



# Special Education Recovery Services for Encounter Attendance

## Introduction

Special Education Recovery Services are designed to help close gaps brought on by the pandemic's disruption to learning and are available to all students with IEPs in addition to the services recommended on the student's IEP. These services will be delivered as outlined in the Special Education Recovery Services (SERS) parental notice in SESIS. When a related service is provided as part of Special Education Recovery Services, you must record each scheduled student session in the Encounter Attendance (EA) service record.

**Note:** Instructional interventions (Small Group Instruction and Intensive Small Group Intervention) provided as part of SERS are not recorded in SESIS.

All required fields must be completed before certifying the EA service record. Encounter Attendance training resources are available on the [SEGIS Related Service Providers](#) page for non-DOE providers and for DOE providers on the [Encounter Attendance page](#) by logging in with DOE Outlook credentials.

## Recording an Encounter Attendance Service Record for Recovery Services

The steps to record a special education recovery service in the encounter attendance service record are the same as recording an IEP mandated related service, except that you must select **Service Provided – Recovery** for the session type.

1. Verify or complete all required fields in the encounter attendance service record.
2. From the *Session Type* dropdown menu, click **Service Provided – Recovery**. Then continue completing the remainder of the encounter attendance service record.

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>2</b> → <b>Session Type:</b> | Service Provided - Recovery ▾      |
| <b>Duration:</b>                | (Select)                           |
| <b>Grouping:</b>                | Service Provided                   |
|                                 | Service provided - Make-up         |
|                                 | <b>Service Provided - Recovery</b> |
|                                 | Student Absent                     |
| <b>Service Location:</b>        | Provider Absent                    |
|                                 | Cancelled                          |

**Note:** Paraprofessionals assigned to work with one or more student(s) indicated on the SERS plan must record only the first student encounter in SESIS. Programmatic paraprofessionals are not required to enter encounters for small group instructional support provided during SERS.

The SERS plan describes the level of paraprofessional support the student requires during SERS. These services may differ from the paraprofessional recommendation(s) on the IEP.

## Recording SERS Remote Sessions

The steps to record a remote special education recovery service in the encounter attendance service record is the same as recording it for an IEP mandated related service, except that you must select **Service Provided – Recovery** for the session type.

1. Verify or complete all required fields in the encounter attendance service record.
2. From the *Session Type* dropdown menu, click **Service Provided – Recovery**. Then continue completing the remainder of the encounter attendance service record.
3. From the *Service Location* dropdown menu, make the appropriate remote location selection.

**Note:** The remote *Service Location* options vary depending on the *Service Type*.

4. Continue completing the remainder of the encounter attendance service record.

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Service Type:</b> *      | Counseling Services         |
| <b>Language of Service:</b> | English                     |
| <b>Session Type:</b>        | Service Provided - Recovery |
| <b>Duration:</b>            | 30 minutes                  |
| <b>Grouping:</b>            | Group/Individual? (Select)  |
| <b>Service Location:</b>    | Remote Learning Platform    |

## Recording SERS Student or Provider Absences or Cancellations

The steps to record student or provider absences or cancellations for a special education recovery service in the encounter attendance service record is the same as recording it for an IEP mandated related service, except that you must **type in the session notes "SERS."**

1. Verify or complete all required fields in the encounter attendance service record.
2. From the *Session Type* dropdown menu, select **Student Absent, Provider Absent, or Cancelled**.
3. Enter "**SERS**" in the *Session Notes* text box.
4. Continue completing the remainder of the encounter attendance service record.

|                             |   |
|-----------------------------|---|
| <b>Session Type:</b>        | (Select)  |
| <b>Duration:</b>            | (Select)  |
| <b>Grouping:</b>            | Service Provided<br>Service provided - Make-up<br>Service Provided - Recovery |
| <b>Service Location:</b>    | Student Absent<br>Provider Absent<br>Cancelled                                |
| <b>Service Description:</b> |   |
| <b>Progress Indicator:</b>  | (Select)  |
| <b>Session Notes:</b>       | SERS  |