Completing an Encounter Attendance Service Record

Introduction

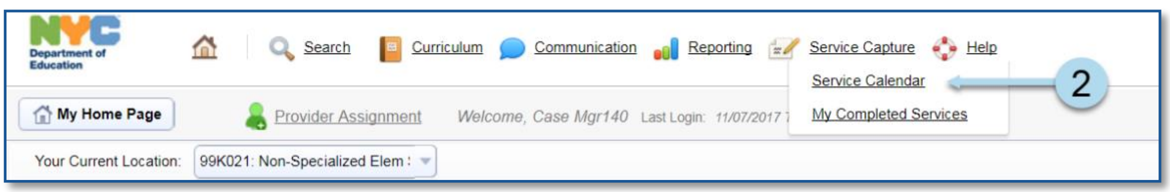
This training guide provides instruction for all Service Providers to complete a past service record for a student in Encounter Attendance.

Overview

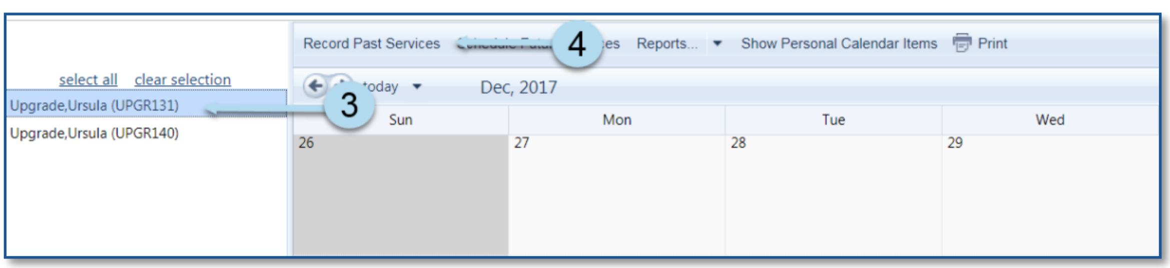
Follow the steps below in SESIS to record a past service provided to a student.

Note: Images used reflect service recorded by a speech language therapist however, all service providers can use this guide.

1. Log in to SESIS.
2. From the top navigation bar on your homepage, click **Service Capture** and then select ***"Service Calendar"*** from the dropdown menu.



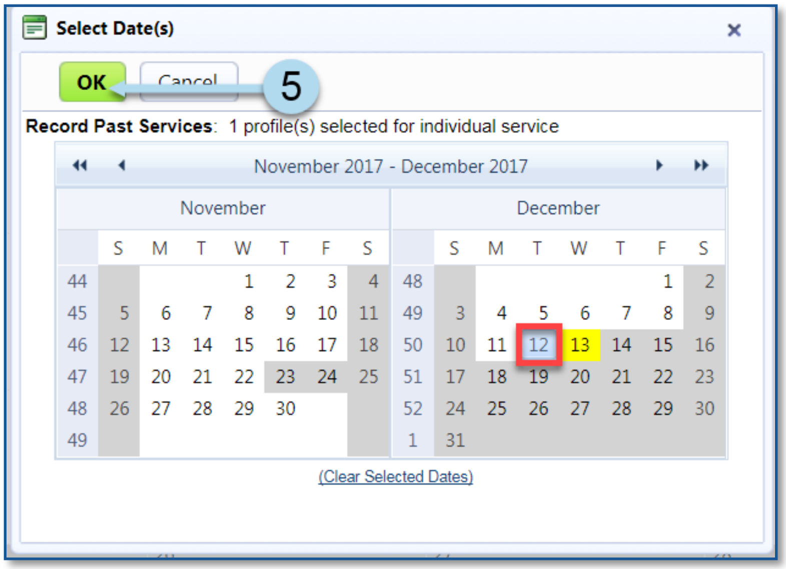
3. Select the student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.
4. Click **Record Past Services**.



The **Record Past Services** pop-up calendar opens on top of the *Service Calendar*.

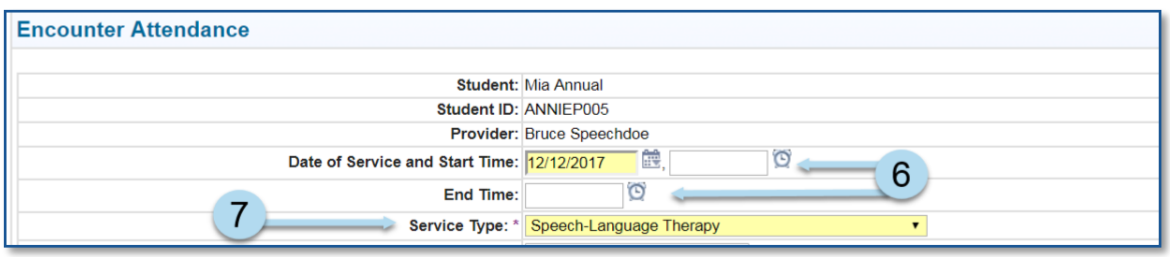
Note: Since you are recording a past service, future calendar days are grayed out.

5. Select the date of service to be recorded and click **OK**.



6. Verify / enter the actual **Start Time** and **End Time** for the session. Modify if necessary.

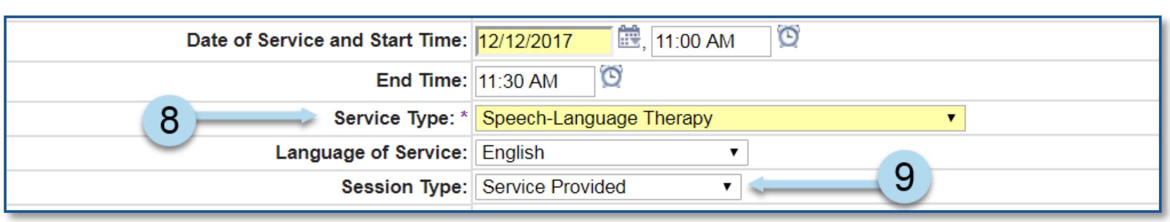
7. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.



Note: A warning message will display if you select a **Service Type** for a role for which you are not assigned. However, the message will not prevent you from completing the record.

8. Verify the **Language of Service**. Modify if necessary.

9. Verify the **Session Type**. Modify if necessary.



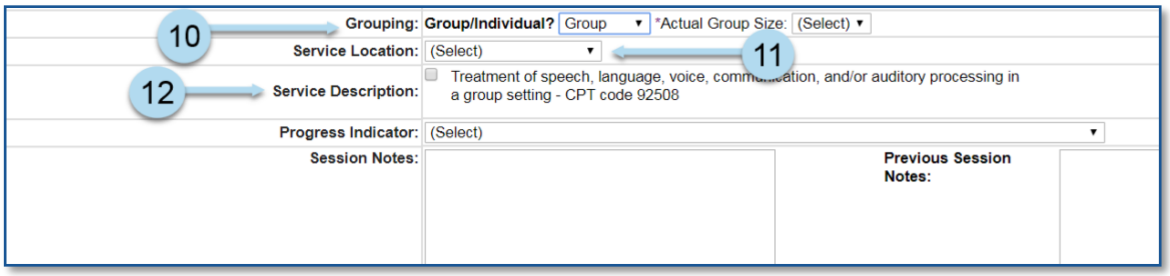
10. Verify / select the **Grouping** value (Individual or Group). Modify if necessary.

Note: When Group is selected an **Actual Group Size** dropdown menu will display; enter the actual number of students in the group session.

11. Verify / select the **Service Location** from the dropdown menu. Modify if necessary.

12. **Service Description** will vary based on your role, check or select as appropriate.

Note: For Counseling Services, Audiology Services and School Nurse Services, CPT Codes are optional and will display based on the grouping value. You may check more than one service, if applicable, depending on the duration/grouping of the session.



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

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

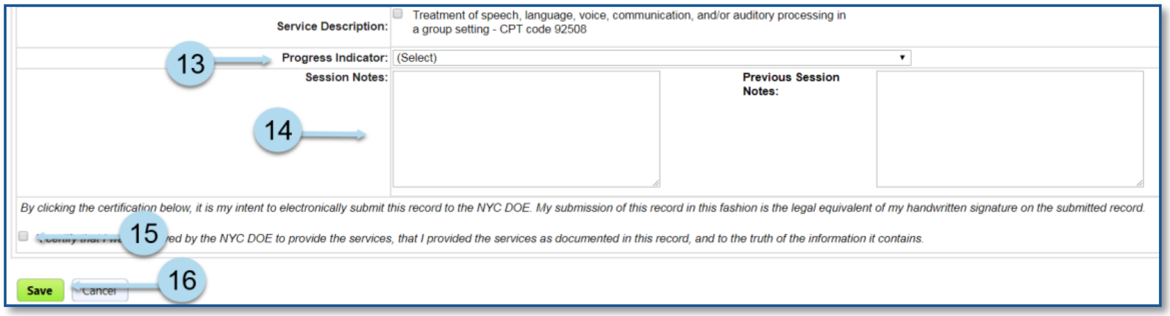
ROLE	ATTENDANCE	SESSION NOTES
Occupational Therapist/Physical Therapist/Speech Therapist	Yes	Yes
Special Education Teacher Support Services (SETSS)	Yes	No
Paraprofessional	Yes	No
English as a New Language (ENL)	No	No
Counselor	Yes	Yes*

*Counseling session notes may be entered as "confidential" if judged to be sensitive by the provider.

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

15. Check the box to certify the service. Certifying a Service Record is equivalent to attaching an electronic version of your signature. All services <u>must</u> be certified, including absences and cancellations.

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



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.