



Understanding the Mandate Short Description

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Note: Effective February 2022, several enhancements were made to the Encounter Attendance Service Record in SESIS. Refer to the What's New in Encounter Attendance [video](#) and [guide](#) to learn more.

Introduction

The *Mandate Short Description* is a string of abbreviations for each specific detail about the student's IEP mandate. When completing the Encounter Attendance Service Record, the mandates displayed on the *Select Mandate* pop-up window or from the *Mandate Short Description* lookup field will match the mandate(s) from the student's current IEP. This allows providers to select the correct mandate to encounter, making it easier to ensure students receive the services as outlined on their IEP.

Note: The images in this guide reflect the mandated service of Speech-Language Therapy. However, all service providers can use this guide.

Student:	Randy Place	ID:	NEWPLC044	Provider:	Bruce Speechdoe	Provider Type:	Speech-Language Therapy
Date of Service:*	12/09/2021	Start Time:*	<input type="text"/>	End Time:*	<input type="text"/>	Service Duration:	
Service Type:*	Speech-Language Therapy						

lookup

Mandate Short Description:*

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

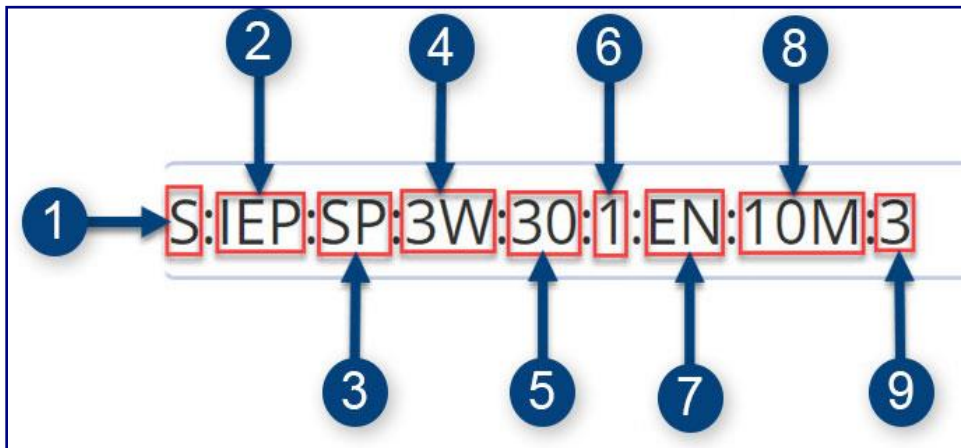
Mandated Service (IEP/IESP/SP/CSP)

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Note: The *Mandate Short Description* displays mandates from Individualized Education Program (IEP), Individualized Education Services Plan (IESP), Services Plan (SP), or Comparable Services Plan (CSP).

Mandate Short Description Definitions

Use the image number to match the definition in the table to learn about the IEP's *Mandate Short Description* abbreviation.



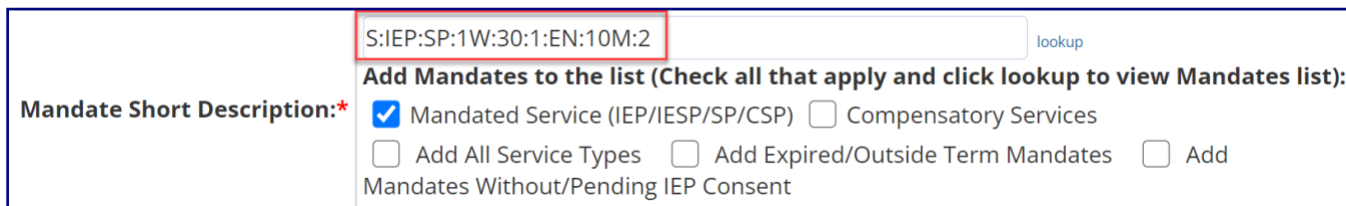
Number	Symbol	Definition
1	S	Type of Student (S for School age, P for Pre-k)
2	IEP	Type of Conference Document (IEP, IESP, SP, CSP)
3	SP	Service Type (e.g., Speech-Language Therapy)
4	3W	Mandated Frequency (e.g., 3 times per week)
5	30	Mandated Duration (e.g., 30 minutes)
6	1	Mandated Group Size (e.g., Individual or 2 - 8 for Group)
7	EN	Mandated Language of Service (e.g., English)
8	10	10 or 12 Month Service (e.g., 10 month)
9	3	The mandate listed order on the IEP (e.g., Speech-Language Therapy is the 3rd mandate)

The image below compares the details on the student's IEP for Speech-Language Therapy, to the *Mandate Short Description* on the Encounter Attendance Service Record.

RELATED SERVICES:					
Occupational Therapy	Group of 3 Language of Service: English	2 time(s) per week	30 minutes	Separate Location OT Room	09/13/2021
Physical Therapy	Individual service Language of Service: Spanish	3 time(s) per week	30 minutes	Separate Location PT Lab	09/13/2021
Speech-Language Therapy	Individual service Language of Service: English	3 time(s) per week	30 minutes	Special Education Classroom	09/13/2021

One Mandate

For a student with one mandate for your *Service Type*, the *Mandate Short Description* field will automatically populate with the active mandate.



S:IEP:SP:1W:30:1:EN:10M:2 lookup

Mandate Short Description:* **Add Mandates to the list (Check all that apply and click lookup to view Mandates list):**

Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Note: The *Mandate Short Description* is based on the provider's service type and date of service.

Multiple Mandates

See below for information regarding a student with multiple mandates for the same *Service Type*.

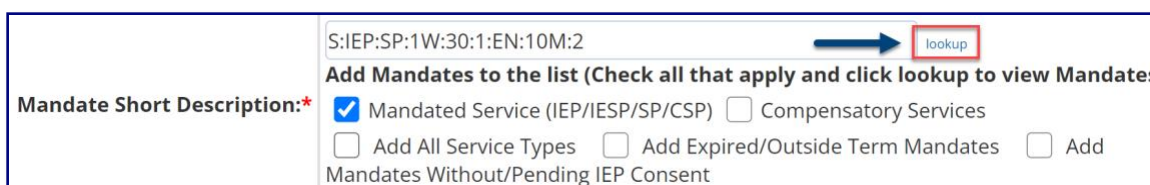
- The first time you record an encounter, you will need to select the mandate from the *Select Mandate* pop-up window.



Mandate Short Description	Mandate Term	Service Type	Mandated Language of Service	Mandated Frequency	Mandated Duration	Mandated Max. Group Size	Mandated Service Location	Mandate Start Date	Mandate End Date	D
S:IEP:SP:1W:30:1:EN:10M:2	10M	Speech-Language Therapy	English	1/week	30 Minutes	Individual	Separate Location Therapy Room	11/12/2021		1
S:IEP:SP:2W:30:4:EN:10M:3	10M	Speech-Language Therapy	English	2/week	30 Minutes	Group of 4	Separate Location Therapy Room	11/12/2021		1

- The mandate selected when encountering services for the first time, will auto populate the next time you record a past service for the student.
- If you need to select a different mandate other than the one selected in the first encounter, you need to click the *Mandate Short Description* **lookup** link, and select the appropriate mandate from the *Select Mandate* pop-up window.

Note: Refer to the [Mandate Lookup Link](#) section of this guide for more information on the *lookup* link and to learn how to select a different mandate.



S:IEP:SP:1W:30:1:EN:10M:2 lookup

Mandate Short Description:* **Add Mandates to the list (Check all that apply and click lookup to view Mandates list):**

Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Note: After a service record is recorded for both mandates, the *Select Mandate* pop-up window will

display each time you record a past service for the student. You must select the mandate for which you are entering an encounter.

New Mandate

If a new identical mandate is in effect, the *Mandate Short Description* field will automatically populate with the new mandate short description, and a message will display.

“This mandate has replaced an identical mandate from a prior IEP. Review the new IEP’s annual goals.”

This mandate has replaced an identical mandate from a prior IEP. Review the new IEP's annual goals.

Mandate Lookup Link

If you provided service for a mandate that is not automatically listed under the *Mandate Short Description* field, click the **lookup** link to search for the mandate on the *Select Mandate* pop-up window.

In some circumstances, you may check the following boxes as needed before clicking the *lookup* link:

- To enter a service record for a service type other than your primary role, check the box for **Add All Service Types**
- To enter a service record for a mandate that is not active based on date of service, check the box for **Add Expired/Outside Term Mandates**
- To select a mandate which is pending IEP consent or is without IEP consent, check the box for **Add Mandates Without/Pending IEP Consent**

S:IEP:SP:1W:30:1:EN:10M:2 ←

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Note: The *Compensatory Services* checkbox is used to encounter services that are not associated with an IEP recommendation. It should only be selected for services that differ from the recommendations on the active IEP, including services provided pursuant to an impartial hearing order, resolution, or settlement, Special Education Recovery Services (including any “Compensatory Services”) and Alternate Placement Paraprofessional services.

S:IEP:SP:3W:30:1:EN:10M:3 lookup

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandate Short Description:*

Mandated Service (IEP/IESP/SP/CSP) **Compensatory Services** ←










Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

For more information regarding how to record services for Compensatory, Recovery Services and Alternate Placement Para, go to the [Recording Compensatory Services for a Student](#), [Special Education Recovery Services for Encounter Attendance](#), or [Completing a Service Record for Paraprofessionals](#) guides on the [SEIS InfoHub](#).

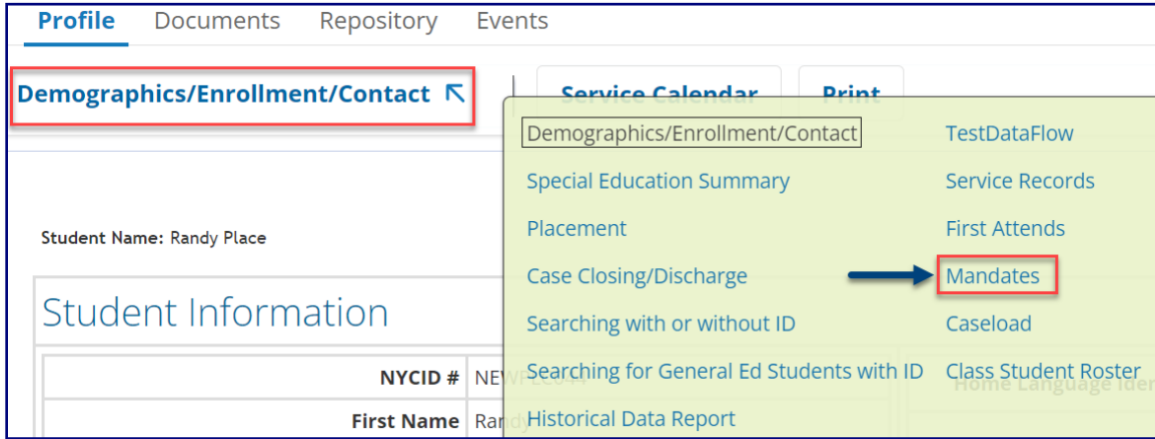
Student Profile: Mandates Section

You can view all mandates for a student (active and expired), regardless of *Service Type*, by going to the student's *Profile* section in SEIS and selecting *Mandates*.

From *My Students* caseload, click on the student's **Profile icon**.

My Students(8) Edit Print Export			
	ID	Last Name	First Name
  	ANNUAL044	Annual	Andy
  	NEWPLC044	Place	Randy
  	NEWPLC100	Place	Randy

Hover over *Demographics/Enrollment/Contact* and select **Mandates**.



The Mandate section of the profile lists the *Mandate Short Description* for all the student's mandates, regardless of Start and End Dates or *Service Type*.

Click on the **magnifying glass icon** to view the mandate details.

The screenshot shows the 'Mandates for Student: Randy Place (NEWPLC044)' section. A table lists several mandates, each with a magnifying glass icon in the first column. The third row's magnifying glass icon is highlighted with a red box and a blue arrow.

	Name	Student
	S:IEP:OT:2W:30:3:EN:10M:1	Place,Randy
	S:IEP:OT:2W:30:3:EN:12M:4	Place,Randy
	S:IEP:PT:3W:30:1:EN:10M:2	Place,Randy
	S:IEP:PT:3W:30:1:EN:12M:5	Place,Randy
	S:IEP:SP:3W:30:1:EN:10M:3	Place,Randy
	S:IEP:SP:3W:30:1:EN:12M:6	Place,Randy

At the top of the details chart, you will see the *Mandate End Date* and *Date of IEP*.

Main	
Mandate Short Description	S:IEP:PT:3W:30:1:EN:10M:2
Student	Place,Randy
Direct Flag	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Doc Type	168
Document ID	901044
Mandated Duration	30
Duration Text	
Duration Freq	
Mandate End Date	
End Date Derived	
Date of IEP	07/26/2021
Finalized Date	07/28/2021

Scroll to the bottom of the screen to view the *Mandate Start Date*.

Mandate Start Date	09/13/2021
Start Date Derived	09/13/2021
Twelve Month Service	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is Compensatory	<input type="checkbox"/>
Consent Flag	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Source System	TINET

Mandate Short Description Service Type Code

See below for a list of encounterable Service Types:

Category in IEP	Service Types	Mandate Short Description Service Type Code	Additional Details
SPECIAL EDUCATION PROGRAM/SERVICES	Special Education Teacher Support Services (SETSS)	SETSS	
RELATED SERVICES	Speech-Language Therapy	SP	
	Audiology Services	AS	
	Interpreting Services - Sign Language Interpreter	ISL	
	Interpreting Services - Oral Transliterator	OR	
	Psychological Services	PSY	
	Physical Therapy	PT	
	Occupational Therapy	OT	
	Counseling Services	CO	
	Orientation and Mobility Services	OM	
	School Social Work	SW	
	Hearing Education Services	HES	
	Vision Education Services	VES	
Other Related Service	OTHER-RS		
SUPPLEMENTARY AIDS AND SERVICES/ PROGRAM MODIFICATIONS/ ACCOMMODATIONS	Paraprofessional	PARA-OM	Orientation and Mobility
		PARA-HEALTH-AMB	Health: Ambulation
		PARA-HEALTH-FEED	Health: Feeding
		PARA-HEALTH-OTHER	Health: Other Health Needs
		PARA-BS	Behavior Support
		PARA-TRANSP	Transportation
	PARA-TT	Toileting	
Other Supplementary Aid/Service	OTHER-SUPP		