

## Recording a Speech Therapy Session

Follow the steps below to complete a SESIS Service Record for a student who attended a speech therapy session.

Step	Action
1.	Click the <b>Service Capture</b> link from your SESIS homepage to open your Services Calendar. 
2.	Click the name of the student in your Caseload for which you wish to record services.
3.	Click the <b>Record Past Services</b> link at the top of the Services Calendar. 
4.	Click on the date of the session and click <b>OK</b> .
5.	Enter the time that the student arrived for the session in the <b>Start Time</b> field.
6.	Enter the session end time in the <b>End Time</b> field.
7.	Click the <b>Service Type</b> dropdown to specify <b>Speech-Language Therapy</b> .
8.	Select the <b>Language of Service</b> from the dropdown.
9.	<p>Note the <b>Session Type</b> dropdown automatically defaults to <b>Service Provided</b>.</p> <ul style="list-style-type: none"> <li>• Select <b>Student Absent</b> when the student is (1) absent from school or (2) is present in school but refuses to receive service.</li> <li>• Select <b>Provider Absent</b> when you are absent from the DOE (e.g. sick leave, personal leave).</li> <li>• Select <b>Cancelled</b> when the reason is <i>anything other than</i> Student Absent or Provider Absent (as described above). This includes: <ul style="list-style-type: none"> <li>○ Unscheduled school closings (e.g. snow days, half-days)</li> <li>○ Student is in school but is unavailable due to participation in other school activities (e.g. school trip, assemblies, testing)</li> <li>○ Provider is performing another DOE-related task (e.g. IEP or other meetings, DOE-approved training or professional development)</li> </ul> </li> </ul> <p>You do <b>not</b> need to record cancellations for days that are shown in gray on the <b>Service Calendar</b>.</p> <p>Refer to the Encounter Attendance FAQ document on the DOE website for additional detail.</p>
10.	Click either <b>Individual</b> or <b>Group</b> from the <b>Group Size</b> dropdown. If selecting group, the group size should correspond to the number of students that were present for the session. If only one student was present for a group of two or more, select Group, 1, when recording the session for that student.
11.	Click the <b>Service Location</b> dropdown to select the location the service was provided.

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12.	<p>Click to select a <b>Service Description</b>. You may select more than one. Note that CPT codes used for Medicaid billing will be displayed for each description, as appropriate, and the CPT codes for an individual session differ from those of a group session.</p> <p style="text-align: center;"><b><u>Individual Service</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Articulation/ Intelligibility - CPT Code 92507</li> <li><input type="checkbox"/> Attention, memory, and problem solving - CPT Code 92507</li> <li><input type="checkbox"/> Auditory Processing - CPT Code 92507</li> <li><input type="checkbox"/> Augmentive Alternative Communication - CPT Code 92507</li> <li><input type="checkbox"/> Augmentive Alternative Communication Reevaluation - CPT Code 92506</li> <li><input type="checkbox"/> Fluency - CPT Code 92507</li> <li><input type="checkbox"/> Language - Morphology/Syntax - CPT Code 92507</li> <li><input type="checkbox"/> Language - Narrative/Expository discourse - CPT Code 92507</li> <li><input type="checkbox"/> Language - Pragmatics/ Social Scripts - CPT Code 92507</li> <li><input type="checkbox"/> Language - Vocabulary/ Semantics - CPT Code 92507</li> <li><input type="checkbox"/> Phonemic Awareness - CPT Code 92507</li> <li><input type="checkbox"/> Phonology - CPT Code 92507</li> <li><input type="checkbox"/> Sensory Processing - CPT Code 92507</li> <li><input type="checkbox"/> Speech / Language Reevaluation - CPT Code 92506</li> <li><input type="checkbox"/> Voice - CPT Code 92507</li> <li><input type="checkbox"/> Other</li> </ul> <p style="text-align: center;"><b><u>Group Service</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Articulation/ Intelligibility - CPT Code 92508</li> <li><input type="checkbox"/> Attention, memory, and problem solving - CPT Code 92508</li> <li><input type="checkbox"/> Auditory Processing - CPT Code 92508</li> <li><input type="checkbox"/> Augmentive Alternative Communication - CPT Code 92508</li> <li><input type="checkbox"/> Fluency - CPT Code 92508</li> <li><input type="checkbox"/> Language - Morphology/Syntax - CPT Code 92508</li> <li><input type="checkbox"/> Language - Narrative/Expository discourse - CPT Code 92508</li> <li><input type="checkbox"/> Language - Pragmatics/ Social Scripts - CPT Code 92508</li> <li><input type="checkbox"/> Language - Vocabulary/ Semantics - CPT Code 92508</li> <li><input type="checkbox"/> Phonemic Awareness - CPT Code 92508</li> <li><input type="checkbox"/> Phonology - CPT Code 92508</li> <li><input type="checkbox"/> Sensory Processing - CPT Code 92508</li> <li><input type="checkbox"/> Voice - CPT Code 92508</li> <li><input type="checkbox"/> Other</li> </ul>

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	<p>A complete list of CPT codes specific to Speech is presented below.</p> <table border="1" data-bbox="224 331 1403 1029"> <tr> <td data-bbox="224 331 305 394">92506</td> <td data-bbox="305 331 943 394">EVALUATION OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING</td> <td data-bbox="943 331 1403 394">Augmentive alternative communication reevaluation Speech / language reevaluation</td> </tr> <tr> <td data-bbox="224 394 305 709">92507</td> <td data-bbox="305 394 943 709">TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL</td> <td data-bbox="943 394 1403 709">Individually Performed: Articulation / intelligibility Attention, memory and problem solving Auditory processing Augmentive alternative communication Fluency Language – morphology / syntax Language – narrative / expository discourse Language – pragmatics / social scripts Language – vocabulary / semantics Phonemic awareness Phonology Sensory processing Voice</td> </tr> <tr> <td data-bbox="224 709 305 1029">92508</td> <td data-bbox="305 709 943 1029">TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/OR AUDITORY PROCESSING DISORDER; <b>GROUP, 2 OR MORE INDIVIDUALS</b></td> <td data-bbox="943 709 1403 1029">Group Performed: Articulation / intelligibility Attention, memory and problem solving Auditory processing Augmentive alternative communication Fluency Language – morphology / syntax Language – narrative / expository discourse Language – pragmatics / social scripts Language – vocabulary / semantics Phonemic awareness Phonology Sensory processing Voice</td> </tr> </table>	92506	EVALUATION OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING	Augmentive alternative communication reevaluation Speech / language reevaluation	92507	TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/ OR AUDITORY PROCESSING DISORDER; INDIVIDUAL	Individually Performed: Articulation / intelligibility Attention, memory and problem solving Auditory processing Augmentive alternative communication Fluency Language – morphology / syntax Language – narrative / expository discourse Language – pragmatics / social scripts Language – vocabulary / semantics Phonemic awareness Phonology Sensory processing Voice	92508	TREATMENT OF SPEECH, LANGUAGE, VOICE, COMMUNICATION, AND/OR AUDITORY PROCESSING DISORDER; <b>GROUP, 2 OR MORE INDIVIDUALS</b>	Group Performed: Articulation / intelligibility Attention, memory and problem solving Auditory processing Augmentive alternative communication Fluency Language – morphology / syntax Language – narrative / expository discourse Language – pragmatics / social scripts Language – vocabulary / semantics Phonemic awareness Phonology Sensory processing Voice
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13.	<p>Select the progress from the <b>Progress Indicator</b> dropdown. Progress toward mandated IEP annual goals should be indicated rather than indicating progress towards a session objective only.</p>									
14.	<p>Type your notes in the <b>Session Notes</b> field. An example of a Speech-Language session note is as follows: “Jason produced four word utterances when given a direct prompt in 10 out of the 20 trials. Continue use of direct prompts to increase level to spontaneous expressive utterances.”</p>									
15.	<p>Click the checkbox to certify this service. <input type="checkbox"/></p> <p>Be sure the session information is accurate and truthful before proceeding. Certifying a Service Record is equivalent to attaching an electronic version of your signature.</p> <p>All services must be certified, including absences and cancellations.</p>									
16.	<p>Click <b>Save</b>.</p>									
17.	<p>The service just recorded will now be seen on the <b>Services Calendar</b> and the Encounter Attendance reports for your review. These reports can assist you in various ways, for example noting progress in evaluations and/or discussing student progress with parents.</p>									

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18.	<p>When recording a Speech-Language Therapy session a workflow prompt appears reiterating the need for a Speech-Language Referral document for the calendar year.</p> <p>Follow these steps to create and complete the Speech-Language Referral:</p> <ul style="list-style-type: none"> <li>• Scroll down to the Student Caseload on your homepage and click the blue arrow to the left of the student's name.</li> <li>• Select Student Documents from the list to be taken to the Documents section of the student's online record.</li> <li>• Click the Create New Document dropdown menu and scroll to the Related Services heading. The Speech Referral document is listed there.</li> <li>• Complete the form and when your input is complete, you must finalize the document by clicking on the More Actions link and selecting Change Status of This Document. This will change the document status from "Draft" to "Final".</li> </ul>