

NYC Department of Education Office of School and Youth Development

Procedure for Related Service Providers -
Counseling

Check Mandates

- If there are any discrepancies between the information on the SEC Database and the student's IEP, please bring this to the attention of your School Based Support Team or Borough ISC.
- Verify this information before reporting to IVR
- First attend calls must be made for each MANDATE on your list. (If a student has group and individual counseling, it must be recorded separately.)

Access the School Report



Student Information System/Student Educational
Component (SIS/SEC)

<https://ats.nycboe.net>

Outlook ID

Outlook Password

A screenshot of a Windows 'Connect to' dialog box. The title bar reads 'Connect to ats.nycboe.net'. Below the title bar is a blue header area with a key icon. The main area is light gray and contains the text 'Connecting to ats.nycboe.net'. There are two input fields: 'User name:' with a dropdown menu showing a user icon, and 'Password:' with a text box. Below the password field is a checkbox labeled 'Remember my password'. At the bottom are 'OK' and 'Cancel' buttons.

SEC Management Report (School Access) Click on "SEC Reports"



Tuesday, June 20, 2006

S.I.S. Student Information System



User Information

ID:	<input type="text" value="NNissen"/>	Home District/Borough/School:	<input type="text" value="000000"/>	Current District/Borough/School:	<input type="text" value="000000"/>
NAME:	<input type="text" value="Nissen Naomi"/>				
TITLE:	<input type="text" value="Training Coordinator"/>				

Change Profile

DISTRICT: --Select District-- **SCHOOL:** 000000 - Select a School from the list

Our Sections

	Student Information This choice provides access to a comprehensive database of student information. Once a student's name has been selected using an initial search screen, a screen of biographical data appears. From this screen, thirteen other screens are available, providing information about health records, academic performance, attendance, attendance history and many other aspects of the student's school record.
	SEC Placement This is a direct link to the Placement module of the Special Education Component of the Student Information System. It allows you to search for an open seat and to place a child in an appropriate program.
	SEC Decision Action Items Tracking System This is a direct link to the DAITS module of the Special Education Component of Student Information System. It allows you to record and track Implementation Action Items based on the decision document which is issued after an impartial hearing.
	SEC Referral PILOT ONLY... This is a link to the Referral module of the Special Education Component of the Student Information System. Users from the pilot regions can record the initial processes (Referral and Intake) of a student entering the Special Education system.
	SEC RSA This is a direct link to the RSA application. It allows you to search for a student and create an RSA1, to be given to a parent for finding an independent provider for the recommended service. After the RSA1 is received from the parent with the provider information, the CSE staff can enter the provider details to generate a PIN for the provider that can be used by the provider to call into the IVR First attend system.
	SEC PNNA The PNNA application will allow CPSE administrators to facilitate the delivery of services to preschool students who are awaiting services.
	SEC Reports This is a direct link to the Special Education Online Reports

Click on SEC →

Reports



NYC Department Of Education
Joel I. Klein, Chz

SPECIAL SERVICES

Special Education Online Reports

Reports

- [Projected Register Report](#)
- [Overage Allocation Report \(Elementary and Middle Schools\)](#)
- [Overage Allocation Report \(High Schools\)](#)
- [Student Service Receipt Report](#)
- [Register, Class and Utilization Reports](#)

Click on student services receipt report→

Directions to the Related Services Status Information


- Click on “School Aged for Public School
- Click on (+) All Regions
- Click on (+) Region #
- Click on (+) District #
- Click on School Number



Student List and Mandates

Main Report 1 of 1+ 120% Crystal

6/21/2006
 10:59:44AM
 Page 1



The New York City Department Of Education
Division Of Instructional And Information Technology
Student RS Service Status Information

[Back to Main Report](#)

Note: To sort this report by School with DrillDown, Click on "ATS_School" Label.

Student	Student ID	Birth DT	Age	Recommendation					Confere e DT	Home District	Physical Site
				Service	Freq-Dur	Grp	Size	LangCD			
ALMONTE, WOODY	274173368	02/07/1992	14	CO	1	30	3	EN	12/23/2005	21	
ARROYO, VICTOR	270916414	04/16/1993	13	CO	1	30	3	EN	01/06/2005	22	
BENITEZ, THOMAS	269857631	05/10/1993	13	CO	1	30	5	EN	03/16/2005	22	
BROWN, STERLING	268822182	10/19/1994	11	CO	1	30	5	EN	05/11/2005	22	
BROWN, STEVEN	268814633	12/27/1994	11	C1	1	30	1	EN	06/27/2005	21	
BROWN, STEVEN	268814633	12/27/1994	11	CO	1	30	3	EN	06/27/2005	21	
CARPINELLO, SHAWN	267665032	01/20/1992	14	CO	1	30	3	EN	12/01/2005	22	
CARROLL, SHASHA	267599546	12/14/1994	11	CO	1	30	3	EN	03/21/2005	22	
CHEUNG, SARAH	269941484	04/10/1993	13	CO	1	30	3	EN	11/29/2005	22	
CHICLANA, SARAH	269909671	09/25/1993	12	CO	1	30	3	EN	10/11/2005	22	
CHICLANA, SARAH	269909671	09/25/1993	12	C1	1	30	1	EN	10/11/2005	22	
CHICO ROMAN, SARAH	269908376	11/21/1993	12	CO	1	30	3	EN	06/24/2005	22	
CHOUHJURY, SANDRA	265796680	02/01/1994	12	C1	1	30	1	EN	11/18/2005	21	
CHOUHJURY, SANDRA	265796680	02/01/1994	12	CO	1	30	3	EN	11/18/2005	21	
CONTRON, SAMIRA	269881726	03/22/1993	13	CO	1	30	4	EN	05/25/2005	19	
COPY, SAMI	269901551	03/29/1993	13	CO	1	30	5	EN	03/21/2005	21	

Done

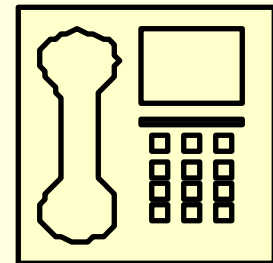
First Attend Reporting System

Telephone number to report first attend dates:

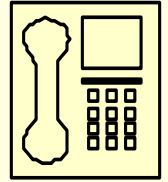
718-596-4080

You may use the keypad or speak you answer.

- Press 1 for **YES**
- Press any other key for **NO**



Identify Yourself



Question 1

What is your File Number?

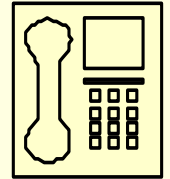
Question 2

Please enter your four digit PIN
(last 4 digits of your SS#)

CONFIRMATION:

One moment while we verify that.

Please Confirm



Question 3

Are you [your name here]?

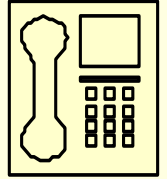
Question 4

What service did you deliver?

Enter 1 or say COUNSELING

CONFIRMATION

(yes/no to verification of service delivery)



STUDENT INFORMATION

Question 5

Delivered in a Group or Individual?

Say

or Press 1 (individual) Press 2-8 (for group size)

Question 6

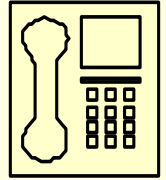
What is the student ID?

Say or enter the **nine digit** number

VERIFICATION:

Please wait while I look up that student.

Call Continued



Question 7

Is [student name], [age of the student] years old the student you're calling for?

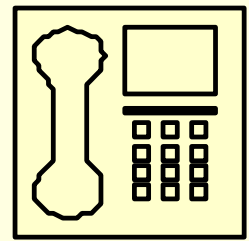
Yes/no. If no you'll be asked to enter the student ID again.

Question 8

How many times per week will this service be delivered?

Say or press the number

Continue



Question 9

How long was the session?

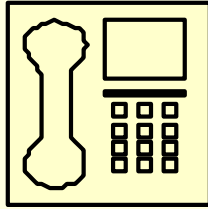
Say or press the time in minutes(30 for 30 minutes.)

Question 10

What was the group size?

(question 5 might answer this)

Language



Question 11

In what language was the service delivered?

Say or listen to the prompt for the corresponding keys.

Example:

1. *English*
2. *Spanish*
3. *Chinese*
4. *Bengali*
5. *Arabic*
6. *Haitian Creole*
7. *Russian*
8. *Korean*
9. *Urdu*

Question 12:

When did you first deliver this service?

- MMDDYY
- (Service date must be on or before the day of the call)
- Thank you. (The attendance was recorded)

Recording Additional Attendance

Question # 13

Do you want to enter attendance for another student with the same frequency, duration, group size and language? (If yes, return to question #6)

Question # 14

Do you want to enter attendance for another student with the same service?

(If yes, return to question #6: duration/frequency/group size or language must be different)

Revised IVR Directions

- Please note that starting **January 11th 2007** the IVR First Attend system will be providing confirmation numbers for all attendance that is recorded. Please have a pen ready to note the confirmation number down after recording the attendance. The confirmation number will be 6 digits. Once you have successfully recorded the attendance the IVR system will slowly read out your 6-digit confirmation number, twice. Please note down the confirmation number and save it for future reference.
- In the event your attendance does not show up in the reports later on, you can call the Helpdesk at **(718) 935-2400** and provide the confirmation number to get the situation rectified.
- Please note that if you did not receive your confirmation number from the IVR system, your attendance did not get recorded successfully. Please try again and if you continue to have trouble getting a confirmation number please contact the SEC-IVR Helpdesk at (718) 935-2400.

Help

Problems with IVR

(718) 935-5100

IVRsupport@schools.nyc.gov

Problems with SEC Management

secsupport@schools.nyc.gov