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

NYC Department of Education

# Completing a Service Record for Paraprofessionals

## Introduction

This training guide provides instructions for Paraprofessionals to complete a service record for a student in Encounter Attendance.

## Overview

Follow the steps below in SESIS to record a past service provided to a student.

1. Log in to SESIS.

2. From the *Top Navigation Bar* on your Home Page, click **Service Capture** and select **Service Calendar** from the dropdown list.
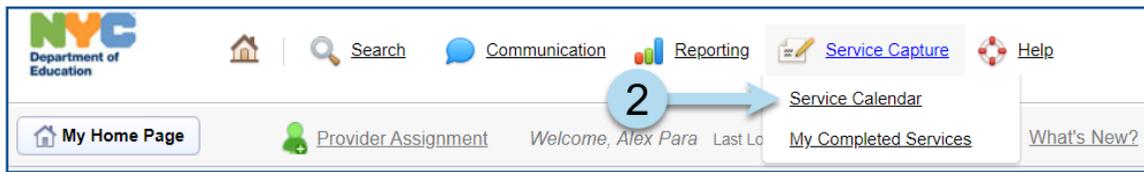


3. Select the student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.

4. Click **Record Past Services**.
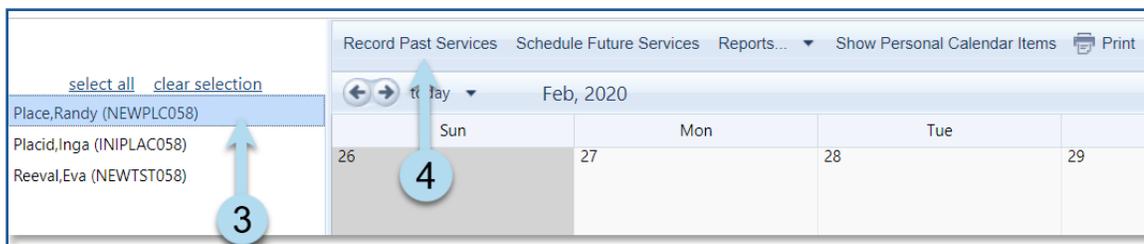
The *Record Past Services* pop-up calendar will display on top of the *Service Calendar*.

**Note**: Since you are recording a past service, future calendar days will be grayed out.

5. Select the date of service to be recorded and click **OK**.
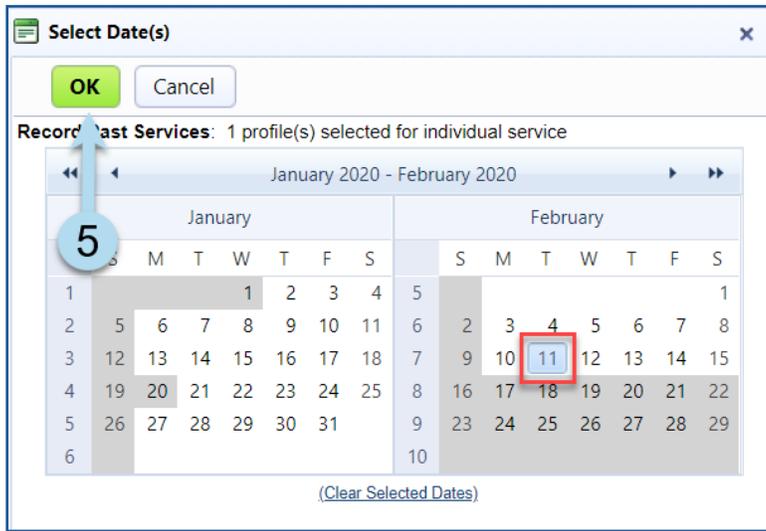


6. Verify / enter the actual **Start Time** and **End Time** for the session. Modify if necessary.
7. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

**Note**: A warning message will display if you select a **Service Type** different from the role you are assigned in SESIS. However, the message will not prevent you from completing the record.

8. Verify the **Language of Service**. Modify if necessary.

9. Verify the **Session Type**. Modify if necessary.

**Note:** Duration will automatically populate depending on the *Start Time* and *End Time* entered.

10. Verify / select the **Grouping** value (Individual or Group). Modify if necessary.

**Note**: When Group is selected, an **Actual Group Size** dropdown menu will display; enter the actual number of students in the group session.
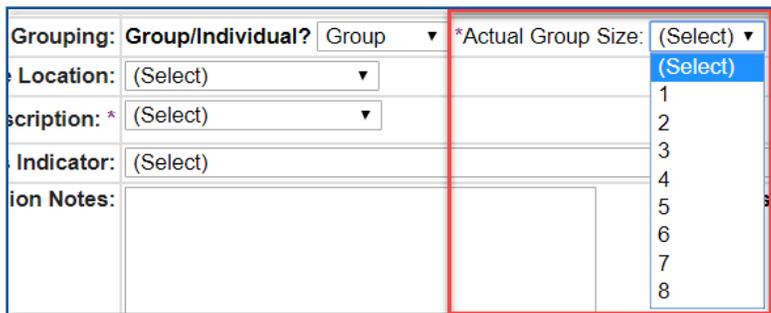
| Grouping: | Group/Individual? | Group ▼ | *Actual Group Size: | (Select) ▼ |
|---|---|---|---|---|
| Location: | (Select) ▼ | | | (Select) |
| scription: * | (Select) ▼ | | | 1 |
| | | | | 2 |
| Indicator: | (Select) | | | 3 |
| | | | | 4 |
| ion Notes: | | | | 5 |
| | | | | 6 |
| | | | | 7 |
| | | | | 8 |

11. Verify / select the **Service Location** from the dropdown list. Modify if necessary.

12. Verify / select the service(s) provided from the **Service Description** dropdown list.
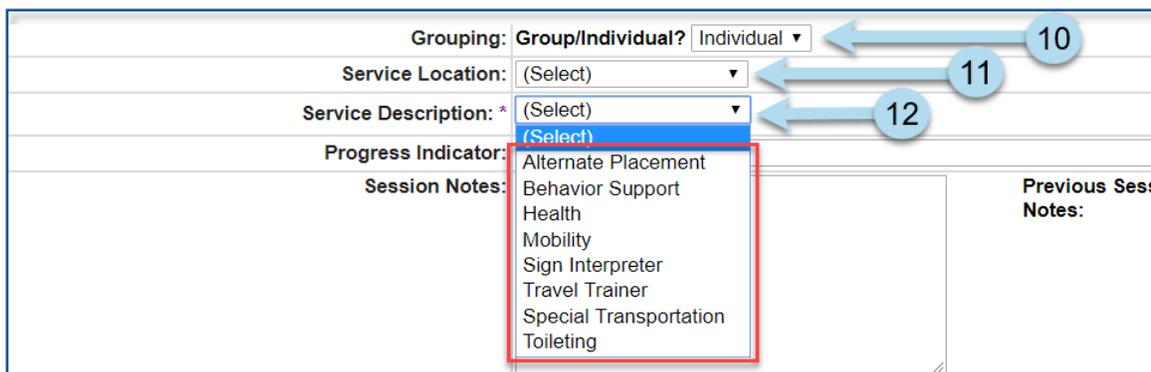
| | Grouping: | Group/Individual? | Individual ▼ | | 10 |
|---|---|---|---|---|---|
| | Service Location: | (Select) ▼ | | 11 | |
| | Service Description: * | (Select) ▼ | | 12 | |
| | Progress Indicator: | (Select) | | | |
| | Session Notes: | Alternate Placement | | Previous Sess | |
| | | Behavior Support | | Notes: | |
| | | Health | | | |
| | | Mobility | | | |
| | | Sign Interpreter | | | |
| | | Travel Trainer | | | |
| | | Special Transportation | | | |
| | | Toileting | | | |

**Note:** Under *Service Description*, indicate the type of paraprofessional you are currently servicing the student as. For example, select *Mobility* if you are the para for a student recommended an *Orientation and Mobility Paraprofessional* or *Special Transportation* for a student recommended a *Transportation Paraprofessional* on their most recent finalized IEP.

13. Select the student's progress from the **Progress Indicator** dropdown list.

14. Session notes are optional. You can enter your session notes for the student in the **Session Notes** text box.

**Note:** The *Previous Session Notes* field will populate from the most recent preceding saved service record if the *Service Type, Session Type, Grouping, Provider* and *Student* all match.

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

16. Click **Save** to save your entries and finalize the service record.

| | | |
|---|---|---|
| **13** → | Progress Indicator: (Select) ▾ | |
| **14** → | Session Notes: | Previous Session Notes: |
| **15** | | |

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.

☐ *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.*

**Save**   Cancel   **16**

17. After the service capture has been certified and saved, the completed service will appear on the **Service Calendar** in purple. Double click or right click on the event to view the details.

Record Past Services   Schedule Future Services   Reports... ▾   Show Personal Calendar Items   🖶 Print

← →  today ▾     Feb, 2020                                                   Day   Week   Month

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 Feb |
| 2 | 3 PP 180m: Place, Randy | 4   ← **17** | 5 | 6 | 7 | 8 |
| 9 | 10 PP 180m: Place, Randy | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |