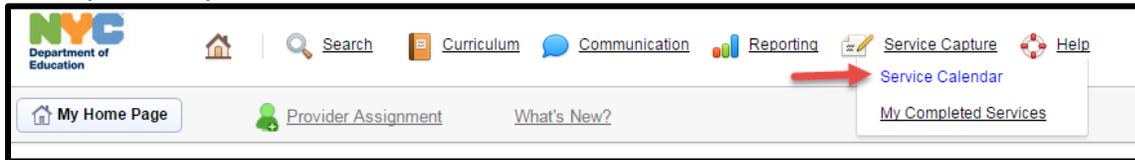
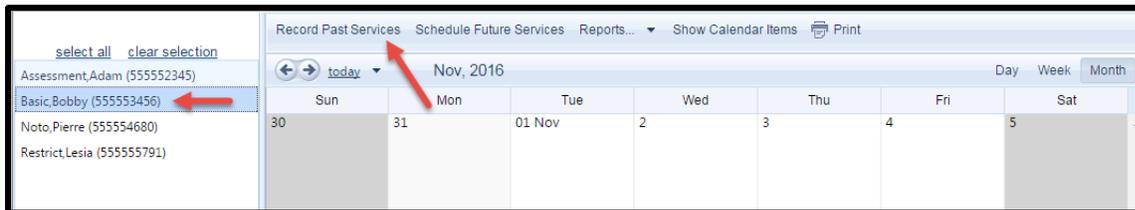


Follow the steps below in SESIS to record a past service provided for a student.

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



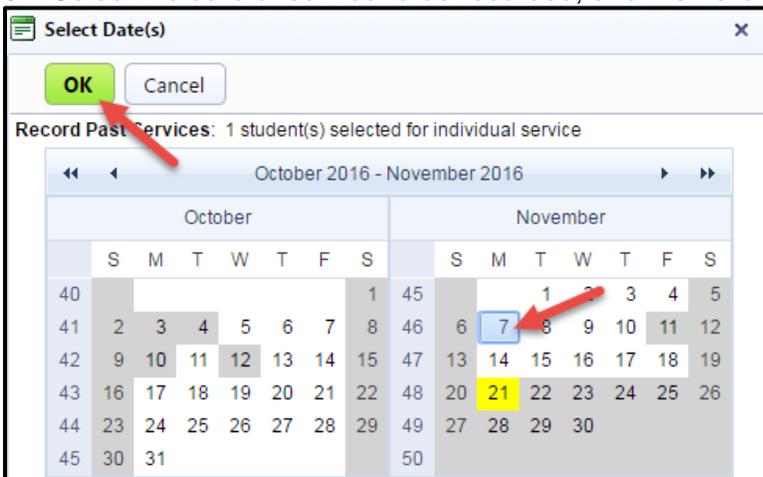
3. Select a student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.
4. Click **Record Past Services**.



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.

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. Enter the *Start Time* and *End Time* for the session, including “PM” when applicable.
7. Select “Occupational Therapy” from the *Service Type* dropdown list.

How to Record a Service Record for Occupational Therapy Providers



Encounter Attendance

Student	Bobby Basic
Student ID	555553456
Provider	
Date of Service and Start Time*	11/07/2016 11:30 AM (hh:mm)
End Time	12:00 PM
Service Type*	(Select)
Language of Service	Special Education Teacher Support Services (SETSS)
Session Type	Travel Training
Duration	Adapted Physical Education
Group Size	Assistive Technology Services
Service Location	Speech-Language Therapy
Progress Indicator	Audiology Services
Session Notes	Interpreting Services - Sign Language Interpreter
	Interpreting Services - Oral Transliterators
	Psychological Services
	Physical Therapy
	Occupational Therapy
	Counseling Services
	Orientation and Mobility Services

8. Select the *Language of Service*; the default value is “English.”
9. Select the *Session Type* from the dropdown list; for example, “Service Provided.”

Date of Service and Start Time*	11/07/2016 11:30 AM (hh:mm)
End Time	12:00 PM
Service Type*	Occupational Therapy
Language of Service	English
Session Type	Service Provided
Duration	(Select)
Group Size	Service Provided
Service Location	Service provided - Make-up
Service Description	Adaptive Equipment Management CPT Code 97535
	Student Absent
	Provider Absent
	Cancelled

10. Select “Individual” or “Group” from the *Group Size* dropdown list. **Note:** Selecting “Group” will generate a *Group Size* dropdown menu from which you are required to select the number of students in the group.
11. Select the *Service Location* from the dropdown list.
12. Check the service(s) provided from the *Service Description* choices. You may check more than one service, if applicable, depending on the duration of the session. The CPT codes used for Medicaid billing will be displayed for each description, as appropriate.

Language of Service: English

Session Type: Service Provided

Duration: 30 minutes

Group Size: Group Please specify a value: 3

Service Location: Therapy Room

Service Description:

- Adaptive Equipment Management - CPT Code 97535
- Cognitive-perceptual activities - CPT Code 97532
- Community/work reintegration training - CPT Code 97537
- Consultative - No CPT Code
- Group therapeutic procedure - CPT Code 97150
- Motor Coordination Activities - CPT Code 97530
- Occupational therapy re-evaluation - CPT Code 97004
- Oral/ Feeding - CPT Code 92526
- Psychosocial/ behavior activities - CPT Code 97530
- Self-care and ADL training - CPT Code 97535
- Sensory Processing activities - CPT Code 97533
- Strength/Endurance - CPT Code 97110
- Visual-motor, Visual-perceptual activities - CPT Code 97530
- Wheelchair management - CPT Code 97542
- Writing Development - CPT Code 97530

13. Select the student's progress from the *Progress Indicator* dropdown list.
14. Enter your session notes for the student in the *Session Notes* text box.
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.

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

* Be sure to enter these key fields.

Save Cancel

After the service capture has been certified and saved, the completed service will appear on the *Service Calendar* in purple on the date you indicated in the recorded session.

17. Double click, or right click to view the details.

Student	Sun	Mon	Tue	Wed
Assessment, Adam (555552345)				
Basic, Bobby (555553456)				
Noto, Pierre (555554680)	30		01 Nov	2
Restrict, Lesia (55555791)				
	6	7	8	9
		OT 30m: Basic, Bobby		