



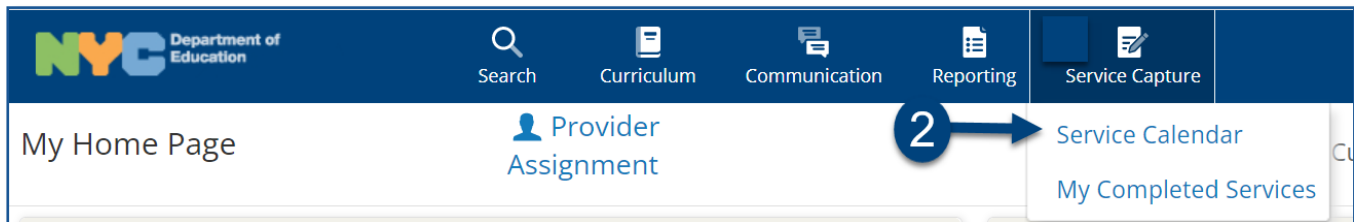
Completing an Encounter Attendance Service Record

Introduction

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

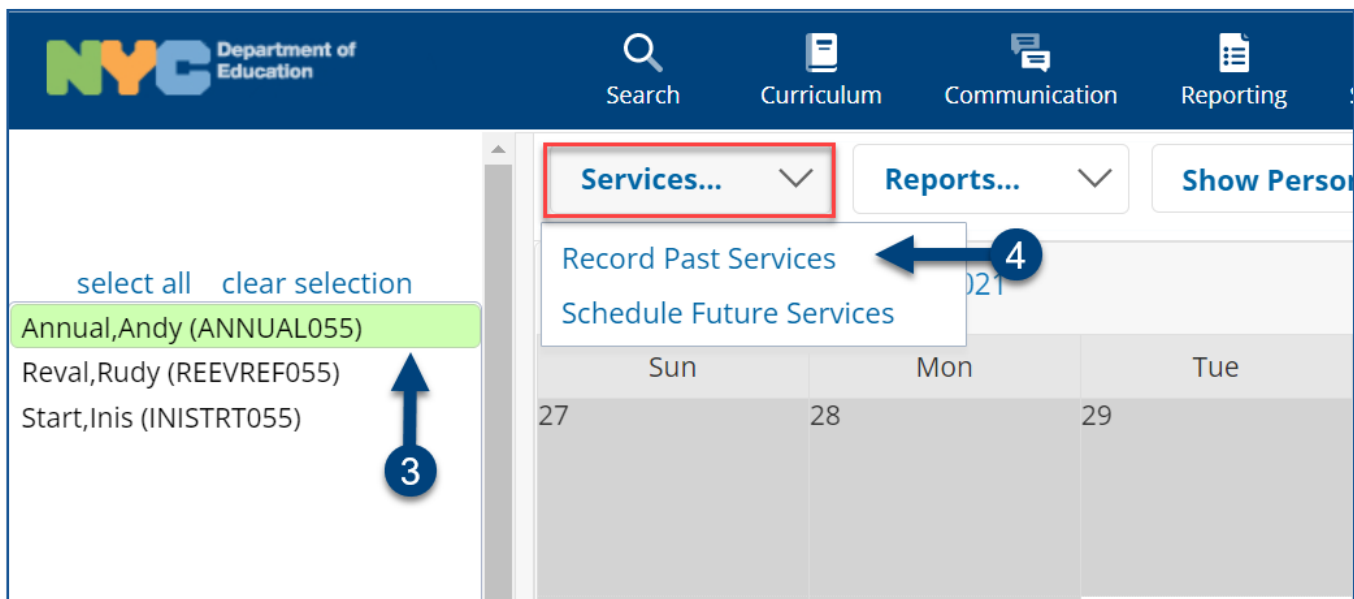
Note: Images used in this guide reflect service recorded by a speech provider. However, all service providers can use this guide.

1. **Log in** to SESIS.
2. From the top navigation bar on your homepage, click **Service Capture** then select **Service Calendar** from the dropdown menu.



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. From the *Services* dropdown, select **Record Past Services**

Note: You may also right click on a specific day and select **Record Past Services**



Note: The *Record Past Services* pop-up calendar opens on top of the *Service Calendar*.

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

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

Select Date(s)

Record Past Services: 1 profile(s) selected for individual service

June 2021 - July 2021

June							July								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
23			1	2	3	4	5	27					1	2	3
24	6	7	8	9	10	11	12	28	4	5	6	7	8	9	10
25	13	14	15	16	17	18	19	29	11	12	13	14	15	16	17
26	20	21	22	23	24	25	26	30	18	19	20	21	22	23	24
27	27	28	29	30				31	25	26	27	28	29	30	31
28								32							

(Clear Selected Dates)

5 → **OK**

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

Encounter Attendance

Student: Andy Annual
 Student ID: ANNUAL055
 Provider: Mary Psych

Date of Service and Start Time: 06/24/2021

End Time:

7 → Service Type: * Counseling Services

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

Service Type: * Occupational Therapy

Selected Service Type does not match your SESIS role.

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

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

Date of Service and Start Time:	7/26/2021	
End Time:		
Service Type: *	Counseling Services	
8 → Language of Service:	English	
Session Type:	Service Provided	9 ←

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** will vary based on your role, check or select as appropriate.

10 → Grouping:	Group/Individual? Group	*Actual Group Size: (Select)
11 → Service Location:	Therapy Room	
12 → Service Description:	<input type="checkbox"/> Group psychotherapy (other than of a multiple-family group) - CPT code 90853 <input type="checkbox"/> Consultation: Phone/Tele-therapy - CPT code 12345	

Note: For *Counseling Services*, *Audiology Services* and *School Nurse Services*, CPT Codes are optional and will display based on the grouping value. You may check more than one service, 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, if applicable.

*Counseling session notes may be entered as "confidential" if judged to be sensitive by the provider.

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*.

13 → Progress Indicator: (Select) ↓

Session Notes: 14 →

Previous Session Notes: JUN 24 2021: 5:30 PM - 6:00 PM : demo

I

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 ← 16

17. After the service capture 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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Jun	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1 Jul	2	3

CS 30m Annual, Andy ← 17