

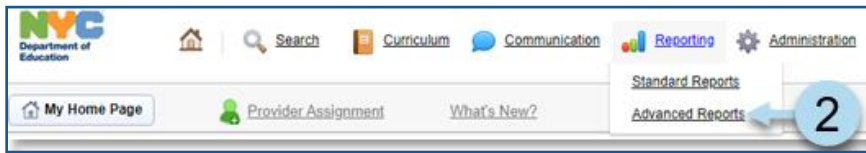


# Generating the Encounter Attendance Report for Non DOE Providers

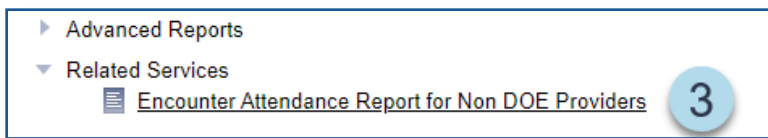
## Introduction

This training guide provides instructions for non-DOE providers on how to generate the Advanced Report: Encounter Attendance Report for Non DOE Providers. Follow the steps below.

1. Log in to SESIS.
2. From the *Top Navigation Bar* on your Home Page, click **Reporting** and select **Advanced Reports**.



3. Click **Related Services** and then click **Encounter Attendance Report for Non DOE Providers**.



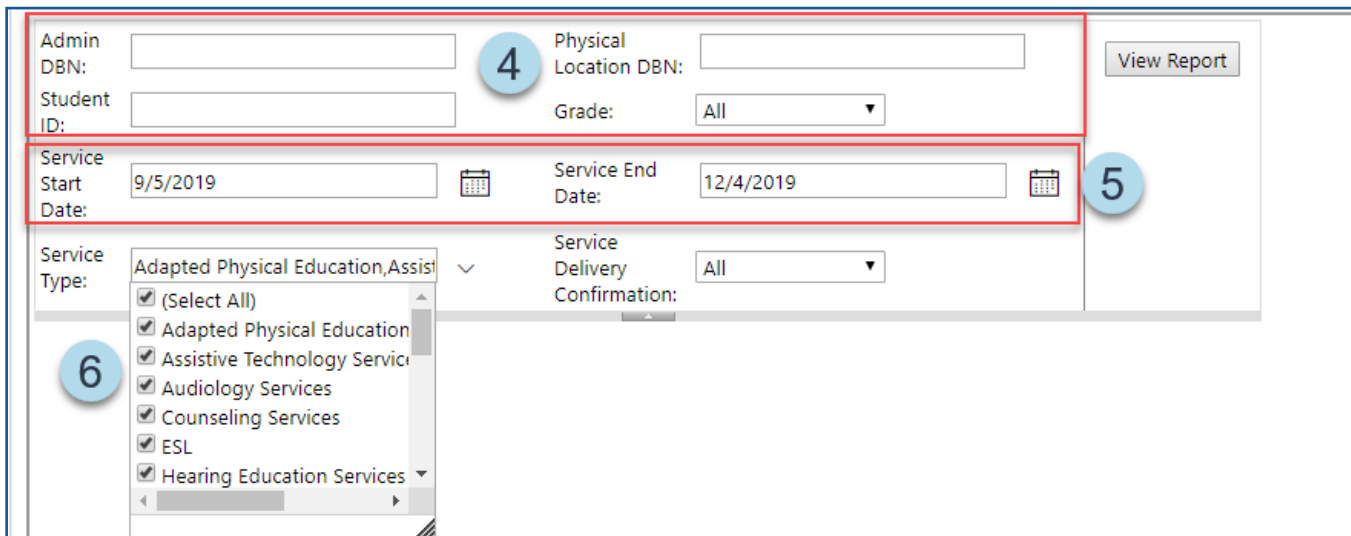
4. Select/input criteria (if applicable) to narrow the search results: *Admin DBN, Student ID, Physical Location DBN, Grade*.

5. Enter **Service Start Date** and **Service End Date**.

**Note:** The date range for *Service Start Date* and *Service End Date* displayed has been selected for demonstration purposes.

6. Optional: Check *the Service Type* from the dropdown menu. Preselected are all Service Types.

**Note:** Click **Select All** to uncheck or check all service types. You can individually check the boxes to select the service type(s) to display on the report.



7. Optional: From the *Service Delivery Confirmation* dropdown menu. *All* is preselected, select **YES** or **NO**.

**Note:** The *Service Delivery Confirmation* dropdown menu defaults to *ALL*.

- **ALL** shows certified and saved service records on the report.
- **YES** shows only certified records on the report.
- **NO** shows only saved (not certified) records on the report.

8. Click View Report to display the results.







**Note:** The report may take a few minutes to load.

9. After the *Encounter Attendance Report for Non-DOE Providers* is created, use the left/right or up/down scroll bars to view additional information on the report.

**Note:** Column headers with up and down triangles can be clicked to sort the column data in ascending or descending order.

STUDENT ID	STUDENT LAST NAME	STUDENT FIRST NAME	GRADE	DATE OF BIRTH	HOME DISTRICT	CSE	CSE DISTRICT	School District	ADMIN DBN	PHYSICAL LOCATION DBN	SCHOOL NAME	DATE OF SERVICE	SERVICE TYPE	SERVICE DESCRIPTION	LANGUAGE OF DELIVERY	SERVICE LOCAT
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/05/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	04/01/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	05/22/2019	Speech-Language Therapy		ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/24/2019	Speech-Language Therapy		ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/19/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	05/06/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	06/10/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room
123456789	Miller	Joshua	06	12/23/2008	06	N/A	N/A	06	123456	123456	Midtown Middle School	04/29/2019	Speech-Language Therapy	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting	ENGLISH	Therapy Room

Use the action buttons to navigate the report (icon descriptions on next page).

	<b>First Page</b>	Navigate to the beginning of the report.
	<b>Previous Page</b>	Navigate to the previous page of the report.
<input type="text" value="1"/> of 5	<b>Current Page</b>	Displays the current page. Change the page number to navigate to a different page in the report.
	<b>Next Page</b>	Navigate to the following page of the report.
	<b>Last Page</b>	Navigate to the end of the report.
	<b>Export dropdown menu</b>	Download the report results to many common file formats, such as Excel, PowerPoint, pdf.
	<b>Print</b>	Prints the report.
<input type="text"/> Find   Next	<b>Find Text in Report</b>	Searches the report for the word that is entered in the text field. Once the word is found, the search results are highlighted in orange, starting at the top of the report. Click <b>Find</b> to view the results on the report. Click <b>Next</b> to view the next search result.