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

![Provided by You Only](image)

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

![Services Completed for Student](image)

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

5. 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.

![Services Completed for Student](image)

Click **Service Calendar** 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.

   ![Service Calendar Reports dropdown menu with My Completed Services selected]

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.

   ![Services Completed by Bruce Speechdee]

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