

Encounter Attendance Reports



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

Encounter Attendance Reports

Introduction

This training guide provides steps to create the [Services Completed for Student](#) and the [My Completed Services](#) report.

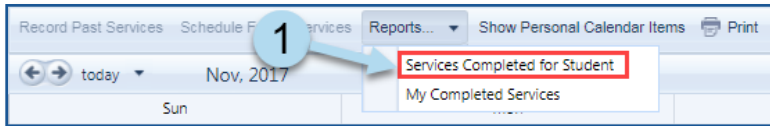
Overview

Follow the steps below in SESIS to view completed (certified and saved) services provided on these reports.

Services Completed for Student Report

This report calculates the total number of service minutes provided to a selected student in a monthly calendar format. All certified records entered by service providers servicing the student are shown.

1. From the **Service Calendar Reports** dropdown menu, select **Services Completed for Student**.



2. From the **Services Completed for Student** dropdown menu, select the student.

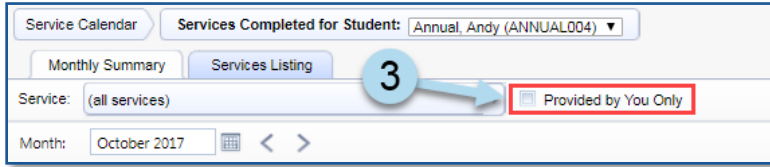
Note: Use the calendar icon to select the month if necessary.

Services Completed for Student: Andy Annual (ANNUAL004)

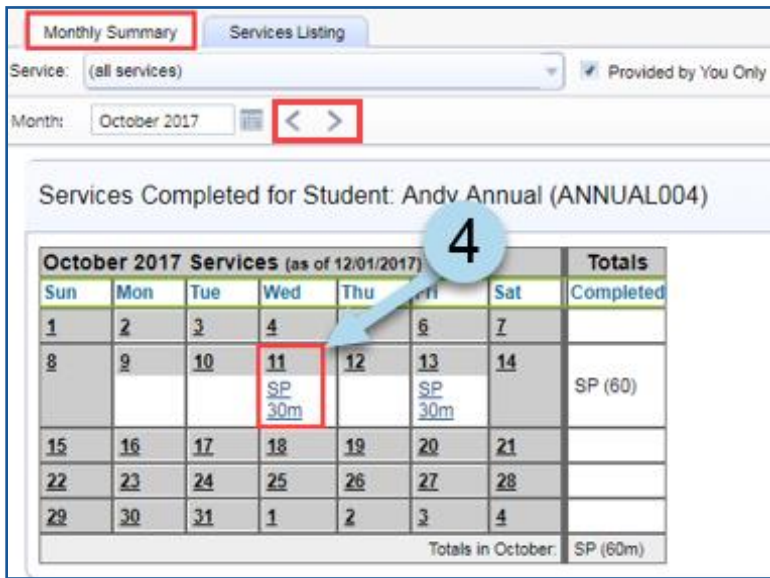
| October 2017 Services (as of 11/30/2017) | | | | | | | Totals |
|--|--------------|-------------------|-----------------|--------------------|-----------------|-----|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Completed |
| 1 | 2 CS 30m | 3 SETSS 30m | 4 | 5 | 6 | 7 | CS (30) SETSS (30) |
| 8 | 9 | 10 | 11 SP 30m | 12 | 13 SP 30m | 14 | SP (60) |
| 15 | 16 CS 30m | 17 | 18 | 19 | 20 | 21 | CS (30) |
| 22 | 23 | 24 PT 30m | 25 | 26 SETSS 30m | 27 | 28 | PT (30) SETSS (30) |
| 29 | 30 | 31 PT 30m | 1 | 2 | 3 | 4 | PT (30) |
| Totals in October: | | | | | | | CS (60m) SETSS (60m) SP (60m) PT (60m) |

All certified and saved records for the student

- By checking the **Provided by You Only** box, service providers have the option to view only services they have provided.

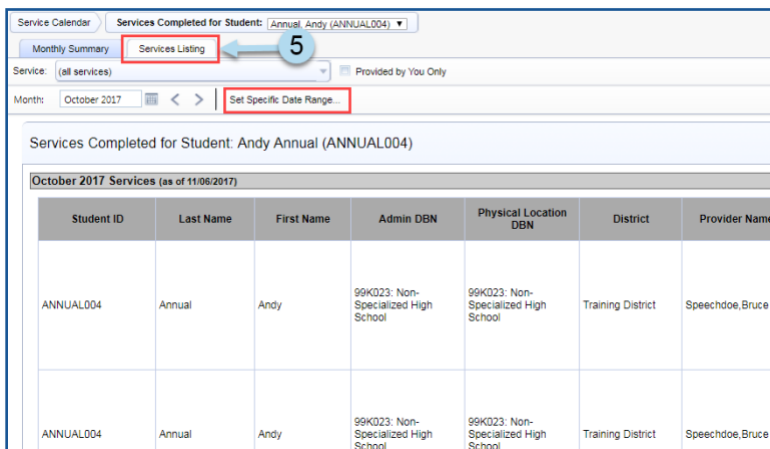


- To view service record details, click on the service record located in the calendar under the Monthly Summary tab.



Note: You may navigate to previous or next months by clicking the arrows.

- Click the **Services Listing** tab to view the service record details in columns (e.g. *Session Notes*, *Progress Indicators* and *Service Descriptions*) for the selected month. Use *Set Specific Date Range* to select specific start and end dates.

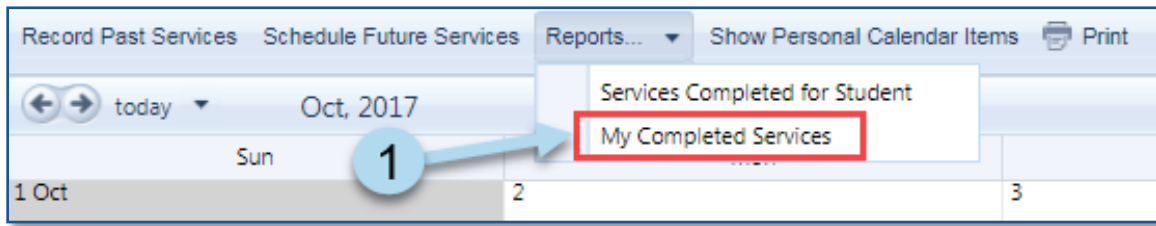


Click  to return to the *Service Calendar*.

My Completed Services Report

This report lists all your completed services (certified and saved) for encounters provided in a selected month.

1. From your *Service Calendar Reports* dropdown menu, select **My Completed Services**.



2. Completed services are listed by student for the selected month. The service type (OT, PT, SP, etc.) and duration will be charted for the day the service was provided.

Note: To view session details, click to select a service type and duration record on the *Monthly Summary* calendar.

| Student Name (ID) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | T |
|--------------------------|---|---|---|---|---|---|---|---|---|----|----|-----------|-----------|----|----|----|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------|
| Annual, Andy (ANNUAL004) | | | | | | | | | | | | SP 30m | SP 30m | | | | | | | | | | | | | | | | | | | SP 60m |
| Annual, Mia (ANNIEP004) | | | | | | | | | | | | | | | | | SP 30m | | | | | | | | | | | | | | | SP 30m |
| Reval, Rudy (REEVREF004) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | SP 30m |

SP = Speech-Language Therapy

3. Click the **Services Listing** tab to navigate to view session details for the student.

| Student ID | Last Name | First Name | Admin DBN | Physical Location DBN | District | Provider Name | Date of Service | Service Start Time | Service End Time | Service Type | Session Notes | Session Type | Language | Duration | Grouping |
|------------|-----------|------------|-------------------------------------|-------------------------------------|-------------------|------------------|-----------------|--------------------|------------------|-------------------------|-------------------------|------------------|----------|----------|------------|
| ANNUAL004 | Annual | Andy | 99K023: Non-Specialized High School | 99K023: Non-Specialized High School | Training District | Speechdoe, Bruce | 10/11/2017 | 09:00 AM | 09:30 AM | Speech-Language Therapy | sample session notes 1. | Service Provided | English | 30 | Individual |
| ANNUAL004 | Annual | Andy | 99K023: Non-Specialized High School | 99K023: Non-Specialized High School | Training District | Speechdoe, Bruce | 10/13/2017 | 09:00 AM | 09:30 AM | Speech-Language Therapy | sample session notes 2. | Service Provided | English | 30 | Individual |