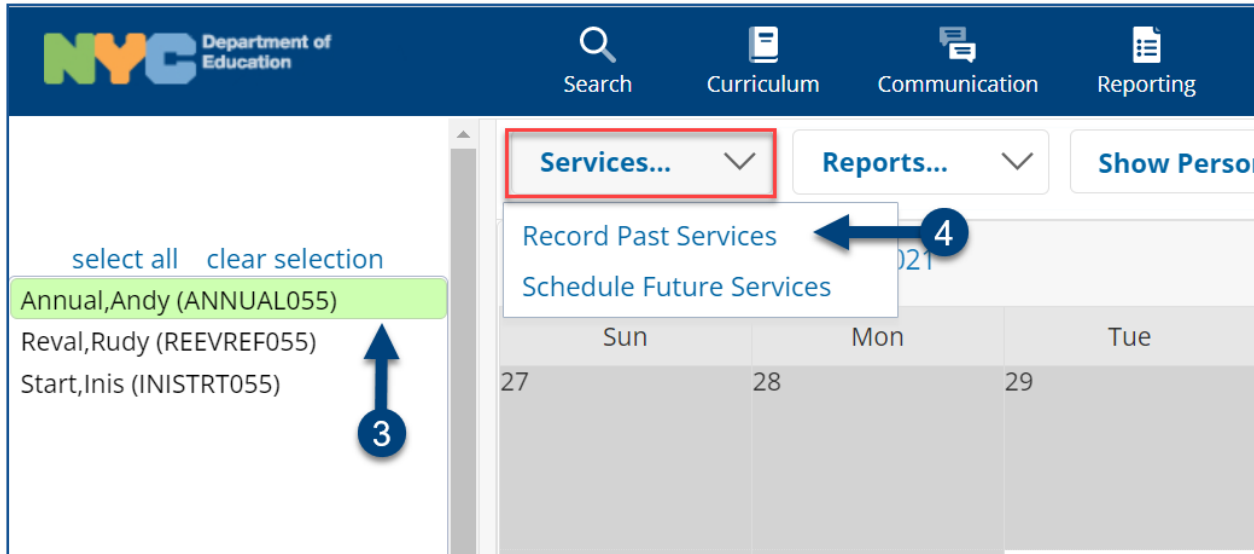
1. **Log in** to SESIS.
2. On the homepage, click **Service Capture**, then select **Service Calendar** from the dropdown menu.



Select Student and Verify/Select Mandate

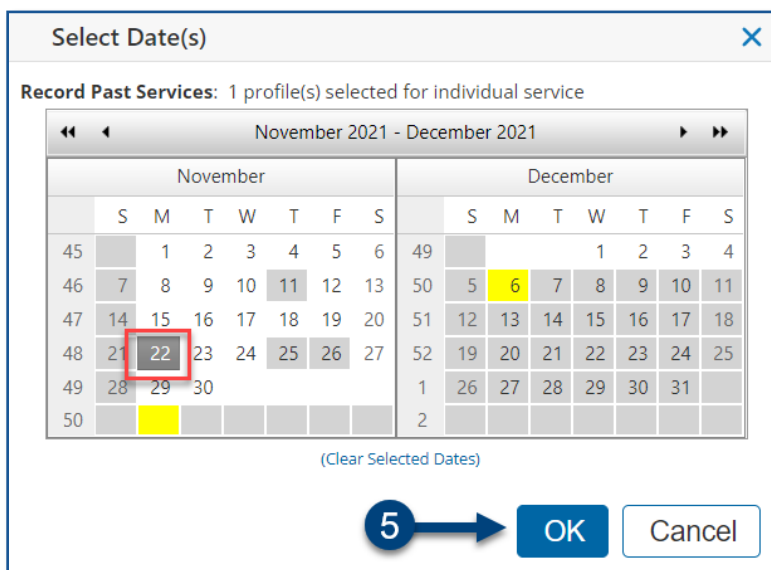
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
4. From the *Services* dropdown, select **Record Past Services**.

Note: You may also right click on a specific day 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 will 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	Max. Group Size	Mandated Service Location	Mandate Start Date	Mandate End Date	D
S:IEP:SP:1W:30:1:EN:10M:2	10M	Speech-Language Therapy	English	1/week	30 Minutes	Individual	Separate Location Therapy Room	11/12/2021		1
S:IEP:SP:2W:30:4:EN:10M:3	10M	Speech-Language Therapy	English	2/week	30 Minutes	Group of 4	Separate Location Therapy Room	11/12/2021		1

6. Verify/enter the actual **Start Time**, and **End Time** for the session.

Note: The images in this guide reflect services recorded by a speech provider. However, all service types can use this guide to create a service record in SESIS.

7. Service Type will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

Encounter Attendance

Student: Andy Annual	ID: ANNUAL044	Provider: Bruce Speechdoe	Provider Type: Speech-Language Therapy
Date of Service: 11/22/2021	Start Time: *	End Time: *	Service Duration:
Service Type: Speech-Language Therapy			

Arrows labeled 6 and 7 point to the End Time and Service Type fields respectively.

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 recording the service.

Service Type: Occupational Therapy

Mandate Short Description: *

lookup

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

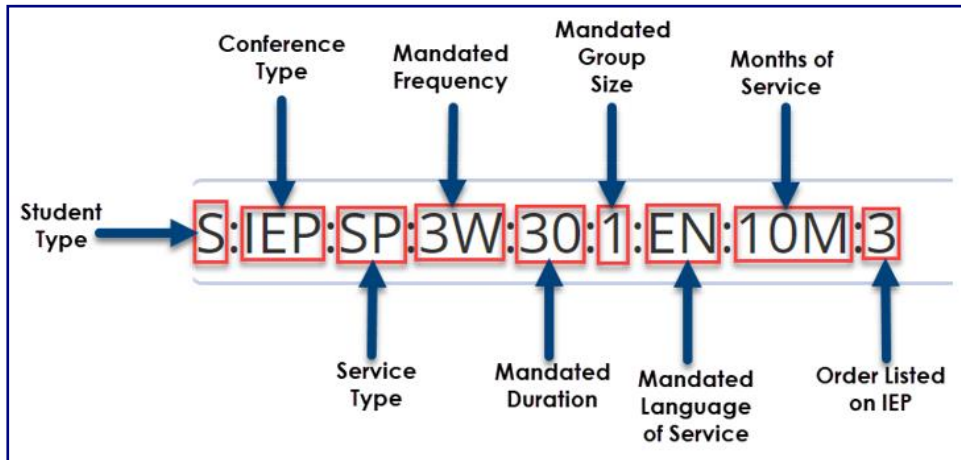
Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Please 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 [SEIS 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:SP:1W: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 from the Compensatory Services section of the IEP, services provided during Sensory Exploration, Education & Discovery (SEED) programming, or services that are not associated with an IEP, IESP, SP or CSP recommendation. It is also selected for services provided pursuant to an impartial hearing order, resolution, or settlement, and Alternate Placement Paraprofessional services.

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

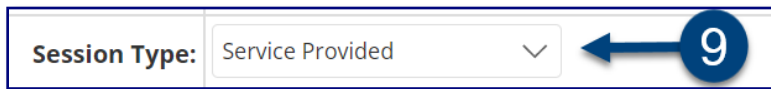
Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

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	▼
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Note: “Mandated” fields (e.g., *Mandated Frequency*, *Mandated Duration*) auto-populate from the conference document.

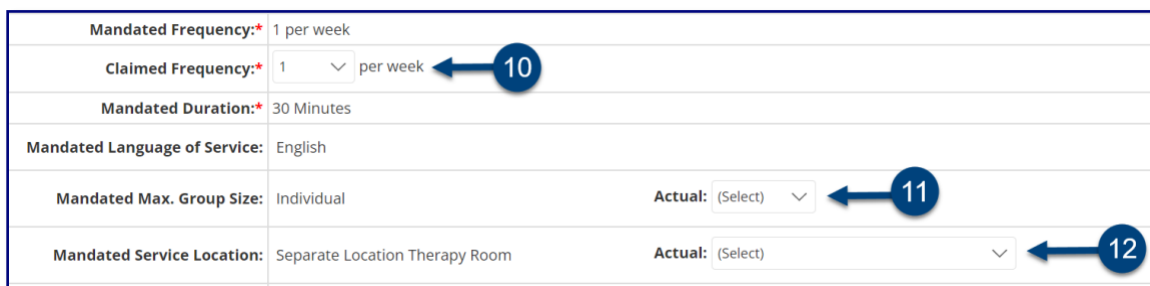
Claimed Frequency

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

Note: The *Claimed Frequency* is the portion of the mandate for which you will be providing service to the student. It doesn't need to be changed if you're providing the full service. Claiming does not impact the ability of other providers to enter encounters for the same mandate shared by more than one provider.

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** if applicable.

Note: Current Procedural Terminology (CPT) Codes are optional for Counseling Services and Audiology Services and will display based on the grouping value. You may check more than one CPT code, if applicable, 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, if applicable.

Note: Counseling session notes may be entered as "confidential" if considered to be sensitive by the provider.

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.

Note: Image for the previous steps is on the following page.

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 SPEECHDOE02 : 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*.

16

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 ← 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 Nov, 2021							Day	Week	Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
31	1 Nov	2	3	4	5	6			
7	8	9	10	11 Veteran's Day	12	13			
14	15	16	17	18	19	20			
21	22 SP 30m: Annual, Andy	23 ← 18	24	25 Thanksgiving Recess	26 Thanksgiving Recess	27			
28	29	30	1 Dec	2	3	4			