



Recording a Service Record for Paraprofessionals

Introduction

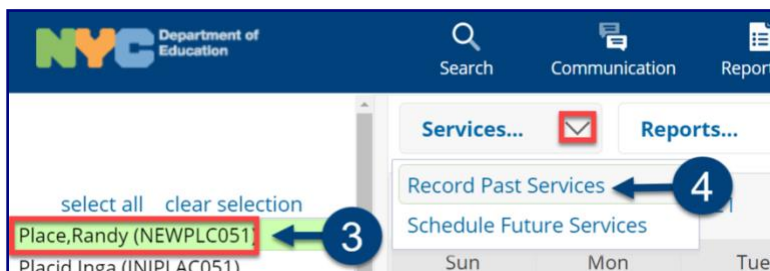
This training guide provides instructions for Paraprofessionals to complete a service record for a student in Encounter Attendance.

Steps

1. Log into SESIS.
2. From the *Top Navigation Bar* on your Home Page, click **Service Capture** and select **Service Calendar** from the dropdown menu.

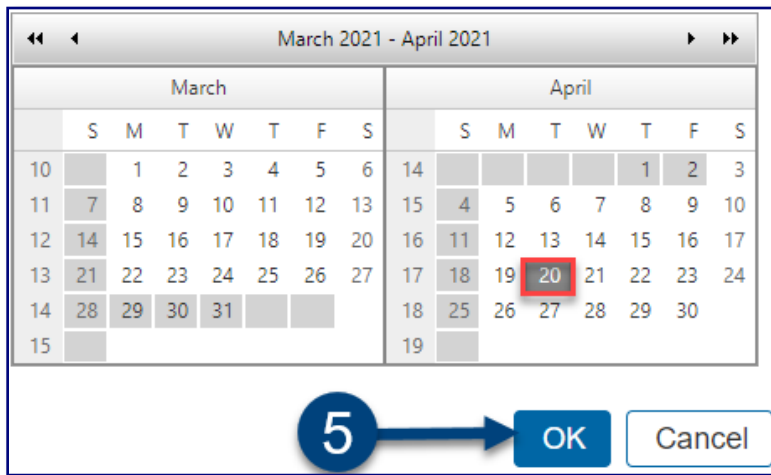


3. Select a student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.
4. Click the **Services** dropdown menu and select **Record Past Services**.



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

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

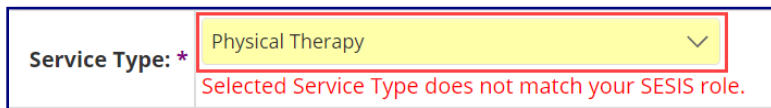


Note: Some required fields will be pre-populated when you record services in *Encounter Attendance* for a student whom you have already recorded a session. Modify the information as necessary.

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 your assigned role 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.

A screenshot of the Encounter Attendance form. The form fields are: Date of Service and Start Time (04/20/2021, 8:30 AM), End Time (3:30 PM), Service Type (Paraprofessional), Language of Service (English), Session Type (Service Provided), Duration (420 minutes), and Grouping (Group/Individual? Group, *Actual Group Size: 2). Numbered callouts 6 through 10 point to the End Time, Service Type, Language of Service, Session Type, and Grouping fields respectively.

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. Verify/select the service(s) provided from the **Service Description** dropdown menu.

Note: Under *Service Description*, indicate the type of paraprofessional you are currently servicing the student as. For example, select *Mobility* if you are the paraprofessional 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 menu.

11 → Service Location: Classroom

12 → Service Description: * Behavior Support

13 → Progress Indicator: Student made expected progress toward goal attainment.

Session Notes: Demo

Previous Session Notes:

Note: Entering session notes in the *Session Notes* text box is optional for paraprofessionals.

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.

14. 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.

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

14 → 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 15

16. 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.

18 19 20

16 → PP 420m: Place,