



# Special Education Recovery Services for Encounter Attendance

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## Introduction

**Note:** Effective February 2022, several enhancements were made to the Encounter Attendance Service Record in SESIS. Refer to the What's New in Encounter Attendance [video](#) and [guide](#) to learn more.

Special Education Recovery Services are designed to help close gaps brought on by the pandemic's disruption to learning and are available to all students with *IEPs* in addition to the services recommended on the student's *IEP*. These services will be delivered as outlined in the *Special Education Recovery Services (SERS) parental notice* in SESIS. When a related service is provided as part of *Special Education Recovery Services*, you must record each scheduled student session in the Encounter Attendance (EA) service record.

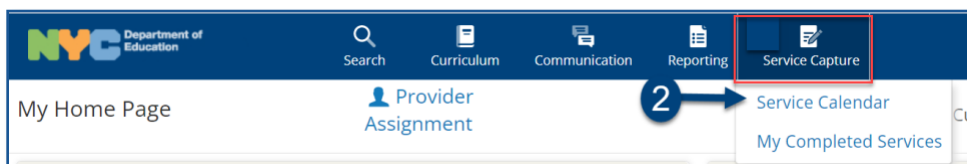
**Note:** Instructional interventions (Small Group Instruction and Intensive Small Group Intervention) provided as part of SERS are not recorded in SESIS.

All required fields must be completed before certifying the EA service record. Encounter Attendance training resources are available on the [SEGIS Related Service Providers](#) page for non-DOE providers and for DOE providers on the [Encounter Attendance page](#) by logging in with DOE Outlook credentials.

## Recording an Encounter Attendance Service Record for Recovery Services

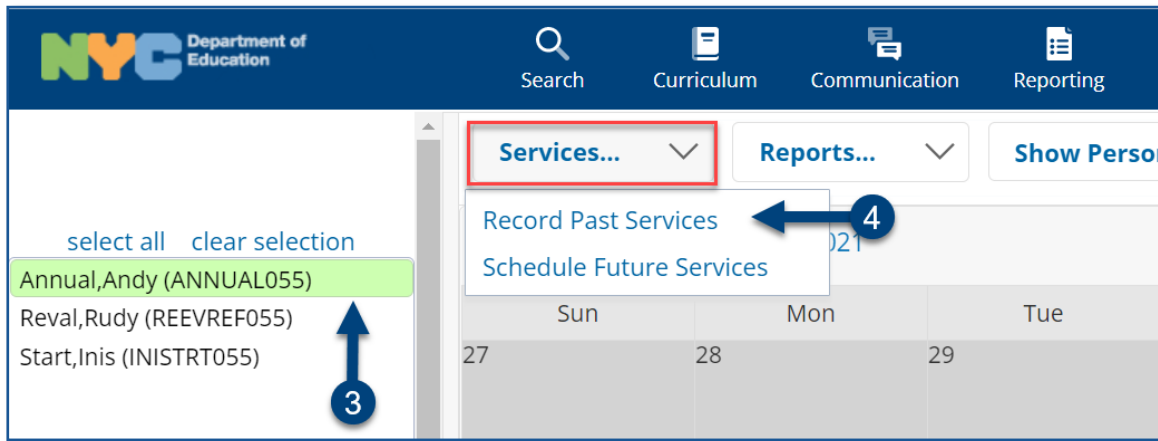
### Select Student

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



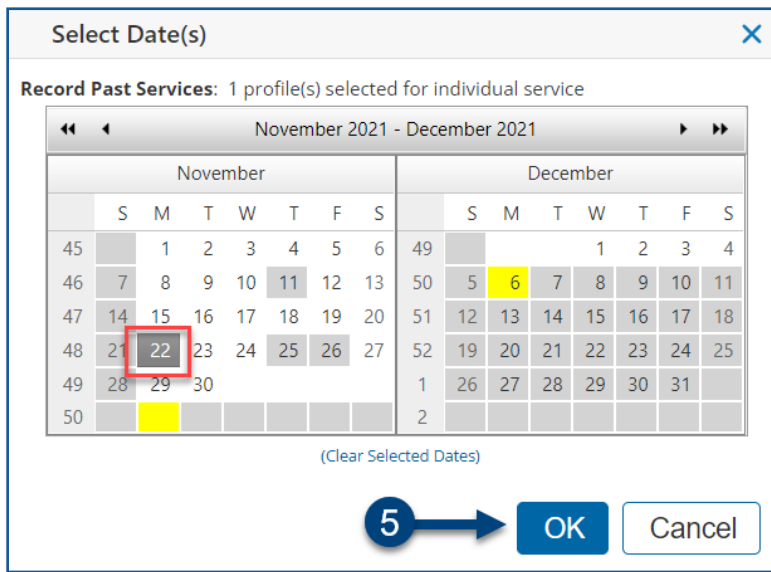
- On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
- Click the **Services** dropdown menu and select **Record Past Services**.

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



- 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 *Select Mandate* pop-up window opens, Click **X** on the top right corner to close it since the Recovery Service is not associated with an IEP recommendation.

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	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 used for the following steps reflect services recorded by a speech provider for Speech-Language Therapy. However, all service types can use this guide to create a Recovery Service record in SESIS when applicable.

7. 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: ANNUAL044	Provider: Bruce Speechdoe	Provider Type: Speech-Language Therapy
Date of Service*: 11/22/2021	Start Time*: <input type="text"/>	End Time*: <input type="text"/>	Service Duration:
Service Type*: Speech-Language Therapy			

**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

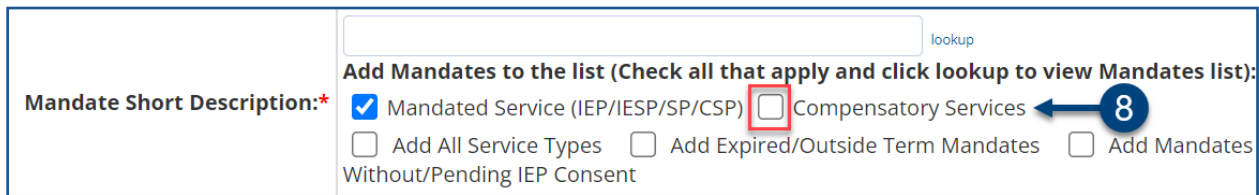
Please click the Lookup link to select a mandate for this service record. The selected service type doesn't match your SESIS role.

## Select Compensatory Services

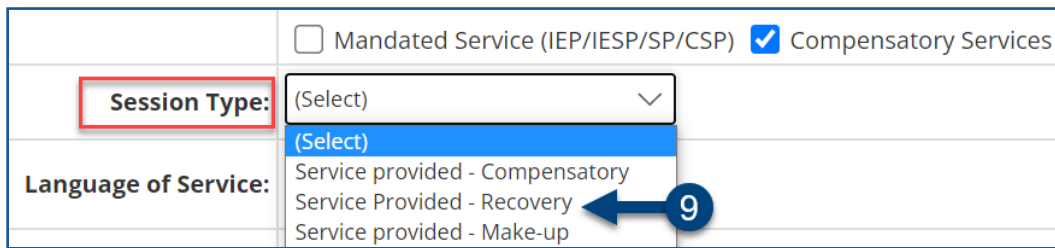
**Note:** The *Compensatory Services* checkbox is used to encounter services that are not associated with an IEP recommendation. It should only be selected for services that differ from the recommendations on the active *IEP*, including services provided pursuant to an impartial hearing order, resolution,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

For more information regarding how to record services for Compensatory and Alternate Placement Paraprofessional Services, go to the [Recording Compensatory Services for a Student](#) or [Completing a Service Record for Paraprofessionals](#) guides on our [SEIS InfoHub](#).

8. Click the **Compensatory Services** checkbox.



9. Select **Service Provided – Recovery** from the *Session Type* dropdown.



**Note:** Paraprofessionals assigned to work with one or more student(s) indicated on the SERS plan must record only the first student encounter in SEIS. Programmatic paraprofessionals are not required to enter encounters for small group instructional support provided during SERS.

The SERS plan describes the level of paraprofessional support the student requires during SERS. These services may differ from the paraprofessional recommendation(s) on the *IEP*.

10. Verify the **Language of Service**. Modify if necessary.

11. Click the **Group Size** dropdown menu and select the actual number of students who attended the session.

12. Select the **Service Location** from the dropdown menu.

**Note:** See image for steps 10 through 12 on the next page.

<b>Language of Service:</b>	English	10
<b>Group Size:</b>	(Select)	11
<b>Service Location:</b>	(Select)	12

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

**Note:** Current Procedural Terminology (CPT) Codes are optional for Counseling Services, Audiology Services and School Nurse 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.

<b>CPT Code/Service Type Detail:</b>	<input type="checkbox"/> Treatment of speech, language, voice, communication, and/ or auditory processing - CPT code 92526 <input type="checkbox"/> Treatment of swallowing dysfunction and/or oral function for feeding - CPT code 92526 <input type="checkbox"/> Consultation: Phone/Tele-therapy - CPT code 12345	13
<b>Progress Indicator:</b>	(Select)	14
<b>Notes for this Session:</b>	<b>Notes from Last Session:</b>	15

## 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.

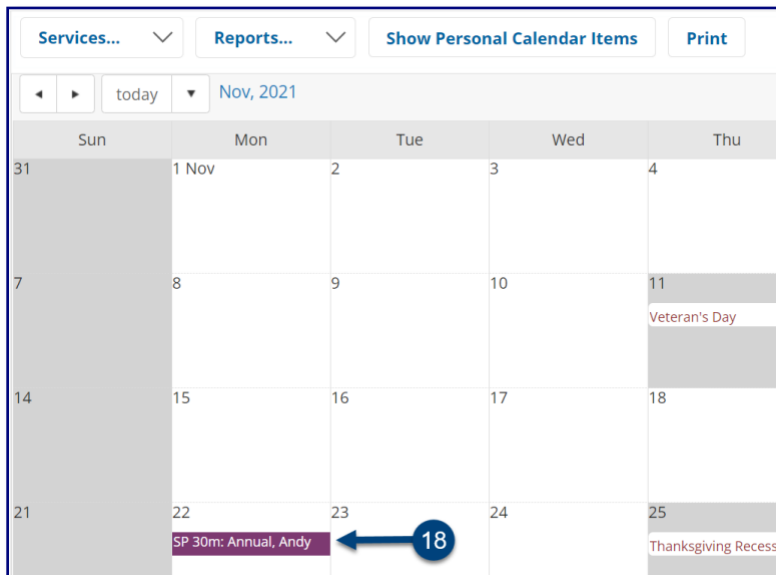
17. Click **Save** to save your entries and finalize the *Service Record*.

16. By checking 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.

17. Save

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.



**Note:** When recording a subsequent Compensatory Service record, fields will prepopulate based on the most recently recorded past service. Pre-populated fields can be modified until the record is certified and saved.

## Recording SERS Remote Sessions

The steps to record a remote special education recovery service in the encounter attendance service record is the same as recording an in-person service record for recovery services, except that you must select a remote option from the *Service Location* dropdown menu.

1. Verify or complete all required fields in the encounter attendance service record.
2. From the *Session Type* dropdown menu, click **Service Provided – Recovery**. Then continue completing the remainder of the encounter attendance service record.
3. From the *Service Location* dropdown menu, select the appropriate remote location selection.

**Note:** The remote *Service Location* options vary depending on the *Service Type*.

<b>Service Type:</b> *	Speech-Language Therapy				
	<input type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP)	<input checked="" type="checkbox"/> Compensatory Services			
<b>Session Type:</b>	Service Provided - Recovery				
<b>Language of Service:</b>	English				
<b>Group Size:</b>	Individual				
<b>Service Location:</b>	(Select)				

4. Continue completing the remainder of the encounter attendance service record.

## Recording SERS Student or Provider Absences or Cancellations

Below are the steps to record student or provider absences or cancellations for a special education recovery service in the encounter attendance service record, which includes the required session note of "SERS."

1. Click the **Compensatory Services** checkbox.
2. From the *Session Type* dropdown menu, select **Student Absent, Provider Absent, or Cancelled**.
3. Enter "SERS" in the *Notes for this Session* text box.

	<input type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input checked="" type="checkbox"/> Compensatory Services ← 1
<b>Session Type:</b>	(Select) ↓
<b>Language of Service:</b>	(Select) Service provided - Compensatory Service Provided - Recovery Service provided - Make-up
<b>Group Size:</b>	Student Absent ← 2 Provider Absent Cancelled
<b>Service Location:</b>	Long Term Student Absence Student Refused
<b>CPT Code/Service Type Detail:</b>	<input type="checkbox"/> Treatment of speech, language, voice, communication, and/ or auditory processing - CPT code 92507 <input type="checkbox"/> Treatment of swallowing dysfunction and/or oral function for feeding - CPT code 92526 <input type="checkbox"/> Consultation: Phone/Tele-therapy - CPT code 12345
<b>Progress Indicator:</b>	(Select) ↓
<b>Notes for this Session:</b> ← 3	<b>Notes from Last Session:</b>

4. Continue completing the remainder of the encounter attendance service record.