



# Completing Past Services for Multiple Students on Multiple Days

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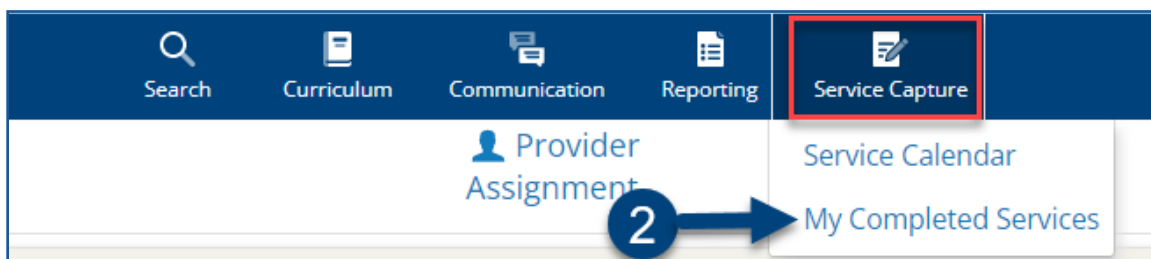
## Introduction

This training guide provides instruction for service providers to complete a past service record for multiple students on multiple days in Encounter Attendance.

## Encounter Attendance

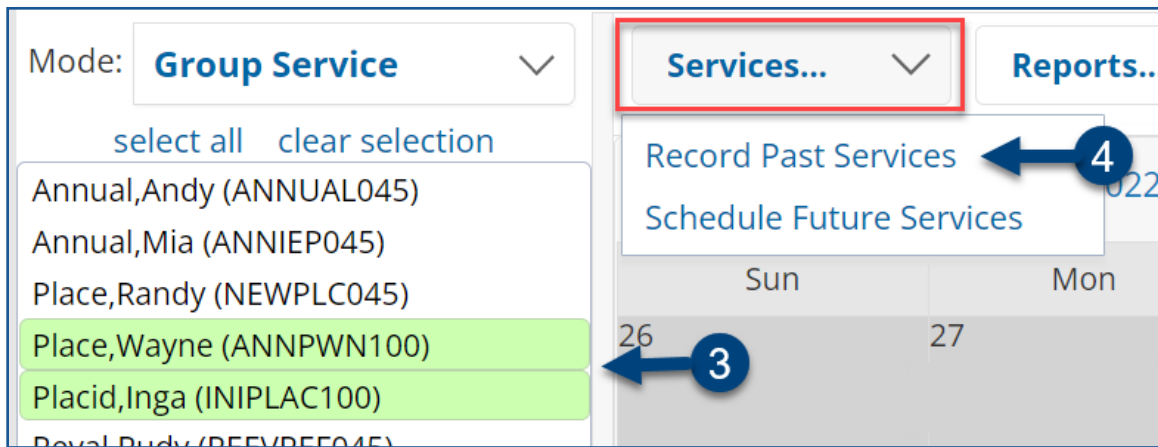
**Note:** This guide is applicable for all service types, however, the images used in this training guide reflect service provided by a speech-language therapists.

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



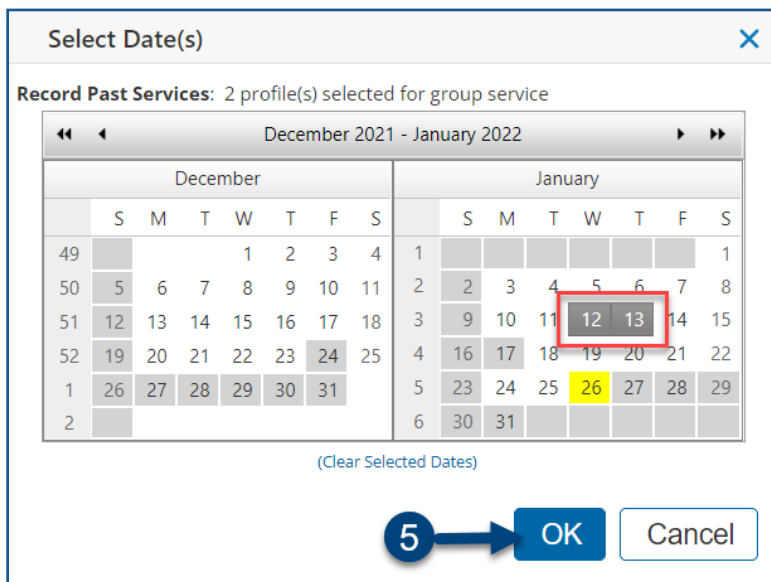
## Select Students and Verify/Select Mandate

- On the left side of the screen, click to highlight the **students** (hold down the CTRL key to choose multiple students) from your caseload for whom you want to schedule a past service.
- Click the **Services** dropdown menu and select **Schedule Future Services**.



- Select the **dates** 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 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: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         |                  |
| 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         |                  |

- 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: Andy Annual                  | ID: ANNUAL050        | Provider: Bruce Speechdoe | Provider Type: Speech-Language Therapy |
| Date of Service: 01/12/2022           | Start Time: 10:00 AM | End Time: 10:30 AM        | Service Duration: 30 minutes           |
| Service Type: Speech-Language Therapy |                      |                           |  |

Annotations: 7 points to the Service Type dropdown, 6 points to the End Time field.

**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.

|                                    |                      |                           |
|------------------------------------|----------------------|---------------------------|
| Student: Andy Annual               | ID: ANNUAL050        | Provider: Bruce Speechdoe |
| Date of Service: 01/12/2022        | Start Time: 10:00 AM | End Time: 10:30 AM        |
| Service Type: Occupational Therapy |                      |                           |

Mandate Short Description: \*

lookup

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

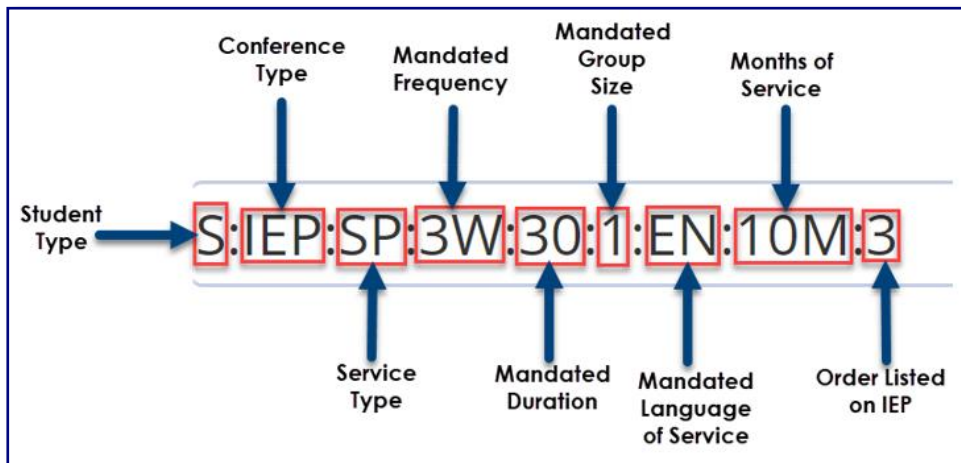
Mandated Service (IEP/IESP/SP/CSP)  Compensatory Services

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

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**

**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

**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**.

|                      |                  |   |     |
|----------------------|------------------|---|-----|
| <b>Session Type:</b> | Service Provided | ▼ | ← 9 |
|----------------------|------------------|---|-----|

**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**.

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

The screenshot shows a form with three main sections. The first section, labeled 'CPT Code/Service Type Detail:', is highlighted with a red box and has a blue circle with the number 13 and an arrow pointing to it. Below this is a 'Progress Indicator:' dropdown menu with '(Select)' and a downward arrow, highlighted with a blue circle and the number 14 and an arrow. The second section is a large text box labeled 'Notes for this Session:', highlighted with a blue circle and the number 15 and an arrow. The third section is a text box labeled 'Notes from Last Session:' containing the text 'JAN 12 2022 : 1:00 PM - 1:30 PM by SPEECHDOE02 : Sample Session Notes 1', highlighted with a red box.

## 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 finalize the Service Record.

The screenshot shows a certification section with a blue circle and the number 16 and an arrow pointing to a checkbox. The text above the checkbox reads: '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.' Below the checkbox is the text: '\*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.' At the bottom of the form are two buttons: 'Save' and 'Cancel', with a blue circle and the number 17 and an arrow pointing to the 'Save' button.

**Note:** Follow steps 6 to 17 to complete the remaining records. The # of Records Saved field indicates how many records are completed and saved.

18. Click the **Select Record** dropdown menu at the top of the home page to complete the service record for the remaining students.

The screenshot shows a 'Select Record' dropdown menu with the following options: 'Place, Wayne (ANNPWN100) - 01/12/2022 (SAVED)', 'Place, Wayne (ANNPWN100) - 01/13/2022', 'Placid, Inga (INIPLAC100) - 01/12/2022', and 'Placid, Inga (INIPLAC100) - 01/13/2022'. The first option is selected. To the right, the '# Records Saved' field shows '1 of 4'. A blue circle with the number '18' and an arrow points to the dropdown menu.

19. After the service captures are 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.

The screenshot shows a calendar for January 2022. The calendar is in 'Day' view. The dates 27, 28, 29, 30, and 31 are marked as 'Winter Recess'. On January 12 and 13, there are two purple records each: 'SP 30m: Place, Wayne' and 'SP 30m: Placid, Inga'. A blue circle with the number '19' and an arrow points to the records on January 13.