The SESIS Team Presents
SESIS News

March 2022

NYC Department of Education

Our Vision: Differentiated Learning Content • Updates • Support • Training

SESIS Note
The SESIS Team

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Dear Colleagues,

On February 28, SESIS was updated with a series of enhancements to the Encounter Attendance module, as introduced to users during the November 2 webinars. This upgrade simplifies recording and scheduling services by pre-populating more fields on the encounter attendance service record based on mandates from the student's Individualized Education Program (IEP), Individualized Education Service Plan (IESP), Service Plan (SP), or Comparable Service Plan (CSP).

Refer to the What's New in Encounter Attendance overview guide and video in the SESIS Smart section of this newsletter. Additionally, in this newsletter edition, we highlight recently updated Encounter Attendance resources to support you in becoming familiar with the recent changes to SESIS. For guidance on how to complete service records entered, but not certified, before February 28, and records for future services that were pre-scheduled prior to February 28, special education staff who enter or work with SESIS Encounter Attendance should refer to the Completing Encounter Attendance Service Records Created Before February 28 training guide.

For technical support information, including the minimum operating system and browser requirements for SESIS, refer to the DOE Technical Support for SESIS Users guide.

Stay abreast of our SESIS Professional Learning Opportunities calendar in Learning Stream to register for the **What's New in Encounter Attendance** webinars.

If you have any questions or training needs, please email us at sesiscommunications@schools.nyc.gov.
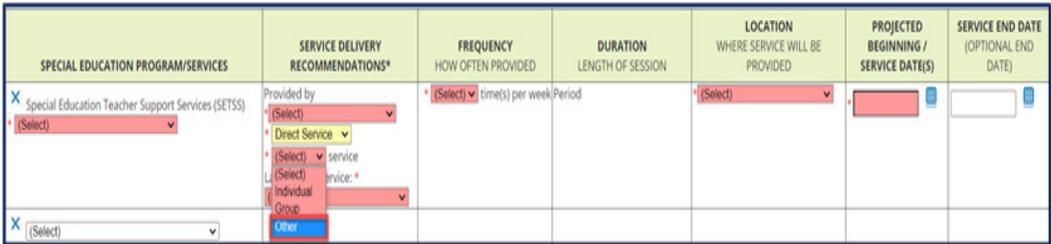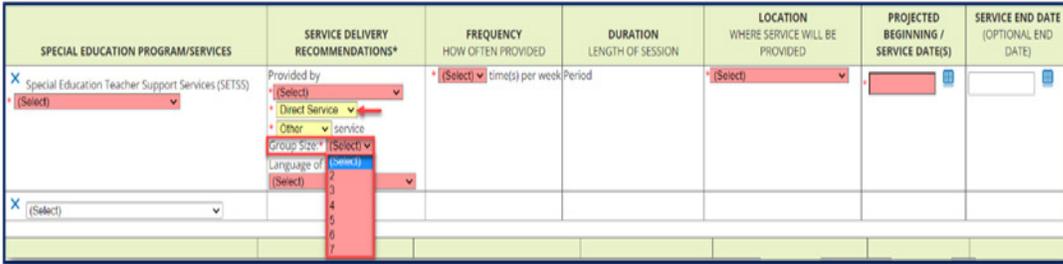
Best,
The SESIS Team

SESIS Planned System Downtime	Check the SESIS Communications page for updates.
SESIS Updates	SESIS was recently updated. Read a summary of the changes below.

Features & Fixes

Title	Summary
New: "Group" size option is added to SETSS recommendations	SESIS has been updated to allow IEP teams to recommend "Other" group sizes (i.e., between 2 and 7) for Direct Service Special Education Teacher Support Services (SETSS) recommendations on the Individualized Education Program (IEP) and Comparable Service Plan (CSP). To recommend a group size other than "Individual" or "Group," click the "Service" dropdown menu and select "Other." **Note:** "Group" equals a size of 8. Next, the "Group Size" dropdown menu is displayed. Select a group size from 2 through 7. **Note:** "Direct Service" is prepopulated. For instructional support, refer to the on the Individualized Education Program (IEP) Guide on the IEP Guides Process and Resources page.

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SESIS PLO Calendar

Refer to the SESIS Professional Learning Opportunities (PLO) calendar to register for upcoming training sessions.

March Professional Learning Opportunities Calendar		
What's New in Encounter Attendance **Date:** 3-3-2022 **Time**: 10:00 am - 12:00 pm	**What's New in Encounter Attendance** **Date:** 3-3-2022 **Time**: 1:00 pm - 3:00 pm	**What's New in Encounter Attendance** **Date:** 3-10-2022 **Time**:10:00 am -11:30 am
SESIS Basics for New Staff **Date:** 3-11-2022 **Time**: 10:00 am - 12:00 pm	**What's New in Encounter Attendance** **Date:** 3-17-2022 **Time**: 1:00 pm - 2:30 pm	**What's New in Encounter Attendance** **Date:** 3-18-2022 **Time**: 10:00 am - 11:30 am
What's New in Encounter Attendance **Date:** 3-28-2022 **Time**:10:00 am -11:30 pm	**Annual Review Process in SESIS** **Date:** 3-29-2022 **Time:** 8:30 am -11:30 am	**IEP Amendment/Reconvene Process in SESIS** **Date:** 3-30-2022 **Time:** 10:00 am - 12:00 pm

The SESIS Team

Visit the SESIS InfoHub

SESIS Announcements

Recent published communication about SESIS.

Guidance on Completing Encounter Attendance Service Records Created Before February 28

As shared in the February 15 edition of Principals Digest, on February 28, SESIS was upgraded with a series of enhancements to the SESIS Encounter Attendance module. For guidance on how to complete service records entered, but not certified, before February 28, and records for future services that were pre-scheduled prior to February 28, special education staff who enter or work with SESIS Encounter Attendance should refer to the Completing Encounter Attendance Service Records Created Before February 28 training guide.

Additional SESIS resources are available on the SESIS Related Service Providers page for non-DOE providers. DOE providers can access this information on the Encounter Attendance page by logging in with their DOE Outlook credentials. Please share this information with your special education staff who enter or work with SESIS Encounter Attendance.

For questions, contact your BCO administrator of special education (ASE).

My Completed Services" and "Services Completed for Students" Reports Are Temporarily Unavailable in SESIS

The "My Completed Services" and "Services Completed for Students" are temporarily unavailable. As an alternative, use the recently updated Encounter Attendance Log Report.

Encounter Attendance Log Report

DOE and Charter School providers can access the "Encounter Attendance Log Report" from the "Reporting" menu and select "Standard Reports." Under the "Service Capture (Encounter Attendance)" category, select "Encounter Attendance Log Report." Non-DOE providers can access this report from their homepage.

To run the "Encounter Attendance Log Report," the "Service Start Date" must be entered and can be up to six months in the past. Once entered, click "Update Report with Values." Optional fields (i.e., Staff, Service Type, Admin DBN, Student ID) are available to refine the report results.

Note: Agency and independent (RSA/IA) providers should enter the "Staff" or "Student ID," when applicable, instead of using the "lookup" link to filter the report results. DOE and Charter School providers have the option to use the "lookup" link to search for students and staff contacts.

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In like a lion... out like a lamb

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SESIS Smart — On the SESIS InfoHub, you will find various professional development resources. Listed are this month's featured resources.

What's New in Encounter Attendance Guide	
This guide summarizes the new features of the Encounter Attendance upgrade.	
What's New in Encounter Attendance Video	
This video provides an overview of the enhancements to the SESIS Encounter Attendance module.	▶
Completing an Encounter Attendance Service Record	
This training guide provides instruction on recording a past service in the Encounter Attendance Service Record for all service types.	
Scheduling a Future Service for a Student	
This training guide provides instruction for service providers to schedule future services for a student using the Encounter Attendance module in SESIS.	
Understanding the Mandate Short Description	
This training guide explains the Mandate Short Description which is a string of abbreviations for each specific detail about the student's IEP mandate.	
Recording Compensatory Services for a Student	
This training guide provides instruction on recording a past compensatory service for a student in the Encounter Attendance Service Record.	
Completing Encounter Attendance Service Records Created Before February 28	
This training guide provides guidance on how to proceed when an Encounter Attendance Service Record was created before February 28.	
DOE Technical Support for SESIS Users	
Use this guide to determine if your Department of Education (DOE) or non-DOE computer meets the minimum operating system and browser requirements for SESIS to minimize potential connectivity issues.	

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SESIS Spotlight

The aim of the SESIS Spotlight section is to share users' stories and to give a voice to the amazing work that results in successful student outcomes. If you or someone you know would like to be featured, contact: sesiscommunications@schools.nyc.gov.

Steven Birkeland Chairperson, Committee on Special Education (CSE)

Steven Birkeland is the Chairperson for the Committee on Special Education One in the Bronx. The Committee on Special Education One oversees the referral, evaluation, eligibility determination and provision of services for preschool students. The committee also monitors student growth and achievement by collaborating with approved non-public schools for students who are placed outside of the city and reside in catchment areas.

Steven's favorite SESIS feature is the ability to bookmark templates on the student's Documents page. Users can bookmark documents in SESIS by clicking the bookmark icon next to the template from the Create New Document dropdown menu. He states, "I find that bookmarking the documents I frequently use to the top of the dropdown menu is a great way to save time." His other favorite feature is the student's Events log, which allows him to get a broader picture of a student's record. He adds, "When families or school liaisons reach out to discuss a student, I first ask for the student's information so I can review the record and memorialize our conversation in the SESIS events log."

A quick tip Steven wants to share with new SESIS users is the typeahead feature available while working with documents. When completing a document, SESIS allows users to easily input a staff member's name into the search field without the need to click the lookup link. Steven says, "If you type the first few letters of the staff member's ID into the search field of a document, their name will display in a dropdown menu and you will be able to select them to finalize the document in a timely manner."

Steven holds a degree in journalism and his dream job was to be an anchor on the Today Show before entering into the field of education. His grandfather inspired him to return to school by having a candid conversation with him stating, "Go into education, it is in your blood." Shortly after that conversation, Steven entered graduate school to become a school counselor, his first job with the Department of Education.