



Completing Past Services for Multiple Students on Multiple Days

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Introduction

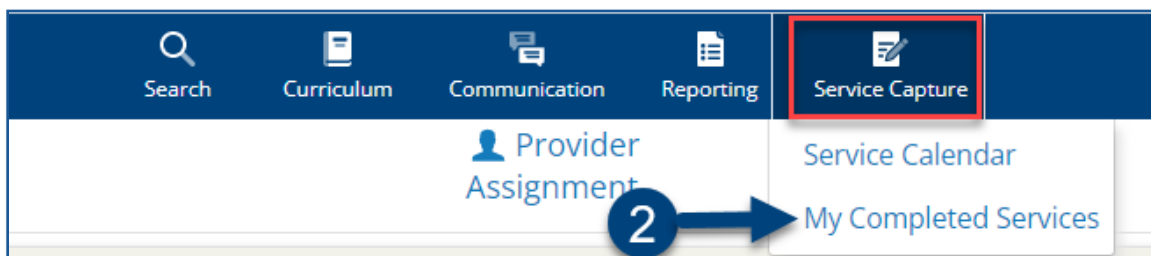
This training guide provides instruction for service providers to complete a past service record for multiple students on multiple days in Encounter Attendance.

Note: Effective February 2022, several enhancements were made to the Encounter Attendance Service Record in SESIS. Refer to the *What's New in Encounter Attendance* [video](#) and [guide](#) to learn more.

Encounter Attendance

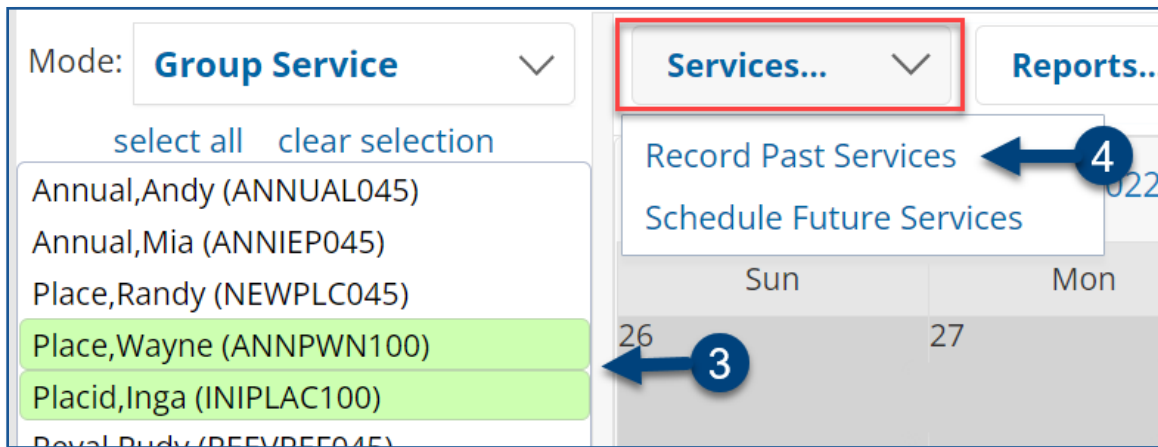
Note: This guide is applicable for all service types, however, the images used in this training guide reflect service provided by a speech-language therapists.

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



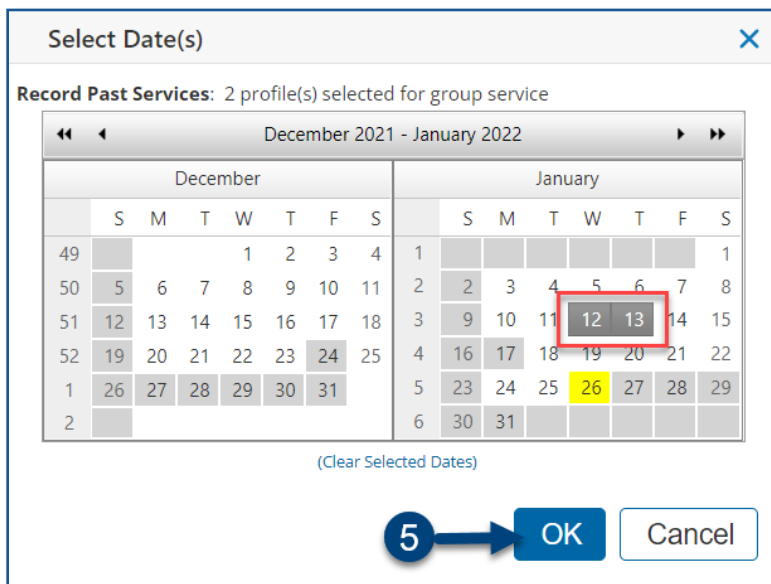
Select Students and Verify/Select Mandate

- On the left side of the screen, click to highlight the **students** (hold down the CTRL key to choose multiple students) from your caseload for whom you want to schedule a past service.
- Click the **Services** dropdown menu and select **Schedule Future Services**.



- Select the **dates** 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 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
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	
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	

- 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: ANNUAL050	Provider: Bruce Speechdoe	Provider Type: Speech-Language Therapy
Date of Service: 01/12/2022	Start Time: 10:00 AM	End Time: 10:30 AM	Service Duration: 30 minutes
Service Type: Speech-Language Therapy			

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

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.

Student: Andy Annual	ID: ANNUAL050	Provider: Bruce Speechdoe
Date of Service: 01/12/2022	Start Time: 10:00 AM	End Time: 10:30 AM
Service Type: Occupational Therapy		

Mandate Short Description: *

lookup

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

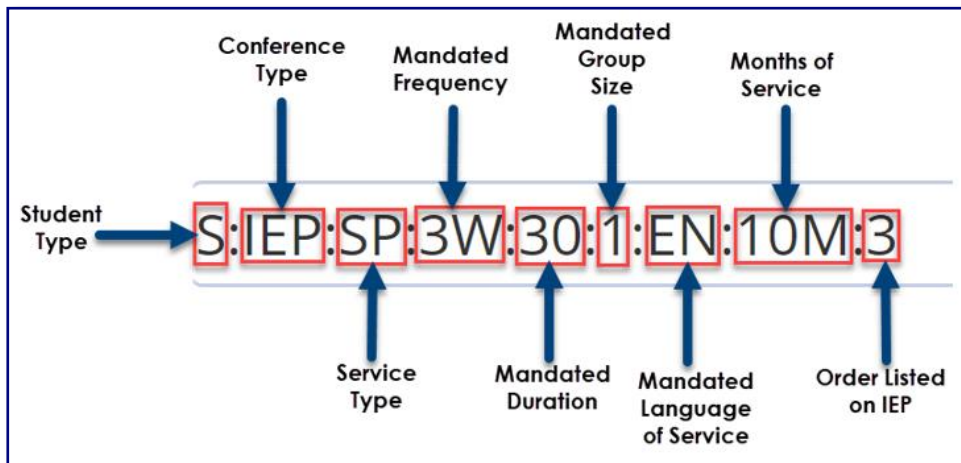
Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

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 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*, use the *lookup* link to search for additional mandates, including those not current or expired at the time of service.

S:IEP:SP:1W:30:1:EN:10M:2

Mandate Short Description:*

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 that are not associated with an IEP recommendation. It should only be selected for services that differ from the recommendations on the active *IEP*, including services provided pursuant to an impartial hearing order, resolution, or settlement, Special Education Recovery Services (including any "Compensatory Services"), and Alternate Placement Paraprofessional services.

S:IEP:SP:3W:30:1:EN:10M:3

Mandate Short Description:*

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 record services for Compensatory, Recovery Services, and Alternate Placement Para, go to the [Recording Compensatory Services for a Student](#), [Special Education Recovery Services for Encounter Attendance](#), or [Completing a Service Record for Paraprofessionals](#) guides on the [SEIS InfoHub](#).

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

Session Type:	Service Provided	▼	← 9
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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**.

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

CPT Codes and Session Notes

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.

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.

The screenshot shows a form with three main sections. The first section, labeled 'CPT Code/Service Type Detail:', is highlighted with a red box and has a blue circle with the number 13 and an arrow pointing to it. Below this is a 'Progress Indicator:' dropdown menu with '(Select)' and a downward arrow, also highlighted with a red box and a blue circle with the number 14 and an arrow. The second section, 'Notes for this Session:', is a large text area with a blue circle and the number 15 and an arrow pointing to it. The third section, 'Notes from Last Session:', contains a text box with the text 'JAN 12 2022 : 1:00 PM - 1:30 PM by SPEECHDOE02 : Sample Session Notes 1', which is also highlighted with a red box.

Certify and Save Service Record

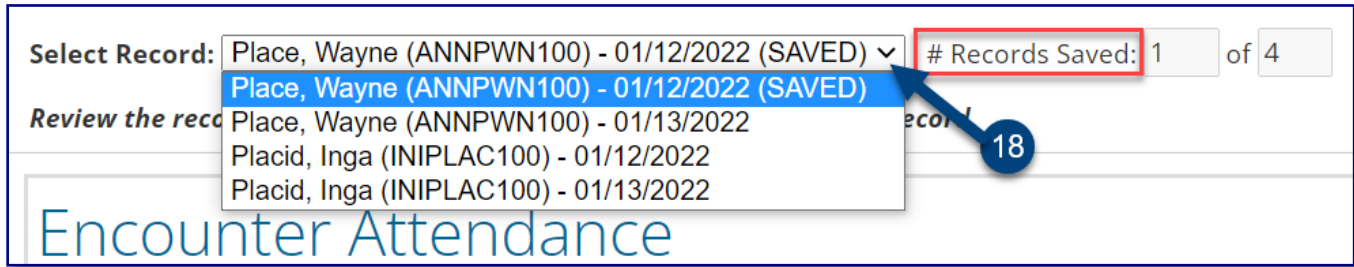
16. **Check the box** to certify the service. Certifying a *Service Record* is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations.

17. Click **Save** to finalize the Service Record.

The screenshot shows a certification section with a blue circle and the number 16 and an arrow pointing to a text area containing the following text: '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 text is a checkbox, which is highlighted with a red box and a blue circle with the number 16 and an arrow. Below the checkbox is 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.' At the bottom of the form are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue circle and the number 17 and an arrow.

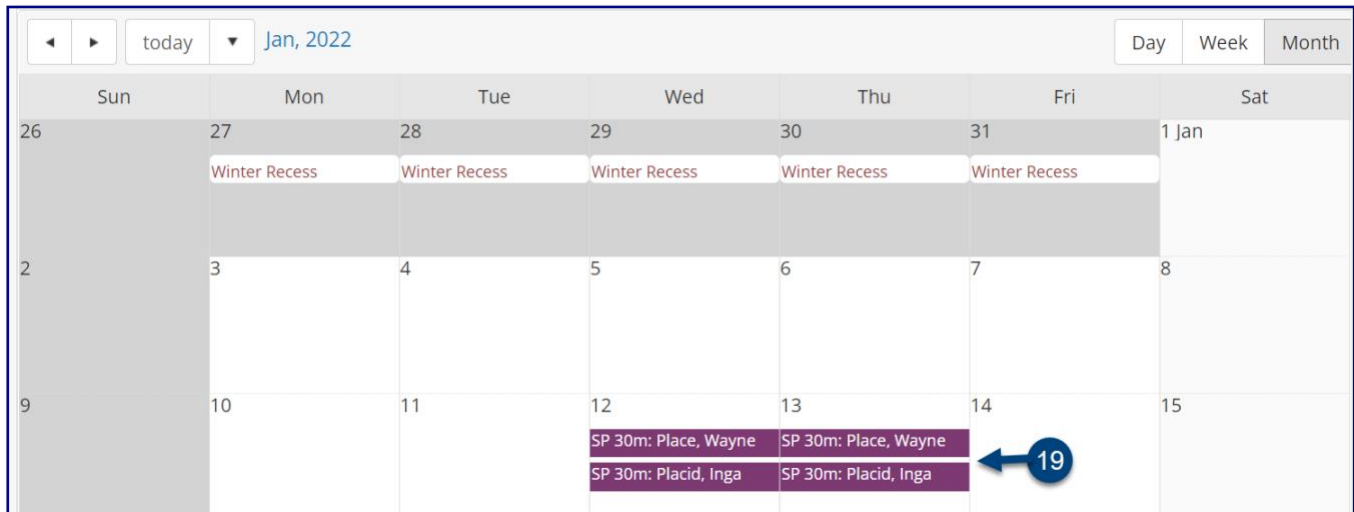
Note: Follow steps 6 to 17 to complete the remaining records. The # of Records Saved field indicates how many records are completed and saved.

18. Click the **Select Record** dropdown menu at the top of the home page to complete the service record for the remaining students.



The screenshot shows a 'Select Record' dropdown menu with the following options: 'Place, Wayne (ANNPWN100) - 01/12/2022 (SAVED)', 'Place, Wayne (ANNPWN100) - 01/13/2022', 'Placid, Inga (INIPLAC100) - 01/12/2022', and 'Placid, Inga (INIPLAC100) - 01/13/2022'. The first option is selected. To the right, the '# Records Saved' field shows '1 of 4'. A blue circle with the number '18' and an arrow points to the dropdown menu.

19. After the service captures are 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.



The screenshot shows a calendar for January 2022. The calendar is in 'Day' view. The dates are: 26 (Sun), 27 (Mon), 28 (Tue), 29 (Wed), 30 (Thu), 31 (Fri), 1 (Sat), 2 (Sun), 3 (Mon), 4 (Tue), 5 (Wed), 6 (Thu), 7 (Fri), 8 (Sat), 9 (Sun), 10 (Mon), 11 (Tue), 12 (Wed), 13 (Thu), 14 (Fri), 15 (Sat). The dates 27, 28, 29, 30, and 31 are marked as 'Winter Recess'. On January 12 and 13, there are two purple service records: 'SP 30m: Place, Wayne' and 'SP 30m: Placid, Inga'. A blue circle with the number '19' and an arrow points to the records on January 12 and 13.