



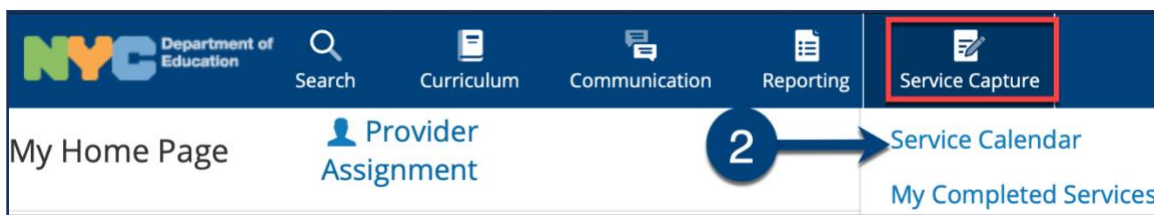
# Recording a Service Record for Speech Providers

## Introduction

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

## Steps

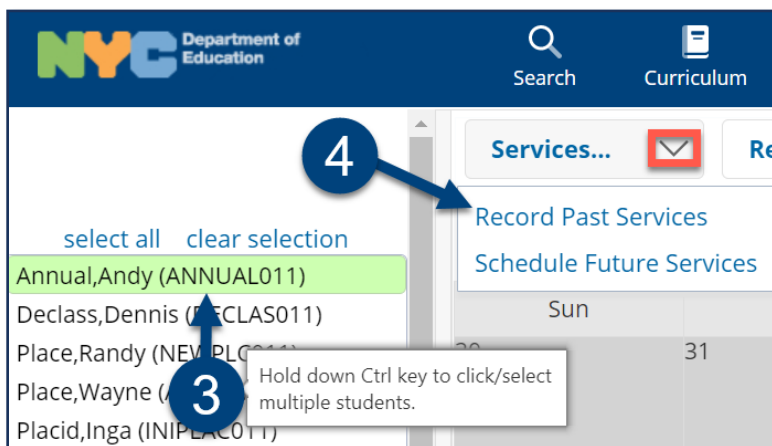
1. Log into SESIS.
2. From the *Top Navigation Bar* on your homepage, click **Service Capture**, and select **Service Calendar**.



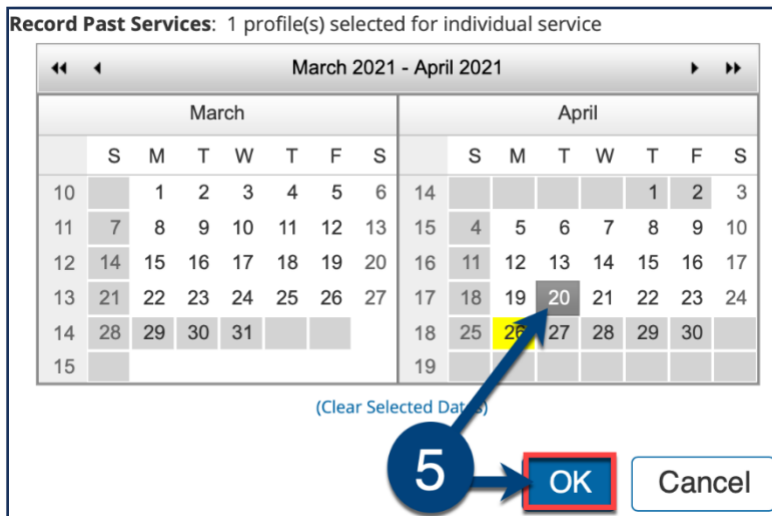
3. **Select the student** (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.

**Note:** Hold down the *Ctrl* key to click/select multiple students.

4. From the *Services* dropdown menu, select **Record Past Services**. The *Record Past Services* pop-up calendar opens on top of the *Service Calendar*.



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

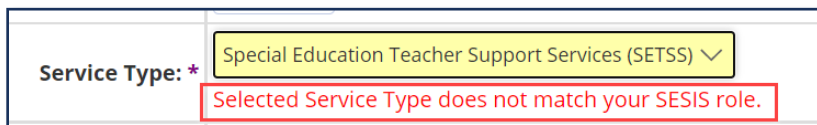


**Note:** Since you are recording a past service, future calendar days are grayed out.

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 for a role you are not assigned. However, the message will not prevent you from completing the record.

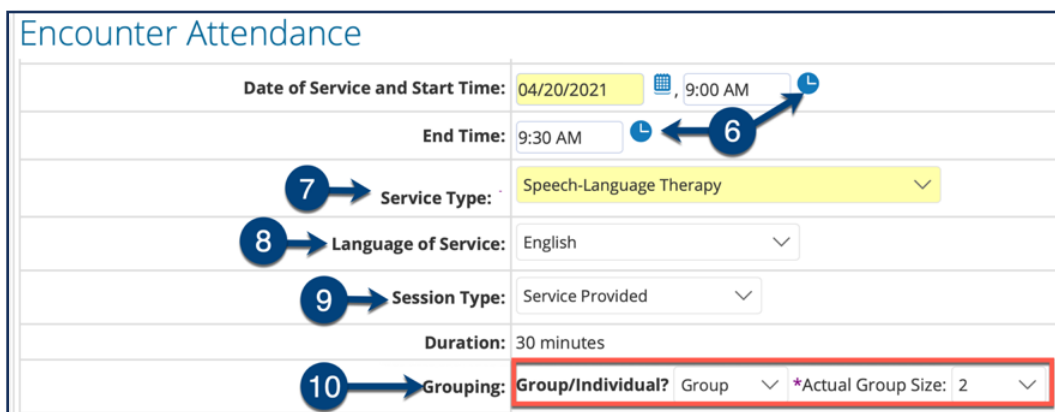


8. Verify the **Language of Service**. Modify if necessary.

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

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.



11. Verify/select the **Service Location** from the dropdown menu. Modify if necessary.
12. **Service Description** CPT Codes will display based on the grouping value. You may check one or more services, if applicable, depending on the duration/grouping of the session.
13. Select the student's progress from the **Progress Indicator** dropdown menu.
14. Enter your session notes for the student in the **Session Notes** text box.

<b>11</b> →	<b>Service Location:</b>	Classroom
<b>12</b> →	<b>Service Description:</b>	<input checked="" type="checkbox"/> Treatment of speech, language, voice, communication, and/or auditory processing in a group setting - CPT code 92508 <input type="checkbox"/> Consultation: Phone/Tele-therapy - CPT code 12345
<b>13</b> →	<b>Progress Indicator:</b>	Student made expected progress toward goal attainment.
<b>14</b> →	<b>Session Notes:</b>	Demo
	<b>Previous Session Notes:</b>	

**Note:** The *Previous Session Notes* field will populate from the most recent saved past 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 must be certified, including absences and cancellations.
16. Click **Save** to save your entries and finalize the Service Record.

15. 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 record has been certified and saved, the completed service record will display on the *Service Calendar* in purple. Double click, or right click on the record to view the details.

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	<b>17</b> →	SP 30m: Annual, Andy