



Completing a Service Record for SETSS Providers

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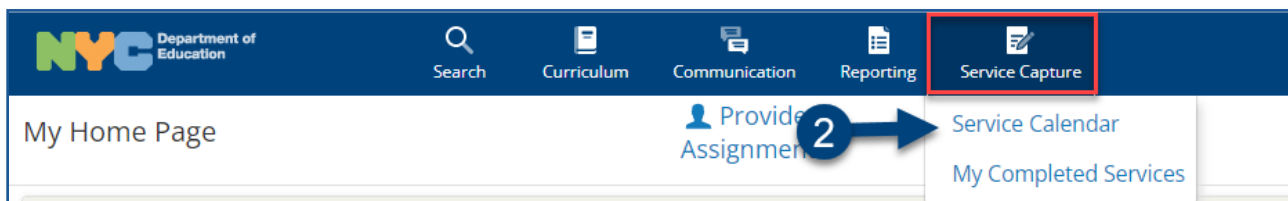
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Introduction

This training guide provides instruction for Special Education Teacher Support Services (SETSS) Providers to complete a past service record for a student in Encounter Attendance.

Encounter Attendance

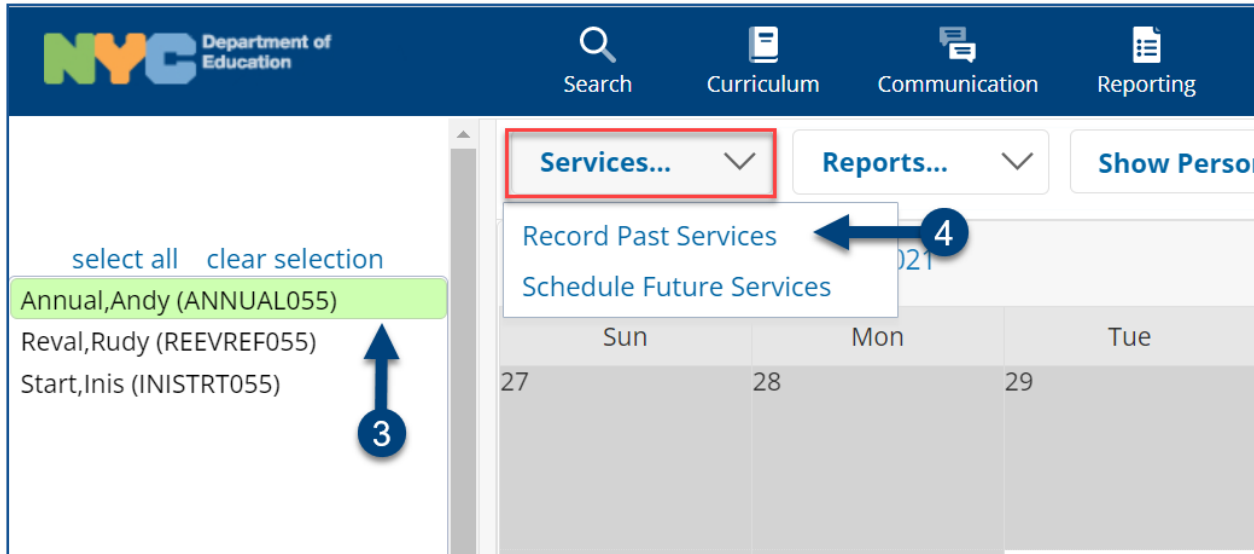
1. **Log in** to SESIS.
2. On the homepage, click **Service Capture**, then select **Service Calendar** from the dropdown menu.



Select Student and Verify/Select Mandate

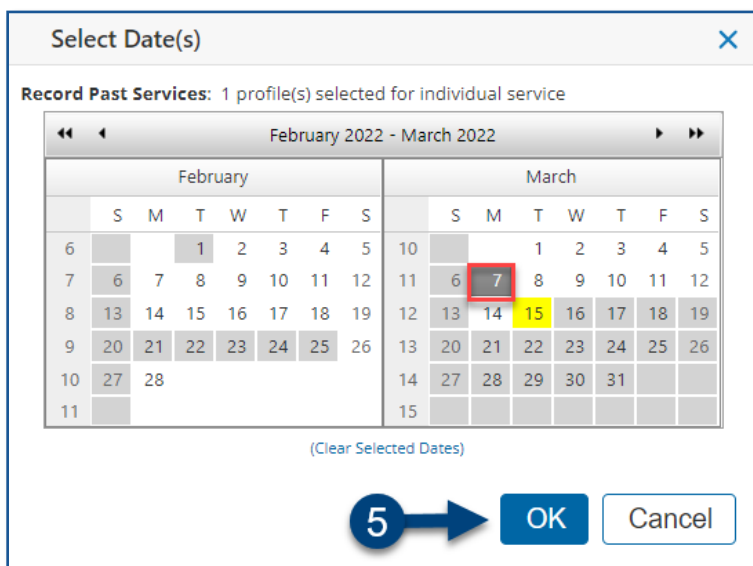
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
4. From the *Services* dropdown, select **Record Past Services**.

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 student has multiple mandates for the same *Service Type*, the *Select Mandate* pop-up window will display, and you will need to select the appropriate mandate, including those SETSS mandates in different subjects.

Mandate Short Description	Mandate Service Term	Service Type	Mandated Language of Service	Mandated Frequency	Mandated Duration	Mandated Max. Group Size	Mandated Service Location	Mandate Start Date	Mandate End Date
S:IEP:SETSS-D:4W:1P:8:EN:10M:5	10M	SETSS - ELA	English	4/week	Period	Group of 8	Separate Location: SETSS ROOM	12/27/2021	01/12/2022
S:IEP:SETSS-D:4W:1P:8:EN:10M:5	10M	SETSS - Math	English	4/week	Period	Group of 8	Separate Location: SETSS ROOM	01/13/2022	01/12/2022
S:IEP:SETSS-D:4W:1P:8:EN:10M:5	10M	SETSS - Sciences	English	4/week	Period	Group of 8	Separate Location: SETSS ROOM	01/13/2022	

- Verify/enter the actual **Start Time**, and **End Time** for the session.
- Service Type* will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

Encounter Attendance

Student: Mia Annual	ID: ANNIEP044	Provider: Molly Teach	Provider: [blank]
Date of Service: 03/07/2022	Start Time: [blank]	End Time: [blank]	Service Duration: [blank]
Service Type: Special Education Teacher Support Services (SETSS)	Temporary Service <input type="checkbox"/>		

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):

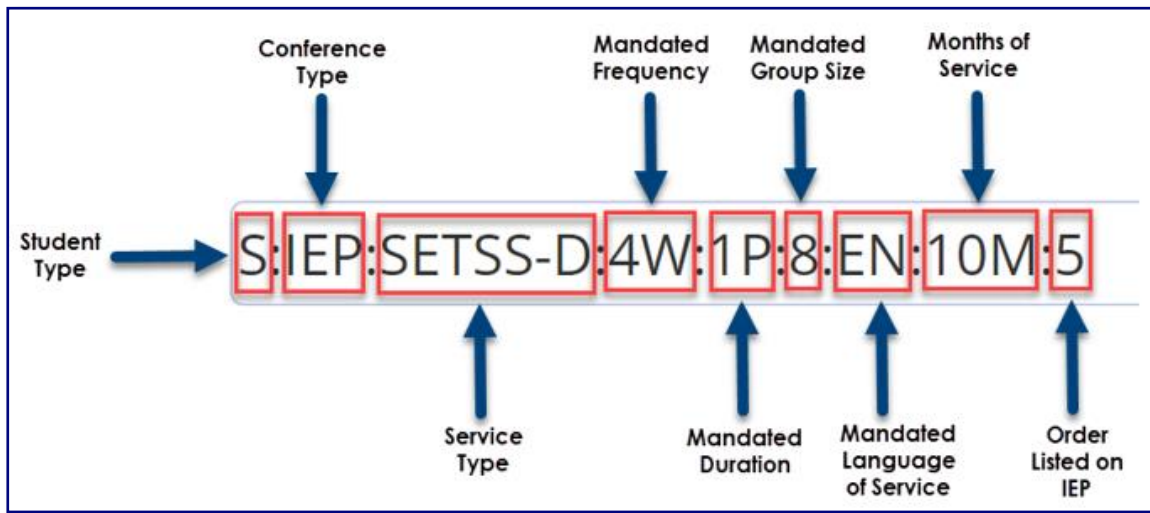
Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

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.

Mandate Short Description

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



Note: SETSS-D indicates SETSS-Direct services. SETSS-Indirect services will not appear under the Select Mandate pop-up window and are not encounterable.

For more information, please refer to *Understanding the Mandate Short Description* [guide](#) on the [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:SETSS-D:4W:1P:8:EN:10M:5 **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

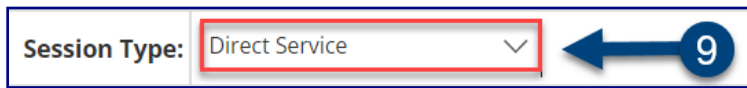
Note: The *Compensatory Services* checkbox is used to encounter services from the *Compensatory Services* section of the IEP, services provided during Sensory Exploration, Education & Discovery (SEED) programming, or services that are not associated with an IEP, IESP, SP or CSP recommendation. It is also selected for services provided pursuant to an impartial hearing order, resolution, or settlement, and Alternate Placement Paraprofessional services.

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 the *Session Type* is **Direct Service**.



Session Type: Direct Service

Note: *Direct Service* is the default *Session Type* for a *Service Type* of SETSS. Indirect services are not recorded in Encounter Attendance. Refer to the [Encounter Attendance FAQs](#) for more information on *Indirect Services*.

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

Claimed Frequency

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

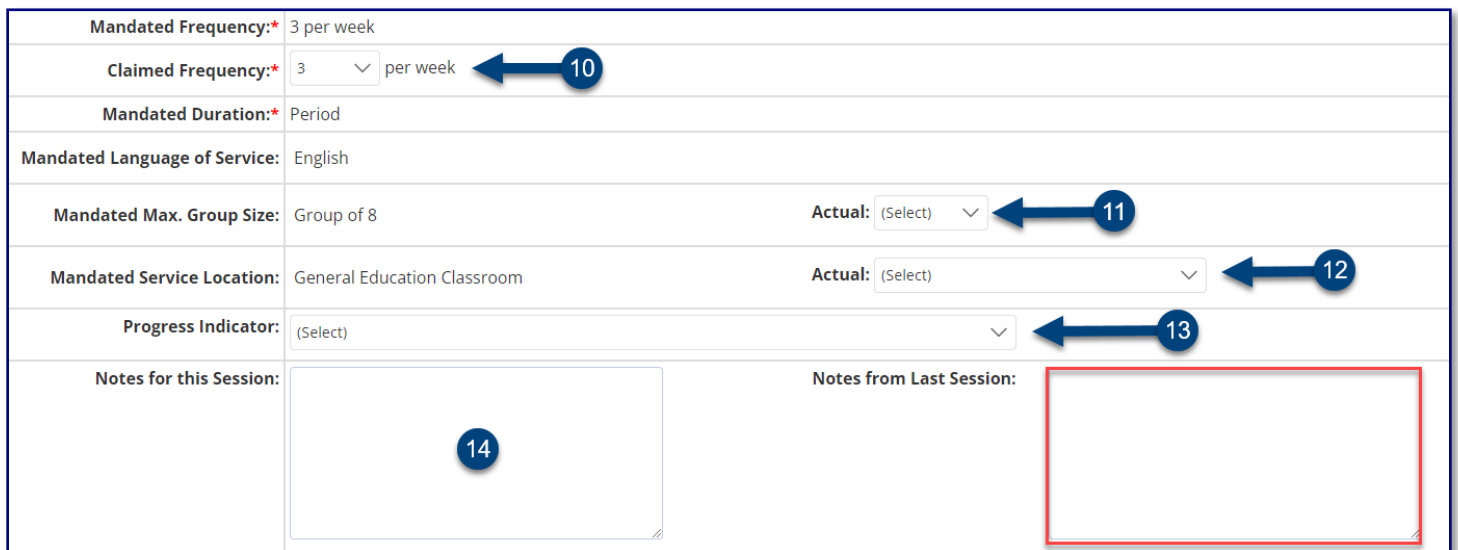
Note: The *Claimed Frequency* is the portion of the mandate for which you will be providing service to the student. It doesn't need to be changed if you're providing the full service. Claiming does not impact the ability of other providers to enter encounters for the same mandate shared by more than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

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

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

13. Select the student's progress from the *Progress Indicator* dropdown menu.

14. Enter your session notes for the student in the *Notes for this Session* text box, optional.



Mandated Frequency:*	3 per week		
Claimed Frequency:*	3 per week	← 10	
Mandated Duration:*	Period		
Mandated Language of Service:	English		
Mandated Max. Group Size:	Group of 8	Actual: (Select) ↓ ← 11	
Mandated Service Location:	General Education Classroom	Actual: (Select) ↓ ← 12	
Progress Indicator:	(Select) ↓ ← 13		
Notes for this Session:	14	Notes from Last Session:	

Note: The prior session notes will display in the *Notes from Last Session* text box when recording a past service, regardless of who worked with the student last.

Certify and Save Service Record

15. 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.

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

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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.

*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 16

17. 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.

Sun	Mon	Tue	Wed	Thu
27	28	1 Mar	2	3
6	7	8 SETSS 30m: Place, Wayne	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31