
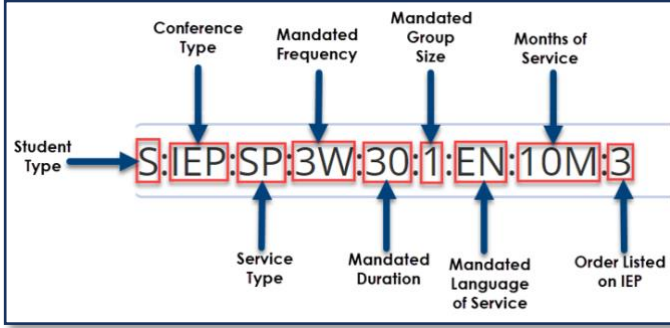

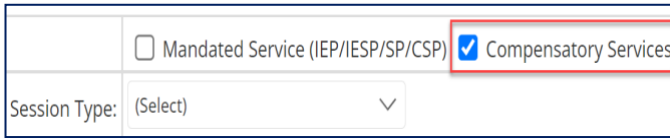




Encounter Attendance Features

Top Features

Upgrade Feature Description	Upgrade Image
<p>Mandate Matching</p> <p>All active mandates listed on the Encounter Attendance Service Record match the mandates from the most recent <i>Individualized Education Program (IEP)</i>, <i>Individualized Educational Service Plan (IESP)</i>, <i>Services Plan (SP)</i>, or <i>Comparable Service Plan (CSP)</i>. This allows providers to select the correct mandate to service, making it easier to ensure students receive the services outlined on their IEP.</p>	 <p>The image shows a table of 'RELATED SERVICES' with columns for Service Type, Language of Service, Frequency, Duration, Location, and Start Date. Below the table is a 'Mandate Short Description' field with a value 'S:IEP:SP:3W:30:1:EN:10M:3'. A pop-up window titled 'Add Mandates to the list' is shown with checkboxes for 'Mandated Service (IEP/IESP/SP/CSP)', 'Compensatory Services', 'Add All Service Types', 'Add Expired/Outside Term Mandates', and 'Add Mandates Without/Pending IEP Consent'.</p>
<p>Mandate Short Description</p> <p>The <i>Mandate Short Description</i> field and the <i>Select Mandate</i> pop-up window displays abbreviated mandate details from the <i>Individualized Education Program (IEP)</i>, <i>Individualized Educational Service Plan (IESP)</i>, <i>Service Plan (SP)</i>, or <i>Comparable Service Plan (CSP)</i>. The <i>Mandate Short Description</i> lists the type of student (i.e., S for School-age, P for Pre-k), type of conference document, service type, mandate frequency, duration, group size, language of service, 10- or 12-month service, and the numbered order of the mandate on the IEP.</p>	 <p>The diagram shows the string 'S:IEP:SP:3W:30:1:EN:10M:3' with arrows pointing to each part: 'S' (Student Type), 'IEP' (Conference Type), 'SP' (Service Type), '3W' (Mandated Frequency), '30' (Mandated Duration), '1' (Mandated Group Size), 'EN' (Mandated Language of Service), '10M' (Months of Service), and '3' (Order Listed on IEP).</p>
<p>Select Mandate "Pop-up" Window</p> <p>When creating a service record, if the student has multiple active mandates of the same service type, the <i>Select Mandate</i> pop-up window automatically displays multiple mandates of the same service type. The <i>Select Mandate</i> pop window does not appear if the student only has one active mandate for a specific service type. Instead, the mandate is displayed in the <i>Mandate Short Description</i> field.</p>	 <p>The screenshot shows a 'Select Mandate' pop-up window with a table of active mandates. The table has columns for Mandate Short Description, Mandate Service Term, Mandate Service Type, Mandated Language of Service, Mandated Frequency, Mandated Duration, Mandated Max. Group Size, Mandated Service Location, Mandate Start Date, and Mandate End Date.</p>
<p>Compensatory Services</p> <p>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.</p>	 <p>The image shows a form with a checkbox for 'Mandated Service (IEP/IESP/SP/CSP)' which is unchecked, and a checkbox for 'Compensatory Services' which is checked.</p>
<p>Reports</p> <p>New Standard Reports</p> <ul style="list-style-type: none"> Provider Calendar Report: This report is a calendar view of a provider's recorded and scheduled service records. Related Services Mandates Encounter Summary Report: This report lists the mandates the provider is servicing, the mandate start date, and whether a mandate is split between two providers. <p>Updated Standard Reports</p> <ul style="list-style-type: none"> Encounter Attendance Log Report: This report is enhanced with additional data columns and a refined search filter. This report is now available as a standard report and no longer as an advanced report. 	<p>Reports (continued)</p> <p>Updated Standard Reports</p> <ul style="list-style-type: none"> A new column, "Assigned Provider(s)," lists the provider's name and is added to the following reports: <ul style="list-style-type: none"> IEPs Not Completed by IEP Meeting Date Parentally Placed/Request for Service Reconvene IEP Meeting Parent/DOE Requested Status of Annual Reviews Status of Annual Reviews/NYSED-Approved NPS Status of Requested Reevaluations/SED Approved NPS

Encounter Attendance Features

More Features

Upgrade Feature	Upgrade Description
Additional Mandate Viewing Options	<p>The following options to view additional mandates are available to users. Typically, you would not need to use these mandate options except in extraordinary circumstances. After checking the box(es), click on <i>Mandate Short Description</i> lookup link to display the mandates.</p> <ul style="list-style-type: none"> • Add All Service Types: Displays mandates for a service type other than your primary role. • Add Expired/Outside Term Mandates: Displays mandates that are not active. • Add Mandates Without/Pending IEP Consent: Displays mandates pending IEP consent or without IEP consent. <p>Note: You should enter the session as provided. If you believe consent may not have been obtained, you may ask the IEP team, or other appropriate school/CSE special education representatives to clarify/confirm.</p>
Temporary Service Checkbox	<p>Check the <i>Temporary Service</i> box when one of the following service types is provided as a temporary service by a provider who is not the regularly assigned provider (i.e., as a substitute.)</p> <ul style="list-style-type: none"> • Special Education Teacher Support Services (SETSS) • Hearing Education Services • Interpreting Services - Oral Transliterator • Interpreting Services – Sign Language Interpreter • Paraprofessional • Orientation and Mobility Services • Other Related Service • Other Supplementary Aid/Service • Vision Education Services
Interim Checkbox	<p>When the <i>Mandated Language of Service</i> field is a language other than 'English,' the following <i>Service Types</i> will display the <i>Interim</i> checkbox.</p> <ul style="list-style-type: none"> • Special Education Teacher Support Services (SETSS) • Speech-Language Therapy • Counseling <p>When checked, the <i>Mandated Language of Service</i> field is unchanged. Additionally, the <i>Interim Language of Service: English</i> label will appear next to the checkbox.</p> <p>Note: The Interim checkbox is displayed only for bilingual services provided in English, pending the availability of a bilingual provider.</p>
Claimed Frequency	<p><i>Claimed Frequency</i> is the portion of the mandate assigned to the caseload of the provider entering the service record. A provider's caseload may, if necessary, include less than the full mandated frequency for a mandate due to limited schedule capacity. In these instances, a second provider may be assigned the balance of the mandate, resulting in it being fully served. The full IEP <i>Mandated Frequency</i> will pre-populate on the service record. If the provider is servicing the entire mandated frequency, the value does not need to change on the <i>Claimed Frequency</i> field. On the other hand, if the provider is servicing a part of the mandated frequency, the provider must select the partial frequency from the <i>Claimed Frequency</i> dropdown menu. The claimed frequency does not impact the ability of other providers to record student encounters.</p>
Prevent Service Records Overlap	<p>SEIS prevents providers from certifying encounters for the same student during the same time slot, except for the following <i>Service Types</i>, which allow overlapping service records.</p> <ul style="list-style-type: none"> • Paraprofessional • Interpreting Services - Sign Language Interpreter • Interpreting Services - Oral Transliterator • Orientation and Mobility Services
Updated Service Record Labels	<p><i>Service Record</i> labels are updated. For example, <i>Notes for this Session</i>, previously labeled "Session Notes" and <i>Mandated Max. Group Size</i>, previously labeled "Grouping."</p>
Removal of Service Types that are no longer encounterable	<p>The following <i>Service Types</i> are no longer available on the <i>Encounter Attendance Service Record</i> and do not need to be encountered.</p> <ul style="list-style-type: none"> • Adapted Physical Education • Medical Services • School Nurse Services • Assistive Technology Services • ENL • Travel Training
New Service Type	<p>"Other" is now <i>Other Related Service</i> or <i>Other Supplementary Aid/Service</i>.</p>