

Special Education Student Information System Project

NYC Department of Education
Dennis M. Walcott, Chancellor

Case Mgr300 (PS 071 Rose E Scala)

[My Home Page](#) [Send Message](#) [My Calendar](#) [Service Capture](#) [Help](#) [Support](#) [Logout](#)

[My Home Page](#) Welcome, Case Mgr300 Last Login: 06/20/2011 Mon, 09:34 PM [What's New?](#)

Select Location: • [PS 035 Stephen Decatur](#)

QUICK ACCESS:

▼ Students Recently Worked With

- [Student166_Jennifer](#)
- [Annual190_Elisabeth](#)
- [3Year_Victoria](#)
- [3Year_Victoria](#)
- [Cromwell_P311_Aaron](#)
- [\(Search for Other...\)](#)

▶ Administration

▶ Help Resources

▶ Personal Options/Content

MESSAGES: You have no new message(s).

REPORTS: [\(save expanded categories\)](#)

▼ Case Closing

- [Status of Students - Parent Revocation](#)

▼ Declassification

- [Status of Students - Declassified](#)

▼ Evaluation

- [Compliance for Completed Assessments](#)
- [Compliance for Incomplete Assessments](#)
- [Evaluations to be Completed](#)
- [Request for Assistance](#)
- [Request for Assistance - Not Approved](#)
- [Status of Assistive Technology Recommendations](#)
- [Status of AT Evaluation Referrals \(D75\)](#)
- [Status of AT Evaluation Referrals \(non-D75\)](#)

SEGIS Encounter Attendance for OT/PT Providers

Today's Agenda

- Introduction
- Learning Objectives
- Website Resources for Encounter Attendance
- Student Caseload
- Encounter Attendance

Introduction

This training session introduces the related service documentation capabilities in SESIS and demonstrates this functionality in the SESIS training environment

Learning Objectives

By the end of this presentation you should be familiar with the following:

- Accessing training and reference materials on the SESIS web portal and in the SESIS tool
- Logging into SESIS
- Understanding the uses of the Student Caseload
- Accessing student records from the Student Caseload
- Recording services provided to a student in the Service Capture Calendar
- Reviewing Encounter Attendance reports

Website Resources for Encounter Attendance

Detailed training and reference materials for Student Caseload and Encounter Attendance are available on the SESIS portal including:

- Job aids
- Placemats
- Frequently-asked questions (FAQs)
- Computer-based training
- Training guides
- Recorded brown bag

To access the SESIS portal:

From a computer on a DOE network: <http://intranet.nycboe.net/SEGIS>

From any other computer, use your Outlook password and login to:

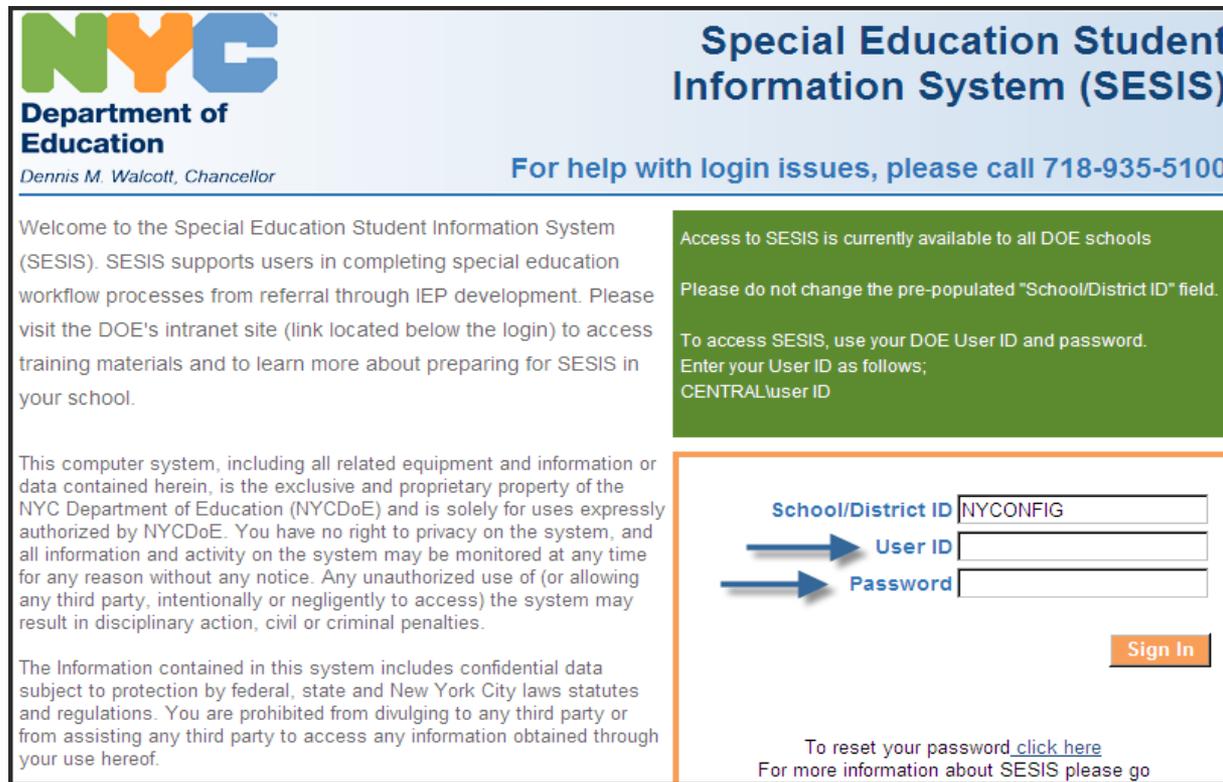
<https://portal.nycenet.edu/SEGIS>

For non-DOE staff:

http://schools.nyc.gov/Academics/SpecialEducation/EducatorResources/SEGIS_NonDOE.htm

Logging into SESIS

Encounter Attendance requires logging in to SESIS (<https://sis.nycenet.edu>). Use your personal user ID and password to log in.



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Special Education Student Information System (SEIS)

For help with login issues, please call 718-935-5100

Welcome to the Special Education Student Information System (SEIS). SEIS supports users in completing special education workflow processes from referral through IEP development. Please visit the DOE's intranet site (link located below the login) to access training materials and to learn more about preparing for SEIS in your school.

This computer system, including all related equipment and information or data contained herein, is the exclusive and proprietary property of the NYC Department of Education (NYCDoE) and is solely for uses expressly authorized by NYCDoE. You have no right to privacy on the system, and all information and activity on the system may be monitored at any time for any reason without any notice. Any unauthorized use of (or allowing any third party, intentionally or negligently to access) the system may result in disciplinary action, civil or criminal penalties.

The Information contained in this system includes confidential data subject to protection by federal, state and New York City laws statutes and regulations. You are prohibited from divulging to any third party or from assisting any third party to access any information obtained through your use hereof.

Access to SEIS is currently available to all DOE schools

Please do not change the pre-populated "School/District ID" field.

To access SEIS, use your DOE User ID and password.
Enter your User ID as follows;
CENTRALuser ID

School/District ID

User ID

Password

Sign In

To reset your password [click here](#)
For more information about SEIS please go

SE SIS Homepage: Student Caseload and Encounter Attendance

- The **Service Capture** link enables documenting services which have been provided to a student.
- The **My Student Caseload** section (pictured on the next slide) identifies in one convenient location those students assigned to you who require related services.

Renee Pardo (01M450: East Side Community High School)

[My Home Page](#) [Send Message](#) [My Calendar](#) [Service Capture](#) [Help](#) [Logout](#)

[My Home Page](#) [What's New?](#)

QUICK ACCESS:

- ▼ Students Recently Worked With
 - [Mead, Ebonyse](#)
 - [Leach, Henry](#)
 - [\(Search for Other...\)](#)
- ▶ Administration
- ▶ Help Resources
- ▶ Personal Options/Content

MESSAGES: You have no new message(s).

ANNOUNCEMENTS:

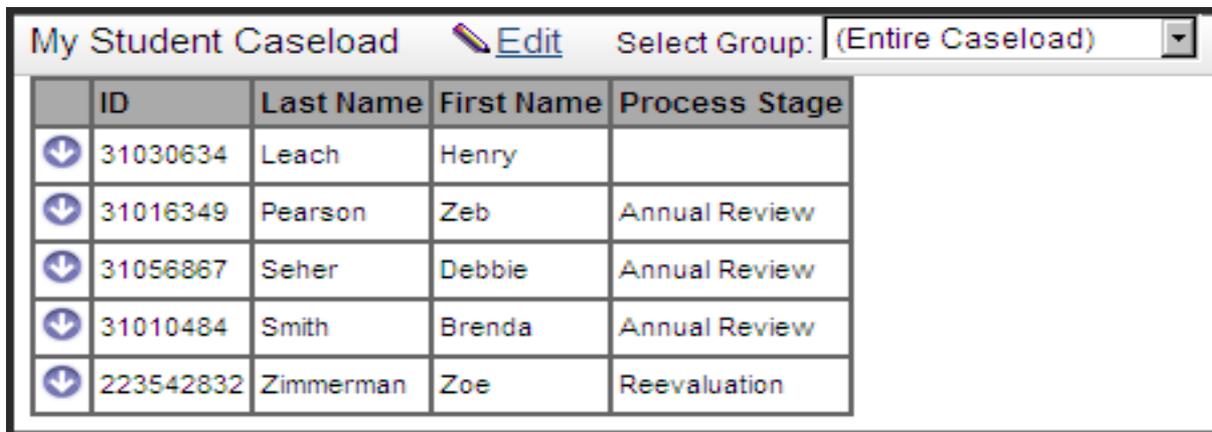
From User	Date/time	Subject
UNADLER (Jolie Nadler)	06/13 Mon, 12PM	Meeting
UNADLER (Jolie Nadler)	Expiration: 05/18 Wed, 10:59PM	Report is due
UFRIEDEL (Bill Friedel)	05/23 Mon, 12PM to 1:30PM	district wide mtg

REPORTS: [\(save expanded categories\)](#)

- ▼ Case Closing
 - [Status of Students - Parent Revocation](#)
- ▼ Declassification
 - [Status of Students - Declassified](#)
- ▼ Evaluation
 - [Agency Management Report \(YTD\)](#)
 - [Compliance for Completed Assessments](#)
 - [Compliance for Incomplete Assessments](#)
- ▼ IEP
 - [Home Instruction Referrals Pending Approval](#)
 - [Medical Accommodations Appro/Disapproved by Doctor](#)
 - [OSH Physician Reviews Pending Approval](#)
 - [Recommendations for Transportation Accommodations](#)
 - [Status of Cases deferred to CBST](#)
 - [Status of IEPs for Turning 5 Students](#)
 - [Students recommended for 12 month services](#)

Overview of Caseload Management

- Providers still must record first attendance in the Interactive Voice Response (IVR) system. The student will then appear on the provider's **Student Caseload** within 48 hours of being first-attended.
- DOE staff have the ability to add to or remove students manually from their caseloads should the caseload be inaccurate.
- SESIS roles with city-wide access can add students to the caseloads of other staff members.



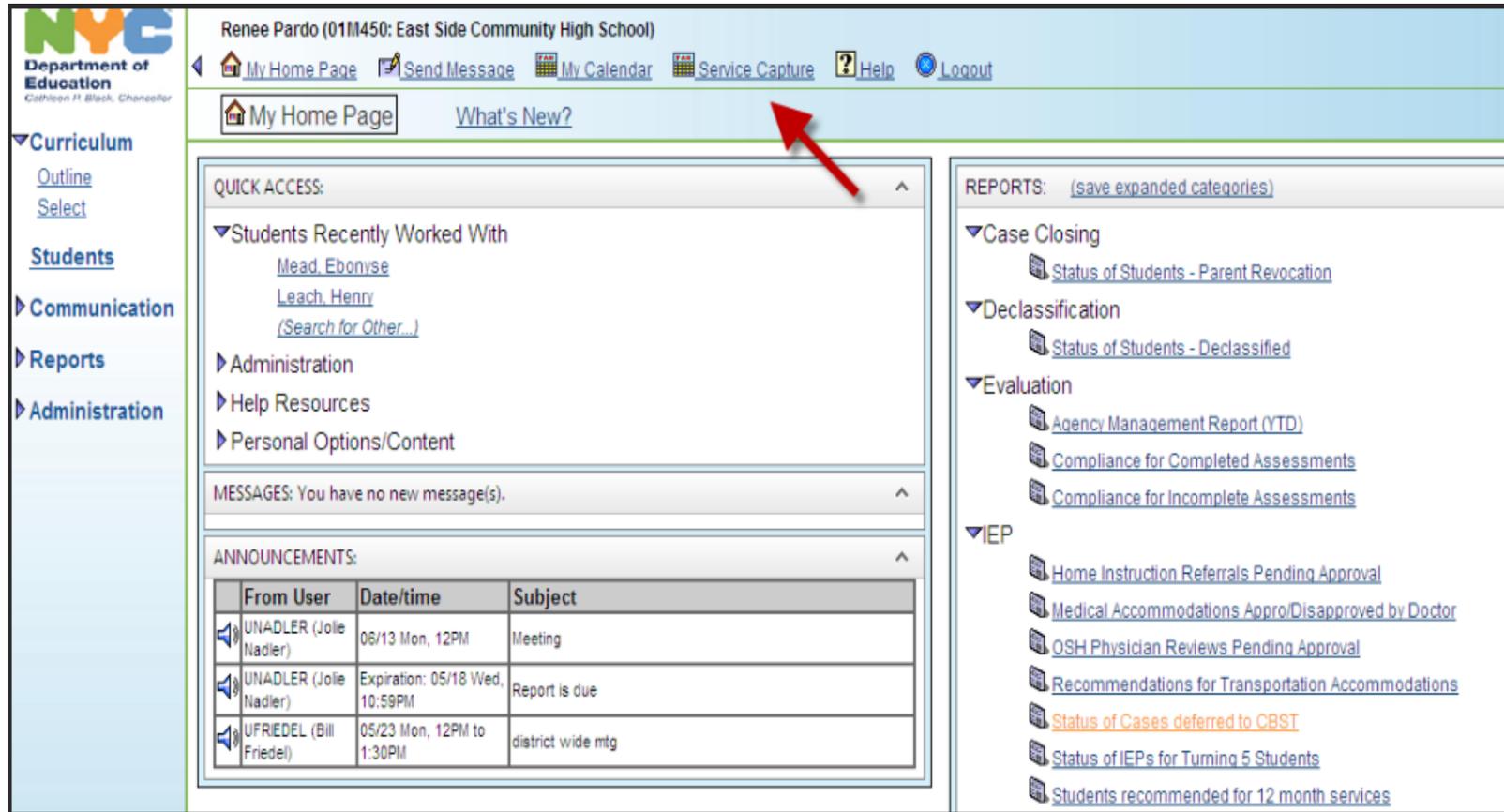
	ID	Last Name	First Name	Process Stage
↓	31030634	Leach	Henry	
↓	31016349	Pearson	Zeb	Annual Review
↓	31056867	Seher	Debbie	Annual Review
↓	31010484	Smith	Brenda	Annual Review
↓	223542832	Zimmerman	Zoe	Reevaluation

Overview of Encounter Attendance

- Completed and planned services for students are now input on-line into the **Service Capture** calendar in SESIS.
- Sessions can be input into the **Service Capture** calendar in past, current and future months.
- Sessions can be input for one student for one or multiple days, and multiple students (group) for one or multiple days.
- The **Service Capture** calendar:
 - Lists all students to whom you will provide services (your student “caseload”)
 - Displays the current month’s calendar and shades non-service dates in grey
 - Utilizes color coding to indicate the status of the service record, once input
 - Offers multiple viewing and printing options
 - Provides Encounter Attendance reports

Overview of Encounter Attendance

The **Service Calendar** is accessed by clicking on the **Service Capture** link on the homepage.



The screenshot shows the user interface for the Service Capture system. At the top, the user is identified as Renee Pardo (01M450: East Side Community High School). The navigation bar includes links for My Home Page, Send Message, My Calendar, Service Capture, Help, and Logout. A red arrow points to the Service Capture link. Below the navigation bar, there are sections for Curriculum, Students, Communication, Reports, and Administration. The main content area is divided into three columns: QUICK ACCESS, MESSAGES, and ANNOUNCEMENTS. The QUICK ACCESS section lists 'Students Recently Worked With' (Mead, Ebonyse; Leach, Henry) and 'Administration' (Help Resources, Personal Options/Content). The MESSAGES section shows 'You have no new message(s)'. The ANNOUNCEMENTS section contains a table with three rows of announcements. The right sidebar contains a 'REPORTS' section with various categories like Case Closing, Declassification, Evaluation, and IEP, each with sub-links.

From User	Date/time	Subject
UNADLER (Jolie Nadler)	06/13 Mon, 12PM	Meeting
UNADLER (Jolie Nadler)	Expiration: 05/18 Wed, 10:59PM	Report is due
UFRIEDEL (Bill Friedel)	05/23 Mon, 12PM to 1:30PM	district wide mtg

Recording a Past Service for One Student (Step One)

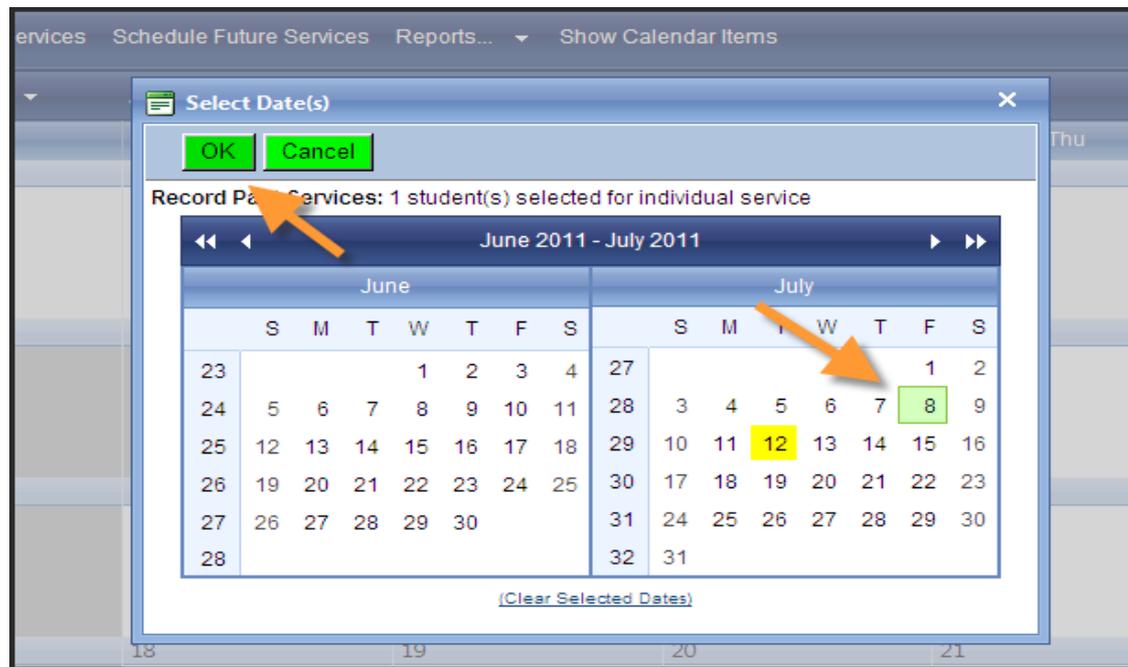
Once in the **Service Calendar**, click on a student in your Caseload. The student name will highlight in green.

The screenshot shows a web application interface for recording services. On the left, there is a list of students under the filter '(Entire Caseload)'. The student 'Pearson, Zeb (31016349)' is highlighted in green. On the right, there is a calendar grid for July 2011. The date '21' is highlighted in green. An orange arrow points from the student name to the date '21'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01 Jul	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Recording a Past Service for One Student (Step Two)

- Click the **Record Past Services** link.
- Click the date you want to record the past service. The date will highlight in green.
- Click **OK** to display the **Service Record** input form.



Recording a Past Service for One Student (Step Three)

- The Encounter Attendance **Service Record** form displays to input, certify and save the service provided to the student.
- Use the calendar icon, dropdown menus and text boxes to capture all aspects of the service provided.

Encounter Attendance

Student	Zeb Pearson
Student ID	31016349
Provider	Case Mgr300
Date of Service and Start Time*	07/08/2011 at AM (hh:mm)
End Time	AM
Service Type *	(Select)
Session Type	Direct Service
Duration	
Group Size	(Select)
Service Location	(Select)
Progress Indicator	(Select)
Session Notes	

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 documented in this record, and to the truth of the information it contains.

*** Be sure to enter these fields.**

Recording a Past Service for One Student (Example)

- Here is an example of completing an occupational therapy session record.

Student	Ann Cook
Student ID	ANN166
Provider	Case Mgr166
Date of Service and Start Time*	09/19/2011 at 9:00 AM (hh:mm)
End Time	9:30 AM
Service Type *	Occupational Therapy
Session Type	Direct Service
Duration	30 minutes
Group Size	Individual
Service Location	(Select)
Service Description	<input type="checkbox"/> Fine Motor training, Handwriting <input type="checkbox"/> Oral/ Feeding <input type="checkbox"/> Group therapeutic procedure <input type="checkbox"/> Occupational therapy re-evaluation <input type="checkbox"/> Visual-motor, Visual-perceptual activities <input type="checkbox"/> Psychosocial/ behavior activities <input type="checkbox"/> Cognitive-perceptual activities <input type="checkbox"/> OT Re-evaluation Consultative <input type="checkbox"/> Sensory Processing activities <input type="checkbox"/> Self-care and ADL training <input type="checkbox"/> Adaptive Equipment Management <input type="checkbox"/> Community/work reintegration training <input type="checkbox"/> wheelchair management
Progress Indicator	(Select)
Session Notes	
<small>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.</small>	
<input type="checkbox"/> I certify that I was approved by the NYC DOE to provide the services, that I provided the services documented in this record, and to the truth of the information it contains.	

- Note: The **Service Description** choices generated are based on the selection made from the **Service Type** field.

Recording a Past Service for One Student (Step Four)

- To complete recording the service, you must indicate progress, add session notes and “certify” the service. Session notes are not required of ESL teachers, SETSS teachers, and Paraprofessionals in order to certify the service. If you have further questions regarding session notes, please reach out to your supervisor.
- Click **Save** when finished.

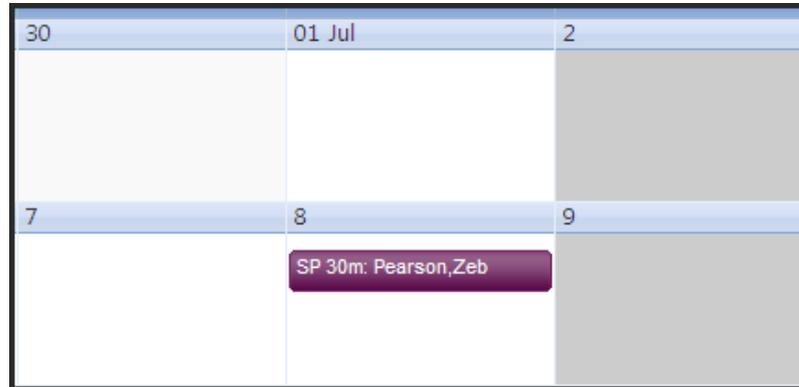
The screenshot shows a web form with the following elements:

- Progress Indicator:** A dropdown menu with the text "(Select)". An orange arrow points to it.
- Session Notes:** A large text area for entering notes. A green arrow points to it.
- Certification:** A checkbox with the text: "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." Below this is a checkbox and the text: "* I certify that I was approved by the NYC DOE to provide the services, that I provided the services documented in this record, and to the truth of the information it contains." A blue arrow points to the checkbox.
- Buttons:** At the bottom, there are "Save" and "Cancel" buttons. A purple asterisk above them reads: "* Be sure to enter these fields."

- Note: When you certify a **Service Record** you should view it as equivalent to attaching an electronic version of your signature.

Recording a Past Service for One Student (Step Five)

- The completed record will appear highlighted in purple on the **Services Calendar**.



The screenshot shows a calendar grid for the month of July. The days 30, 01 Jul, and 2 are in the first row. The days 7, 8, and 9 are in the second row. A purple box is overlaid on the date 8, containing the text "SP 30m: Pearson,Zeb".

30	01 Jul	2
7	8	9

- Once a past service has been certified, it cannot be edited. To make a change the service record must be deleted and recreated.
- Past sessions should be recorded as soon as possible after service delivery.
- Note: To print, delete or edit (non-certified only) service records, double-click on the service record in the calendar and select the appropriate link on the **Actions:** toolbar.

Recording a Past Service

To have SESIS pre-populate fields on the next **Service Record** for a student, set options in the **Personal Options/Content** link on your SESIS homepage.

The image shows a screenshot of the SESIS homepage and a dialog box for setting user options. The homepage includes a navigation menu on the left with categories like Curriculum, Students, Communication, Reports, and Administration. A red arrow points to the 'Personal Options/Content' link in this menu. The main content area shows a 'QUICK ACCESS' section with a dropdown for 'Students Recently Worked With' and a list of student names. A blue arrow points from the 'Personal Options/Content' link to the 'Set My User Options' link in the dropdown. The dialog box, titled 'General User Options', contains several sections: 'Select User Interface Options' with checkboxes for 'Enhanced Accessibility (Section 508 Compliance)' and 'Access main menu via dropdown (instead of sidebar)'; 'Service Capture Options' with a checked checkbox for 'With service capture, use last service record of student as default values for next one'; and 'Miscellaneous Options' with a checkbox for 'Remember profile section across multiple profile searches'. An orange arrow points to the 'Service Capture Options' section. At the bottom of the dialog are 'Set Options' and 'Cancel' buttons.

Department of Education
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My Home Page Send Message My Calendar Service Capture

My Home Page What's New?

Select Location: PS 071 Rose E Scala • PS 035 Stephen Decatur

QUICK ACCESS:

Students Recently Worked With

- Student166, Jennifer
- Annual190, Elisabeth
- 3Year, Victoria
- 3Year, Victoria
- (Search for Other...)

Administration

Help Resources

Personal Options/Content

- Set My User Options
- Change My Password

My Home Page → Set User Options: General User Options • Your Spelling Words

General User Options

Select User Interface Options:

- Enhanced Accessibility (Section 508 Compliance)
- Access main menu via dropdown (instead of sidebar)

Service Capture Options:

- With service capture, use last service record of student as default values for next one

Miscellaneous Options:

- Remember profile section across multiple profile searches

Set Options Cancel

Overview of Encounter Attendance Reports

- Two Encounter Attendance reports can be viewed or printed:
 - **Services Completed for Student**
 - **My Completed Services**

The screenshot displays the SEIS interface. At the top, there are navigation links: My Home Page, Send Message, My Calendar, Service Capture, Help, Support, and Logout. Below these, there are filters for Mode (Group Service) and Filter ((Entire Caseload)). A list of student names is shown on the left: Leach, Henry (31030634), Pearson, Zeb (31016349), Seher, Debbie (31056867), Smith, Brenda (31010484), and Zimmerman, Zoe (223542832). The main area is a calendar for June 2011. The Reports dropdown menu is open, showing two options: Services Completed for Student and My Completed Services. An orange arrow points to the Reports dropdown menu.

Sun	Mon	Tue	Wed	Thu
29	30	31	01 Jun	2
5	6	7	8	9
12	13	14	15	16

- Use the **Reports** dropdown menu to select the desired report.

Encounter Attendance Reports: Services Completed for Student

- This report indicates all certified services for a student in a monthly calendar format.
- The report totals the number of minutes of service provided to a student.
- Use the dropdown menu to select the desired student from the Caseload.
- Use the **Select**: dropdown to filter services for only one type of service.
- Use the **Provided by You Only** checkbox to view your completed services.

The screenshot shows a web application interface for 'Services Calendar'. At the top, there are navigation links: My Home Page, Send Message, My Calendar, Service Capture, Help, and Support. Below these, the main heading is 'Services Calendar' followed by a dropdown menu for 'Services Completed for Student: Zimmerman, Zoe (223542832)'. An orange arrow points to this dropdown menu. Below the dropdown, there is a 'View:' section with 'Monthly Summary' selected and 'Services Listing' as an option. There is also a 'Print' button. A 'Select:' dropdown is set to '(all services)'. A checkbox labeled 'Provided by You Only' is present but unchecked. A list of student names is visible in a dropdown menu, with 'Zimmerman, Zoe (223542832)' highlighted in red. Below this is a table titled 'Services Completed for Student: Zoe Zimmerman (223542832)'. The table has columns for days of the week (Sun-Sat) and a 'Totals' column. The data shows services provided on June 6, 8, and 10, each for 30 minutes (SP 30m). The total for June is SP (90m). A green arrow points to the date '16' in the calendar grid.

June 2011 Services (as of 7/12/2011)							Totals
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Completed
29	30	31	1	2	3	4	
5	6 SP 30m	7	8 SP 30m	9	10 SP 30m	11	SP (90)
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
Totals in June:							SP (90m)

Encounter Attendance Reports: Services Completed for Student

- Use the **Services Listing** link to view **Service Records** in a columnar format, as seen below.
- This view allows you to see all of your **Session Notes**, **Progress Indicators** and **Service Descriptions** over time for the selected student.
- The **Set Date Range** link allows you to restrict the report to a specific period.

The screenshot shows a web interface for 'Services Calendar' for student 'Zimmerman, Zoe (223542832)'. The view is set to 'Services Listing'. The table below shows two service records for June 2011.

Service	Date/Time	Minutes	Student	Staff	Actual Group Size	AM/PM	End Date Last Final	End Time HH	End Time MM	Group Size	Is Adaptive Equip	Is Community Work	Is OTCognitive	Is OTFine Motor
← → June 2011 Services (as of 7/12/2011)														
SP	06/10/2011 Fri, 10:00 AM	30	Zimmerman,Zoe	Mgr300_Case 3	3	Yes		10	30	Group	No	No	No	No
SP	06/08/2011 Wed, 10:00 AM	30	Zimmerman,Zoe	Mgr300_Case 3	3	Yes		10	30	Group	No	No	No	No

Encounter Attendance Reports: Your Completed Services

- The **Your Completed Services** report shows all services you have certified.
- It also can be viewed as a listing of all services and sorted by student or service.

Services Calendar → **Your Completed Services** ←

View: • [Services Listing](#) Actions:

Select:

Services Completed by Case Mgr300

Student Name (ID)	← → June 2011												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Pearson,Zeb (31016349)						SN 30m				SP 30m			
Smith,Brenda (31010484)						SP 30m		SP 30m		SP 30m			
Zimmerman,Zoe (223542832)						SP 30m		SP 30m		SP 30m			

SP = Speech-Language Therapy

Encounter Attendance for Group Sessions

- The process for recording services for a group of students differs from that of recording services for a single student in that multiple students are selected in the **Services Calendar** before the session date is selected.
- When a group session is input, SESIS creates individual sessions on that date in the calendar for each student in the group. Individual **Service Records** will be completed for each group member to record their participation in the group.
- The process of recording multiple sessions for either a single student or for a group of students provides a shortcut to expedite the input:
 - Complete information that will be common to all the sessions. This information will then be duplicated to all of the student **Service Records**.
 - Review and save the **Service Record** for each individual session (in case the details for one session may differ from all the rest).

Encounter Attendance for OT/PT Supervisors

- Supervisors do not have a **My Student Caseload** or access to the **Service Capture** calendar.
- Supervisors do have visibility to a provider's caseload via the **Caseload** section of the provider's **Profile** in SESIS.

Search → **Case Mgr173 (MGR173)**:

Profile: [Caseload](#)

Actions: [Add To Caseload](#), [Delete From Caseload](#), [Print](#)

Caseload for Staff: Case Mgr173 (MGR173)

	ID	Last Name	First Name	Birth Date	Grade
	ANN173	Cook	Ann	01/01/1995	9th Grade
	ANN924	Cook	Ann	01/01/1995	9th Grade

Encounter Attendance for OT/PT Supervisors

- Supervisors can see all providers servicing a student via the **Caseload** section of the student **Profile**.
- Supervisors can also see completed and planned encounter attendance **Service Records** input into the **Services Calendar** via the **Service Records** section of the student **Profile**.
- Click on the magnifying glass icon located in the left margin of the **Service Record** row to view the details.

Search → Ann Cook (ANN173): [Profile](#) • [Documents](#) • [Repository](#) • [Events](#)
Profile: [Service Records](#)
Actions: [Print](#)

Service Records for Student: Ann Cook (ANN173)

	Student	Staff	Service Date Time	Service	Duration Minutes	Completed
	Cook,Ann	Mgr173,Case	10/03/2011, 10:00 AM	Occupational Therapy	30	No
	Cook,Ann	Mgr173,Case	09/09/2011, 09:00 AM	Physical Therapy	30	Yes
	Cook,Ann	Mgr173,Case	09/07/2011, 09:00 AM	Occupational Therapy	30	Yes

Overview of Scheduling Future Services

- SESIS allows scheduling of future services up to two months at a time.
- As with past services you can schedule future services for one student on one or multiple days, or multiple students on one or multiple days.
- Once the service has been delivered, providers can edit the **Service Record** to complete the remaining fields in the form (e.g. **Progress Indicator**, **Session Notes**, etc), certify and save the record.
- Providers cannot view scheduled future services by other providers. Providers should continue to work together to schedule future service deliveries that do not conflict.

Scheduling Future Services (Step One)

- To schedule an individual session with a single student, select the student from the caseload and click the **Schedule Future Services** link.
- To schedule a group session, click on the first student to attend the session and then select the remaining members per the following:
 - For students located adjacently in the list, depress the Shift key on the keyboard and click the last group member
 - For students in the group session not listed adjacently in the list, depress the Ctrl (PC) key or Command (Mac) and click on each student member

The screenshot shows the SEIS interface with the following elements:

- Navigation bar: My Home Page, Send Message, My Calendar, Service Capture, Help, Support, Logout.
- Mode: Group Service
- Filter: (Entire Caseload)
- Buttons: select all, clear selection
- Student list:
 - Leach, Henry (31030634)
 - Pearson, Zeb (31016349)
 - Seher, Debbie (31056867) - Selected
 - Smith, Brenda (31010484)
 - Zimmerman, Zoe (223542832)
- Calendar: Jun, 2011. The 'Schedule Future Services' link is highlighted with an orange arrow. The date '8' is highlighted with a blue arrow.

Scheduling Future Services (Step Two)

- Click on each date when a session will occur in the two months displayed and click **OK**.
- Each selected date appears at the top of the screen, as seen below.
- Complete this screen with information to be replicated in each of the selected dates (e.g. **Start Time**, **End Time**, **Service Type**) and click **Continue**.

Enter times for the following services: 7/19/2011: 10:00 AM Repeat Same Time...

7/21/2011: 10:00 AM

7/26/2011: 10:00 AM

7/28/2011: 10:00 AM

- DOE staff: a makeup session must be completed within the Monday through Friday week of the originally scheduled session.
- Contract Agency and Independent providers: a makeup session must be completed within the Monday through Sunday week of the originally scheduled session. You may not provide a makeup session on the same day as a regularly scheduled session. You may provide more than one session on the same day.

Encounter Attendance

Provider	Mgr300.Case
End Time	10 :30 AM
Service Type *	Assistive Technology Services
Session Type	Direct Service
Group Size	Group *Please specify a value. 2
Service Location	Hallway/Stairs

Continue Cancel

Scheduling Future Services (Step Three)

- To record the participation of each member of the group, SESIS provides individual **Service Records** to be completed for each group member.
- Use the dropdown menu, as pictured below, to select a date for an individual student and make any updates specific to this session.

Schedule Future Services:

Select Record: Seher, Debbie (31056867) - 7/19/2011 # Records Saved: 0 of 8

Complete the r

- Seher, Debbie (31056867) - 7/19/2011
- Seher, Debbie (31056867) - 7/21/2011
- Seher, Debbie (31056867) - 7/26/2011
- Seher, Debbie (31056867) - 7/28/2011
- Zimmerman, Zoe (223542832) - 7/19/2011
- Zimmerman, Zoe (223542832) - 7/21/2011
- Zimmerman, Zoe (223542832) - 7/26/2011
- Zimmerman, Zoe (223542832) - 7/28/2011

completed within the Monday through Friday v... providers: a makeup session must be completed... de a makeup session on the same day as a re... than one session on the same day

- Click **Save** when finished. Repeat this process for each date for each student.

Scheduling Future Services (Step Four)

- Your scheduled future services will appear (highlighted in a peach color) on the **Services Calendar**.
- When the service has been delivered and the **Service Record** is to be certified, double click on the **Service Record** in the calendar and click on the **Edit** link.
- Enter progress, **Session Notes** (if required) and certify the record. The completed record will be highlighted in purple on the calendar.

The screenshot shows a web-based calendar interface for July 2011. The calendar is viewed from a Monday to Friday perspective. The days of the week are labeled at the top: Mon, Tue, Wed, Thu, and Fri. The dates 11 through 29 are visible. A yellow highlight covers the entire Tuesday, July 12th. Peach-colored boxes representing scheduled services are visible on several dates: Tuesday, July 19th (two boxes: "**AT 30m: Seher,Debbie" and "**AT 30m: Zimmerman,Zoe"), Wednesday, July 20th (one box: "**AT 30m: Zimmerman,Zoe"), Thursday, July 21st (one box: "**AT 30m: Seher,Debbie"), Friday, July 22nd (one box: "**AT 30m: Zimmerman,Zoe"), Monday, July 25th (one box: "**AT 30m: Zimmerman,Zoe"), Tuesday, July 26th (two boxes: "**AT 30m: Zimmerman,Zoe" and "**AT 30m: Seher,Debbie"), Wednesday, July 27th (one box: "**AT 30m: Zimmerman,Zoe"), Thursday, July 28th (one box: "**AT 30m: Zimmerman,Zoe"), and Friday, July 29th (one box: "**AT 30m: Seher,Debbie"). The interface includes a navigation bar at the top with links for "Service Capture", "Help", "Support", and "Logout". Below the navigation bar are tabs for "Schedule Future Services", "Reports...", "Show Calendar Items", and "**Incomplete Services".