



# Completing a Service Record for Speech Providers

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## Introduction

This training guide provides instruction for Speech Providers to complete a past service record for a student in Encounter Attendance.

## Encounter Attendance

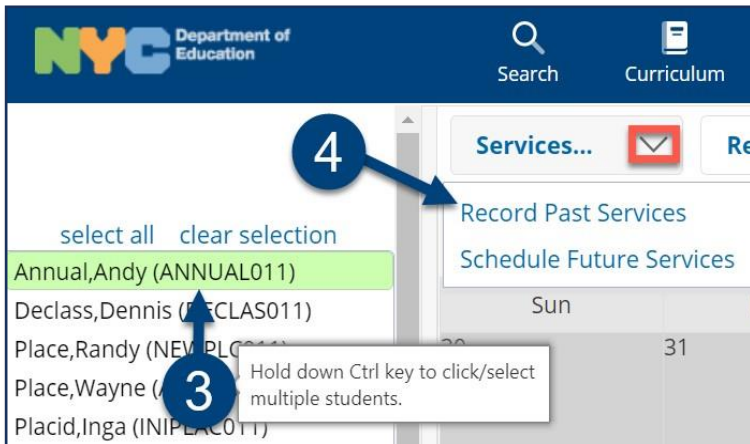
1. **Log in** to SESIS.
2. From the *Top Navigation bar* on your homepage, click **Service Capture**, then select **Service Calendar**.



## Select Students and Verify/Select Mandate

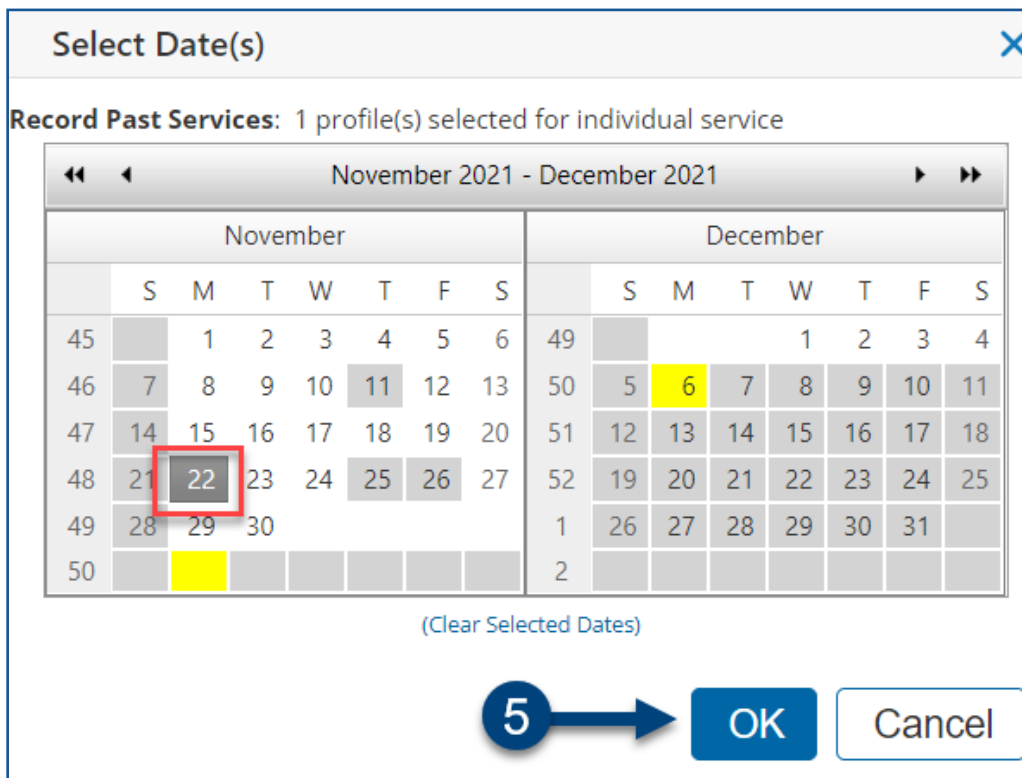
3. Click to **highlight** and **select** the student from your caseload on the left side of the screen to record a past service.
4. Click the **Services** dropdown menu and select **Schedule Future Services**.

**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 calendar 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 student has multiple mandates for the same Service Type, the *Select Mandate* pop-up window may display, and you need to select the appropriate mandate.

| 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 |

- Verify/Enter the actual **Start Time** and **End Time** for the session.
- 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*: [ ] | End Time*: [ ]            | Service Duration:                      |
| Service Type*: Speech-Language Therapy |                  |                           |  |

Annotations: 6 points to End Time field, 7 points to Service Type dropdown.

**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 completing the record.

Service Type\*: Occupational Therapy

Mandate Short Description\*: [ ]

lookup

**Add Mandates to the list (Check all that apply and click lookup to view Mandates list):**

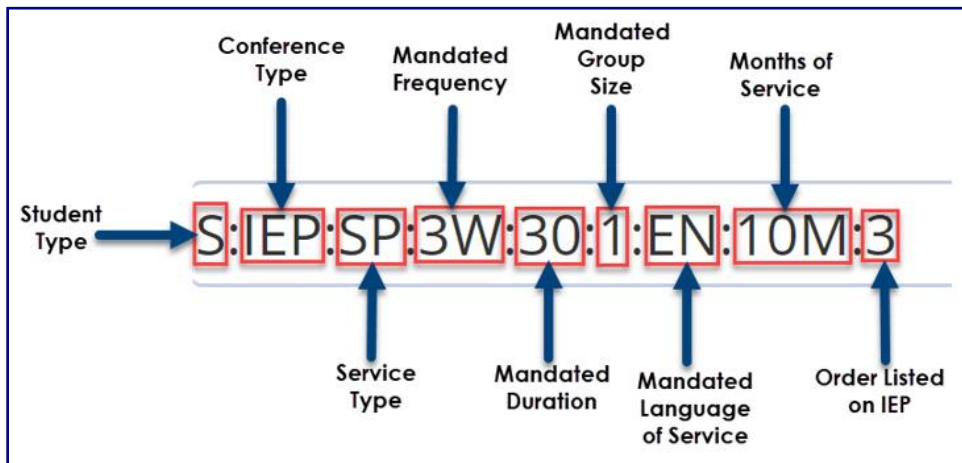
Mandated Service (IEP/IESP/SP/CSP)  Compensatory Services

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.**

## Mandate Short Description

The *Mandate Short Description* is broken down as follows:



**Note:** For more information, please refer to the [Understanding Mandate Short Description guide](#) on [SEIS InfoHub](#).

### 8. Verify/Select the **Mandate Short Description**.

**Note:** If the mandate you served is not displayed in the *Mandate Short Description* field, check the *Add All Service Types*, *Add Expired/Outside Term Mandates*, and/or *Add Mandates Without/Pending IEP Consent* boxes and click the **lookup** link to display additional mandates.

Mandate Short Description: S:IEP:SP:1W:30:1:EN:10M:2 **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

**Note:** 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.

Mandate Short Description: S:IEP:SP:2W:30:4:EN:10M:3 **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

For more information regarding how to determine the need for Compensatory Services at IEP Meetings, 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.

9. Verify/Select the **Session Type**.

|                      |                  |     |
|----------------------|------------------|-----|
| <b>Session Type:</b> | Service Provided | ← 9 |
|----------------------|------------------|-----|

**Note:** “Mandated” fields (e.g., *Mandated Frequency*, *Mandated Duration*) auto-populate from the conference document.

### Claimed Frequency

10. Verify/Select the **Claimed Frequency**.

**Note:** The *Claimed Frequency* is the portion of the mandate for which you will be providing service to the student. It doesn't need to be changed if you're providing the full service. Claiming does not impact the ability of other providers to enter encounters for the same mandate shared by more than one provider.

11. Verify/select the **Actual** Group Size.

12. Select/Verify the **Actual** Service Location.

|                                      |                                |                              |
|--------------------------------------|--------------------------------|------------------------------|
| <b>Mandated Frequency:*</b>          | 1 per week                     |                              |
| <b>Claimed Frequency:*</b>           | 1 per week                     | ← 10                         |
| <b>Mandated Duration:*</b>           | 30 Minutes                     |                              |
| <b>Mandated Language of Service:</b> | English                        |                              |
| <b>Mandated Max. Group Size:</b>     | Individual                     | <b>Actual:</b> (Select) ← 11 |
| <b>Mandated Service Location:</b>    | Separate Location Therapy Room | <b>Actual:</b> (Select) ← 12 |

### CPT Codes and Session Notes

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

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.

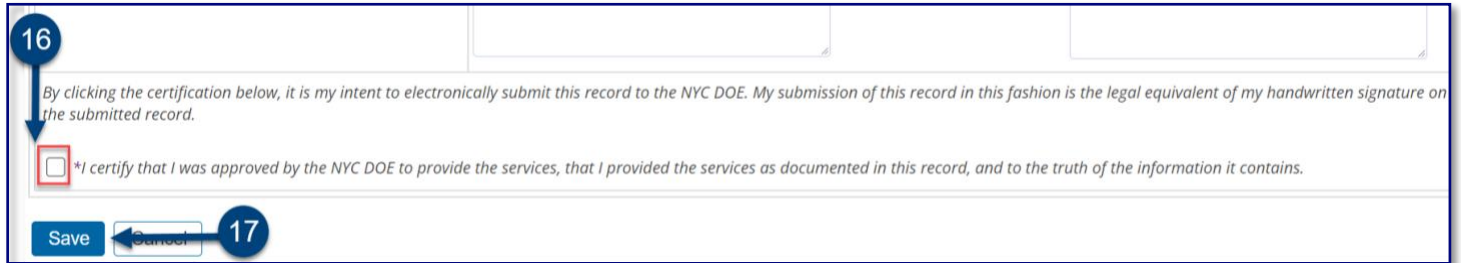
**Note:** Notes from the student's last recorded session will appear in the *Notes from Last Session* text box, regardless of who worked with the student. For example, if you are splitting the mandate with another provider who most recently provided services, you will be able to see their notes from the last session.

|                                      |  |
|--------------------------------------|--|
| <b>CPT Code/Service Type Detail:</b> | ← 13   |
| <b>Progress Indicator:</b>           | (Select) ← 14  |
| <b>Notes for this Session:</b>       | ← 15   |
| <b>Notes from Last Session:</b>      | OCT 12 2021: 1:00 PM - 1:30 PM by SPEECHDOE02 : Sample Session Notes 1 |

## 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*.



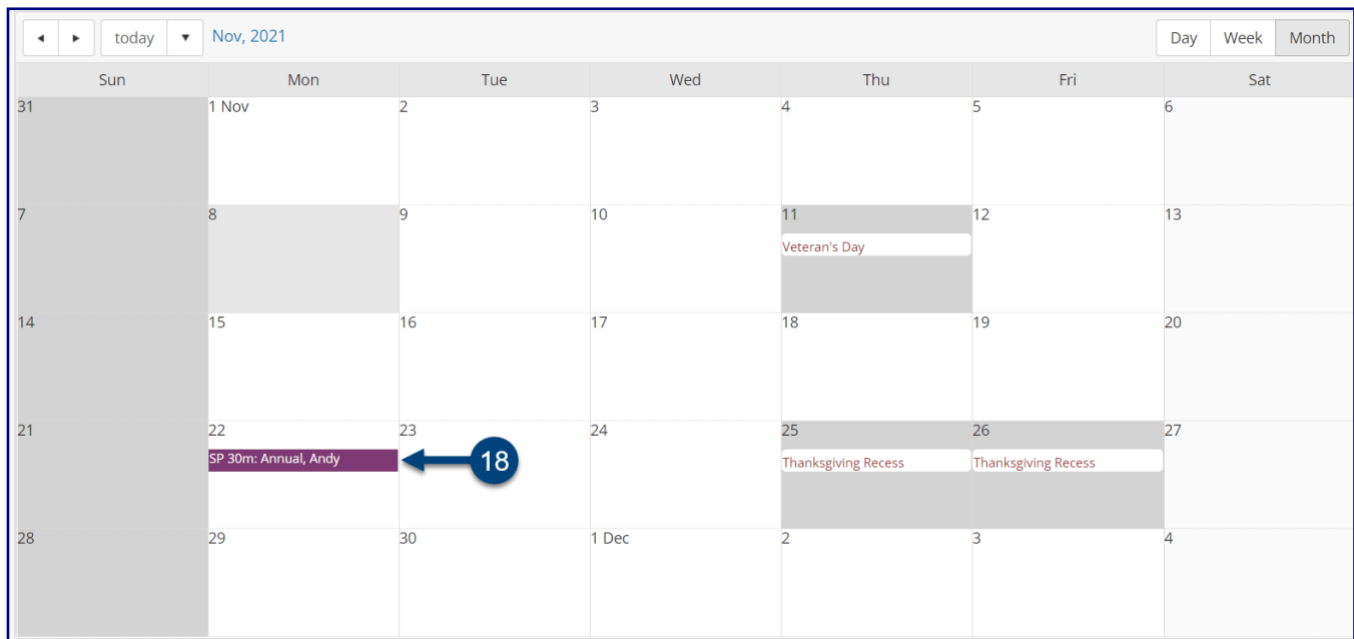
16

By 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.

\*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.

Save Cancel 17

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.



| today Nov, 2021 |                            |     |       |                           |                           |     | Day | Week | Month |
|-----------------|----------------------------|-----|-------|---------------------------|---------------------------|-----|-----|------|-------|
| Sun             | Mon                        | Tue | Wed   | Thu                       | Fri                       | Sat |     |      |       |
| 31              | 1 Nov                      | 2   | 3     | 4                         | 5                         | 6   |     |      |       |
| 7               | 8                          | 9   | 10    | 11<br>Veteran's Day       | 12                        | 13  |     |      |       |
| 14              | 15                         | 16  | 17    | 18                        | 19                        | 20  |     |      |       |
| 21              | 22<br>SP 30m: Annual, Andy | 23  | 24    | 25<br>Thanksgiving Recess | 26<br>Thanksgiving Recess | 27  |     |      |       |
| 28              | 29                         | 30  | 1 Dec | 2                         | 3                         | 4   |     |      |       |