

Recording a Service in SESIS

Step	Action
1.	<p>Click the Service Capture link from your homepage to open your service capture calendar.</p> <p>Alternatively, you can click the Select dropdown button from a student's name that is on your caseload.</p> 
2.	<p>Click the name of the student for which you wish to record services.</p> <p>To select multiple students, hold down the Ctrl key while clicking on the student's name. You can also use the "select all" link to select all students in the group.</p>
3.	<p>Click the Record Past Services link.</p> 
4.	Use this calendar to select the dates to record service. You may select multiple dates.
5.	The selected dates will highlight in green. The current date is always highlighted in yellow.
6.	Click the OK button.
7.	Enter the Service Start Time .
8.	Enter the Service End Time .
9.	Click the dropdown to specify the Service Type . Note that the options on the form will change based on the type of service that is selected from the dropdown list.
10.	Select the Language of Service from the dropdown.
11.	Select the Session Type from the dropdown.
12.	Select the Group Size from the dropdown.
13.	Select the Service Location from the dropdown
14.	Place a checkmark next to the Service Description. Note that CPT Codes used for Medicaid billing will be displayed for each one. Note: Not all Service Types will have a Service Description field or CPT codes.
15.	Click the Progress Indicator dropdown to select progress
16.	Enter the appropriate information into the Session Notes field.
17.	<p>Click the checkbox to certify the service.</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>

Step	Action
18.	Click the Save button. 
19.	The service has been saved. If you have selected multiple service dates, then next to the date you have completed it is indicated as "Saved". If you have additional past services to record, or selected more than one student, click the Select Record dropdown to certify another service
20.	Click the Service Capture calendar to view the records on the calendar. 
21.	The service dates now appear on the Service Capture calendar in purple. Purple records are "complete".
22.	Click to view the service details. 