



Generating the Encounter Attendance Log Report for Non-DOE Providers

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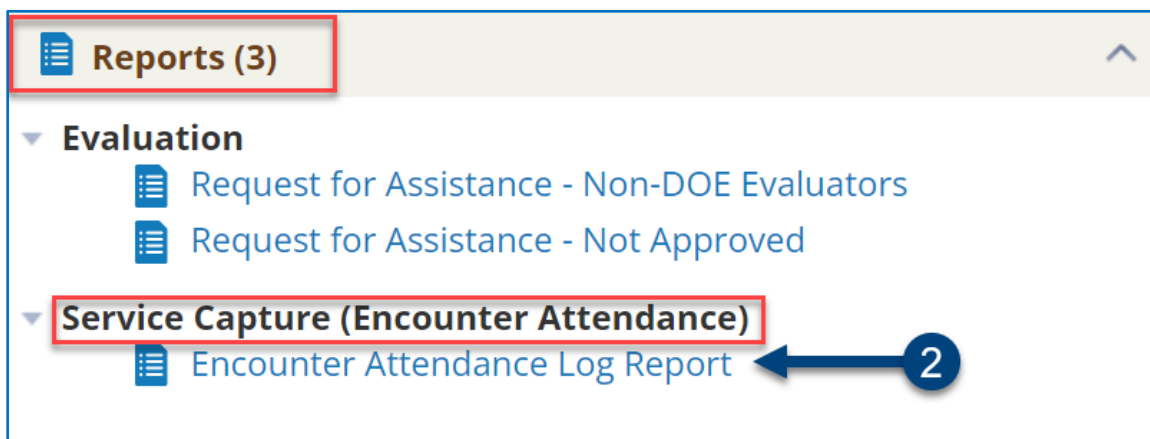
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Introduction

The Standard *Encounter Attendance Log Report* displays detailed information on Encounter Attendance service records including *Session Type*, *Session Notes*, *Duration of Service*, *CPT Code/Service Type Detail*, the Provider First Name and Provider Last Name. This report replaces the Advanced *Encounter Attendance Log Report* and displays encounter data for up to six months.

Finding the Report

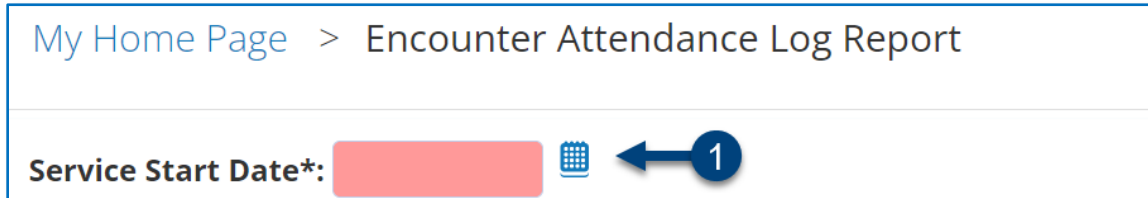
1. **Log in** to SESIS.
2. From the *Reports* panel on your SESIS Homepage, click **Encounter Attendance Log Report** located in the *Service Capture (Encounter Attendance)* category.





Enter the Service Start Date

1. Use the **calendar icon** to select the *Service Start Date*.

Note: You can view up to six months of service records. For example, enter October 1st to view service records for October through February. The report results depend upon the date the service started.



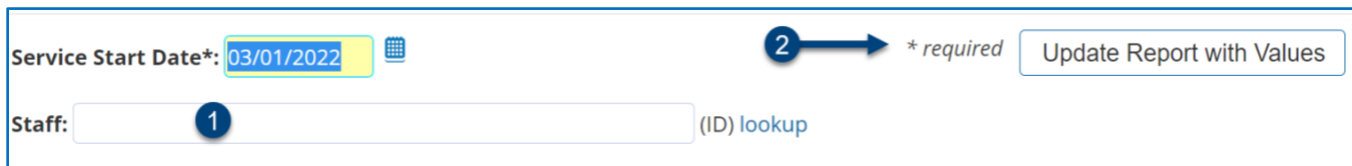
My Home Page > Encounter Attendance Log Report



Service Start Date*:  


Note: You must either enter the provider's ID into the *Staff* field and/or the student's ID in the *Student ID* field before clicking "Update Report with Values." See below for the instructions on how to proceed.

Viewing the report by Provider

1. Enter the **provider's ID** directly into the *Staff* field. Do not use the *lookup link*.
2. Click **Update Report with Values**.

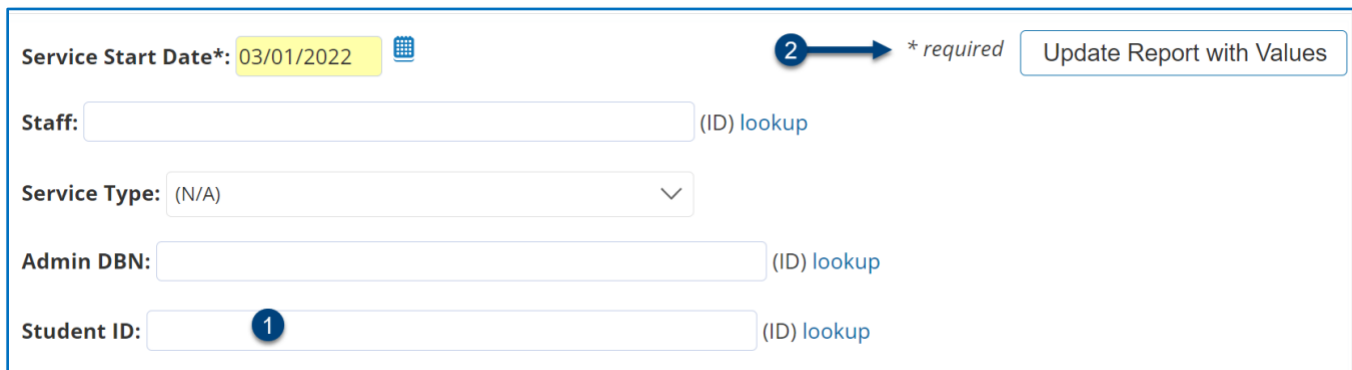




Service Start Date*:   * required

Staff:  (ID) lookup


Viewing the report by Student

1. Enter the **student ID** into the *Student ID* field. Do not use the *lookup link*.
2. Click **Update Report with Values**.




Service Start Date*:   * required

Staff: (ID) lookup


Service Type: 

Admin DBN: (ID) lookup

Student ID:  (ID) lookup

Viewing the Report and Student Service Record.

1. Click the **icon** to the left of the *Student's ID* to drill down to the *Service Record*.
2. Click the **blue** column headings to filter the report results.


Encounter Attendance Log Report (99K021: Non-Specialized Elem School)											
Student ID	Student Last Name	Student First Name	Grade	Date of Birth	Home District	CSE	CSE District	Admin DBN	Physical Location DBN	Geographic District	
	ANNIEP003	Annual	Mia	05	10/26/2010	District 13	CSE N/A	District N/A	99K021	99K021	District 15

Note: Use the left/right or up/down arrows on your keyboard to view additional report data.

3. To sort the report, hover over the column heading and click on the **arrow** to list the data on the report in ascending order. Click the **arrow** again to sort in descending order.

Encounter Attendance Log Report					
Student ID	Student Last Name	Student First Name	Grade	Date of Birth	
			↓		

4. Click the "X" to remove the sort.

Encounter Attendance Log Report					
	Student ID	Student Last Name	Student First Name	Grade	Date of Birth
				↓	
				X	

Downloading and Printing the Report

The report can be downloaded to PDF and Excel by clicking **Download**. You can also print the report by clicking **Print**.

Note: Download and Print options are not visible until you run the report.

