



Recording Compensatory Services for a Student

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Introduction

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

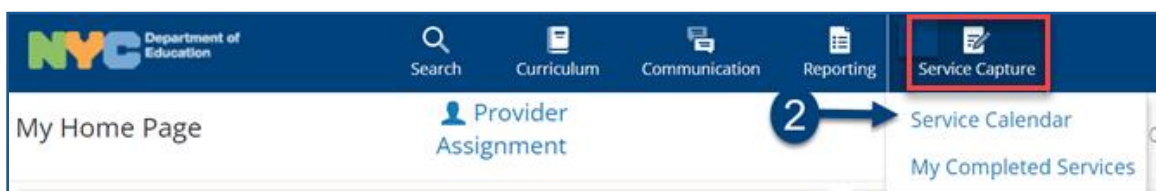
Compensatory Services are recorded using the *Compensatory Services* checkbox located in the *Mandate Short Description* field. This feature is used to encounter services from the Compensatory Services section of the IEP, services provided during Sensory Exploration, Education & Discovery (SEED) programming, 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.

For more information on how to determine the need for Compensatory Services at IEP Meetings or 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.

Completing a Compensatory Service Record

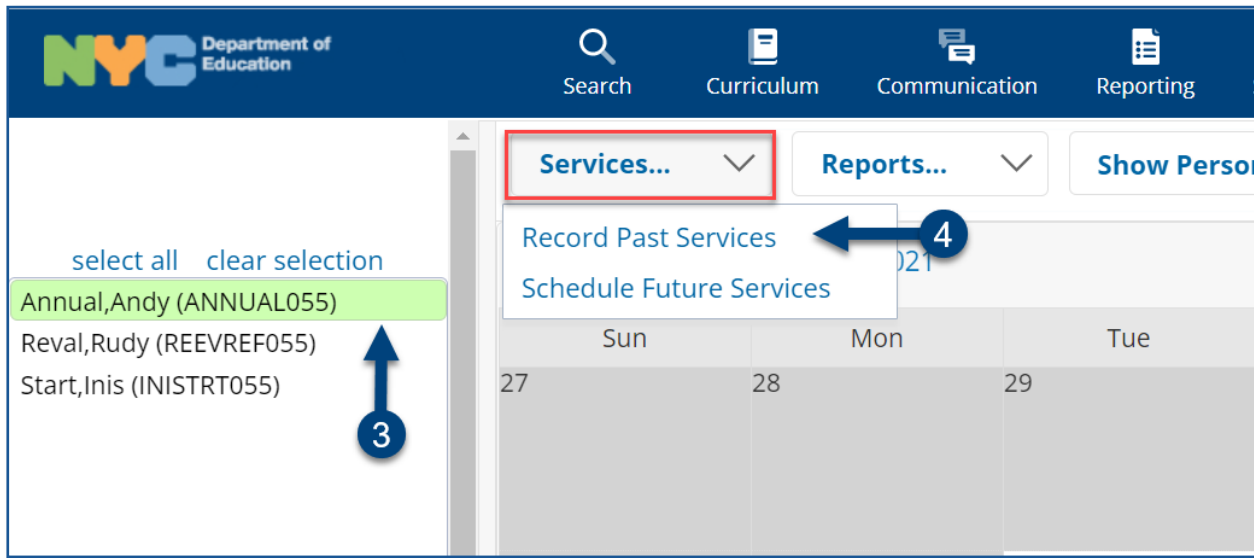
Select Student

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



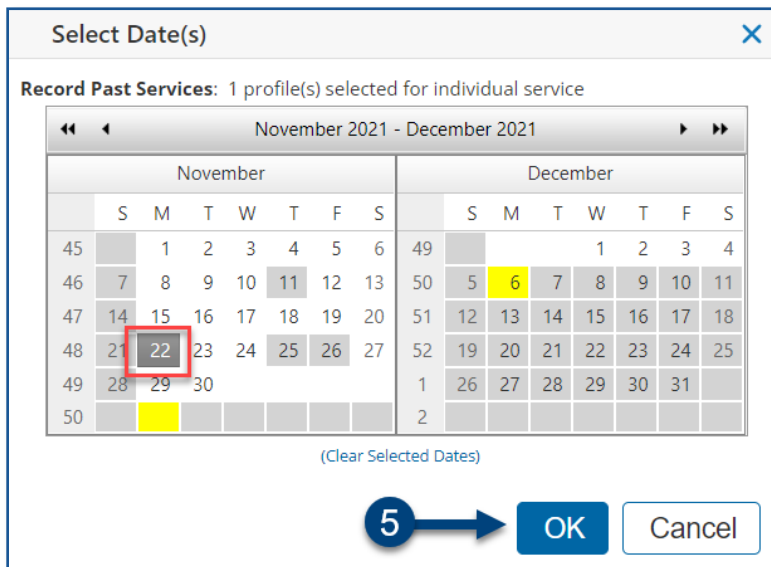
- On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
- Click the **Services** dropdown menu and select **Record Past Services**.

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.

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	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 compensatory service record in SESIS when applicable.

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*: <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 and Complete Compensatory Services

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

Mandate Short Description:*	<input type="text"/> <small>lookup</small>
	Add Mandates to the list (Check all that apply and click lookup to view Mandates list): <input checked="" type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input type="checkbox"/> Compensatory Services ← 8 <input type="checkbox"/> Add All Service Types <input type="checkbox"/> Add Expired/Outside Term Mandates <input type="checkbox"/> Add Mandates Without/Pending IEP Consent

9. Select **Service provided – Compensatory** from the *Session Type* dropdown.

<input type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input checked="" type="checkbox"/> Compensatory Services
Session Type: Service provided - Compensatory ▼ ← 9

Note: For compensatory service of SETSS, select *Direct Service* for *Session Type*.

Session Type: Direct Service ▼

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.

Language of Service: English ▼ ← 10
Group Size: (Select) ▼ ← 11
Service Location: (Select) ← 12

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.

The screenshot shows a form with three main sections. The top section is labeled 'CPT Code/Service Type Detail' and contains three checkboxes: 'Treatment of speech, language, voice, communication, and/ or auditory processing - CPT code 925...', 'Treatment of swallowing dysfunction and/or oral function for feeding - CPT code 92526', and 'Consultation: Phone/Tele-therapy - CPT code 12345'. Callout 13 points to this section. The middle section is labeled 'Progress Indicator' and has a dropdown menu with '(Select)' shown. Callout 14 points to this dropdown. The bottom section is labeled 'Notes for this Session' and has a large text input area. Callout 15 points to this area. To the right of the notes area is a box labeled 'Notes from Last Session' containing the text 'FEB 2 2022: 11:00 AM - 11:30 AM : session notes 1'.

Note: The *Notes from Last Session* field will populate from the most recent saved past service record if the Service Type, Session Type, Group Size, Provider and Student all match.

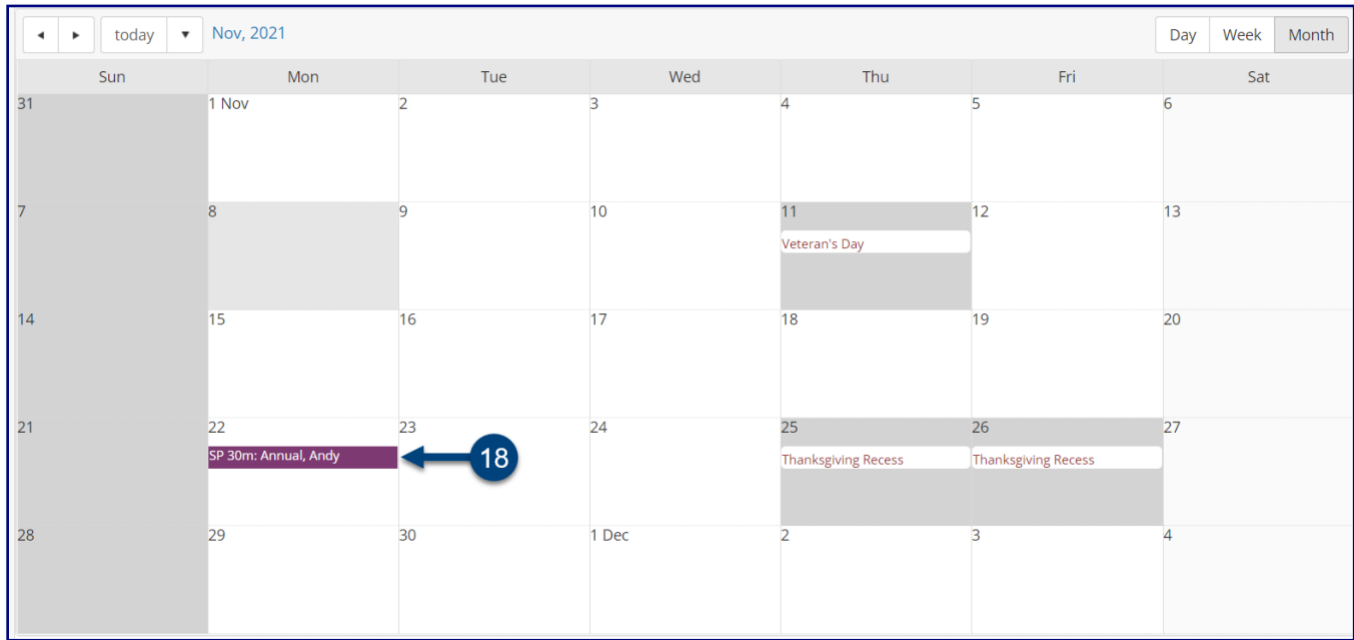
Certify and Save Service Record

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*.

The screenshot shows the bottom portion of the form. It features a certification statement: '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 this is a checkbox with 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.' Callout 16 points to this checkbox. At the bottom left are two buttons: 'Save' and 'Cancel'. Callout 17 points to the 'Save' button.

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.