THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

# Recording Compensatory Services for a Student

## Contents

## 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**.
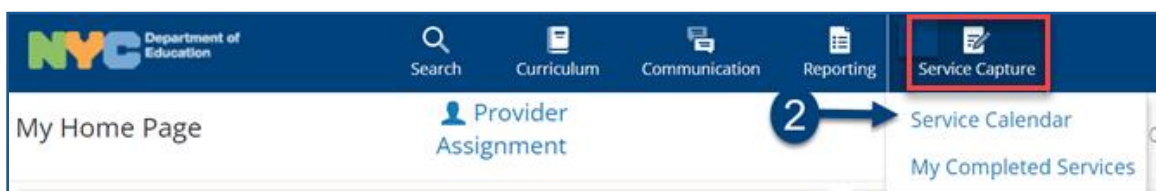
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.

4. 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.**
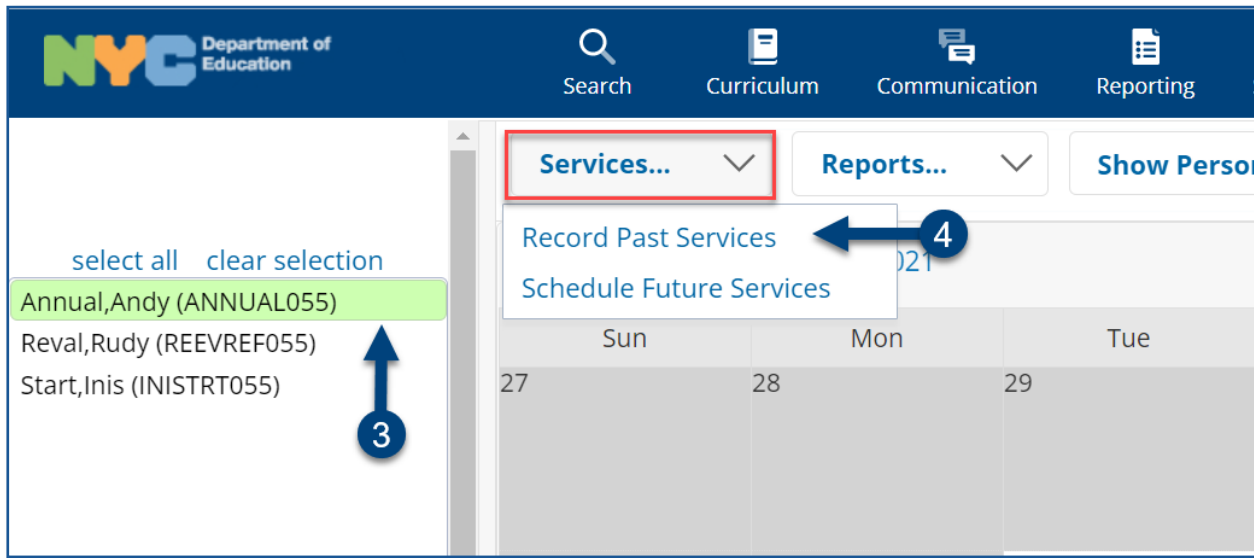


5. Select the **date(s)** of service to be recorded on the *Record Past Services* pop-up screen and click **OK**.

**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.
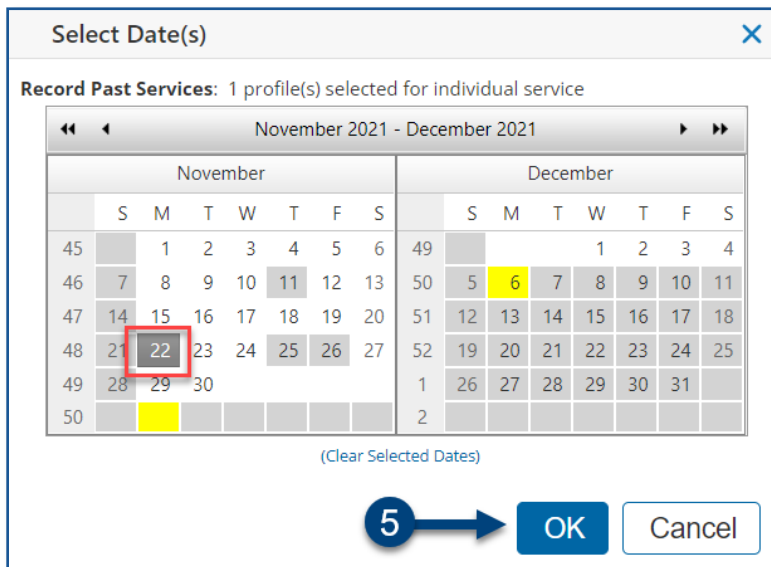
**Note:** If the *Select Mandate* pop-up window opens, click **X** on the top right corner to close it.



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.



**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.

## Select and Complete Compensatory Services

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

| Mandate Short Description:* | lookup<br>**Add Mandates to the list (Check all that apply and click lookup to view Mandates list):**<br>☑ Mandated Service (IEP/IESP/SP/CSP)  ☐ Compensatory Services ◀— **8**<br>☐ Add All Service Types  ☐ Add Expired/Outside Term Mandates  ☐ Add Mandates Without/Pending IEP Consent |
|---|---|

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

| | ☐ Mandated Service (IEP/IESP/SP/CSP)  ☑ 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.



**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.
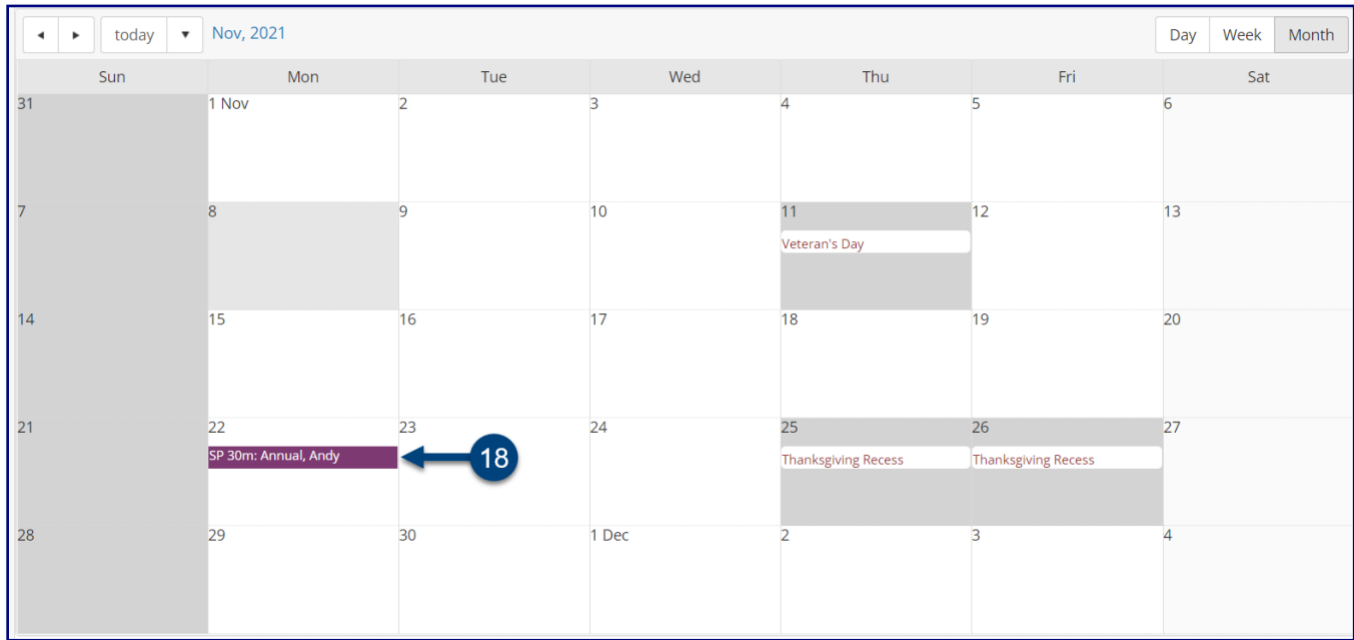
## Certify and Save Service Record

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*.

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.