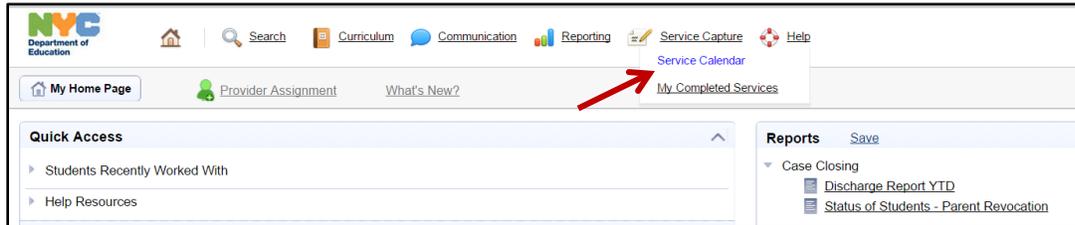
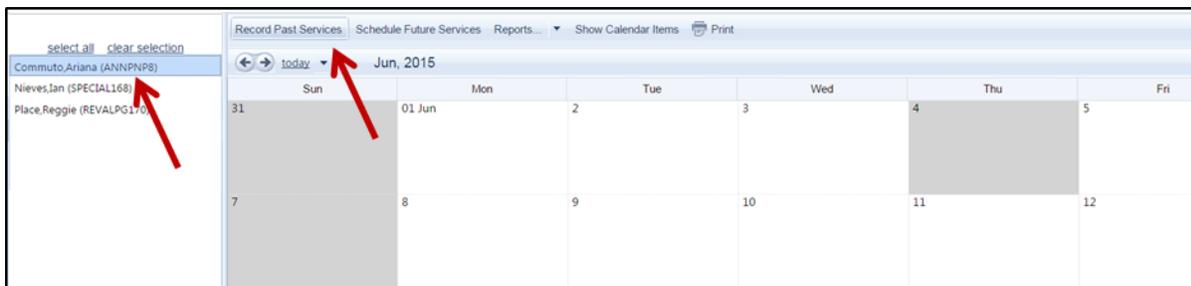


Follow the steps below in SESIS to record a past service provided for a student.

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



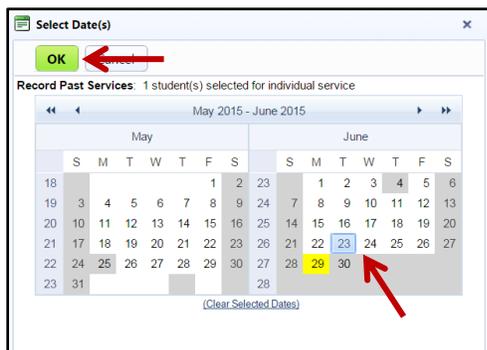
3. Select a student (click to highlight) from your caseload on the left side of the screen for whom you want to record a past service.
4. Click **Record Past Services**.



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:** You will not be able to click OK until you select a date.



The *Record Services* window will open.

6. Complete the entire form including *Progress Indicator* and checking the “I certify” box.
7. Click **Save** when you have completed your entries.

**Encounter Attendance**

Student: Ariana Commuto  
 Student ID: ANNP8  
 Provider: Case Manager 168  
 Date of Service and Start Time: 6/23/2015 9:00 AM (hh:mm)  
 End Time: 9:20 AM  
 Service Type: Speech-Language Therapy  
 Language of Service: English  
 Session Type: Service Provided  
 Duration: 20 minutes  
 Group Size: Group \*Please specify a value: 3  
 Service Location: Therapy Room

**Service Description**

- Articulation/Intelligibility - CPT Code 92508
- Attention, memory, and problem solving - CPT Code 92508
- Auditory Processing - CPT Code 92508
- Augmentative Alternative Communication - CPT Code 92508
- Fluency - CPT Code 92508
- Language - Morphology/Syntax - CPT Code 92508
- Language - Narrative/Expository discourse - CPT Code 92508
- Language - Pragmatics/Social Scripts - CPT Code 92508
- Language - Vocabulary/ Semantics - CPT Code 92508
- Phonemic Awareness - CPT Code 92508
- Phonology - CPT Code 92508
- Sensory Processing - CPT Code 92508
- Voice - CPT Code 92508
- Other

**Progress Indicator**: Student made expected progress toward goal attainment.

**Session Notes**: Ariana was on task and fully participated during the session. She was able to understand the concept taught by answering 4 out of 4 questions correctly.

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**

Once 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.

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

Record Past Services   Schedule Future Services   Reports...   Show Calendar Items   Print						
today Jun, 2015						
Sun	Mon	Tue	Wed	Thu		
31	01 Jun	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	01 Jul	2	3	

SP 20mi