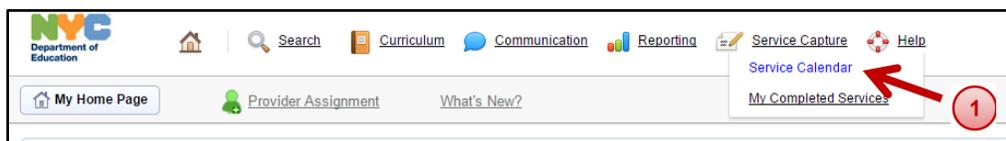


This training guide will demonstrate the process of scheduling multiple future services for a single student using the Encounter Attendance module in SESIS.

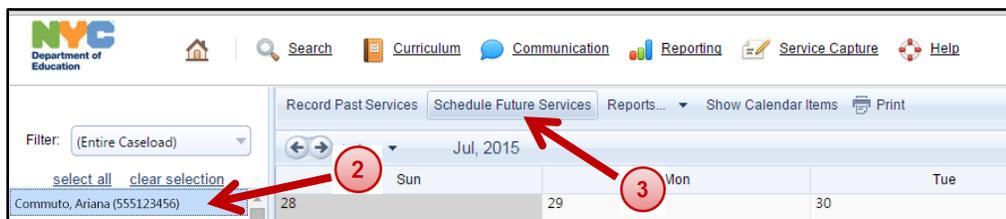
Scheduling future services is optional. Indicating progress, completing session notes and certifying the session occurs after the service has been provided.

Note: Other service providers with access to the student can only see completed and certified service records, not your scheduled future services. Therefore, you should coordinate scheduling with other service providers whenever possible to prevent scheduling conflicts.

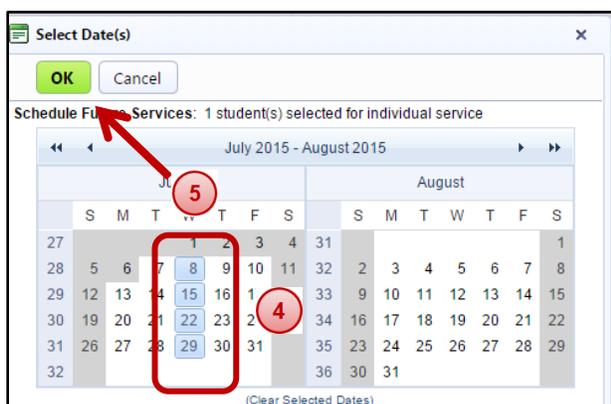
1. Click the *Service Capture* link from top navigation menu in SESIS; and select *Service Calendar*.



2. Click the name of the student for which you want to schedule future services. The selected student will be highlighted in blue.
3. Click on *Schedule Future Services*.



4. Use the pop-up calendar to select the date(s). In the image below, four Wednesdays were selected, resulting in the selected dates being highlighted in blue.
5. Click **OK**.



The Encounter Attendance Service Record will open as seen in the image below. The top of the form includes all four dates selected for future services. The provider's name will be auto-populated in the **Provider** field. Depending on whether you have previously recorded sessions for this student, you may see additional fields pre-populated, e.g. *Service Type*, *Session Type*, *Group Size* and *Service Location*.

6. Click the clock icon to select a service time. You can enter a different service time for each date by clicking on the associated clock icon, or click on **Repeat Same Time...** to indicate the same start time for each future session.
7. Enter the planned session's **End Time**.
8. Click the **Service Type** dropdown and select the service type that you will be providing. **Note:** Selecting some service types, for example, Physical Therapy will auto-populate the **Service Description** section.
9. Select the language from the **Language of Service** dropdown, if different from the default value of English.

Schedule Future Services: Please enter the common information for the following dates in the form below, and then click "Continue" at the bottom.
Also please enter specific times for the following dates:

7/8/2015: [Time] [Clock Icon] Repeat Same Time...
 7/15/2015: [Time] [Clock Icon]
 7/22/2015: [Time] [Clock Icon]
 7/29/2015: [Time] [Clock Icon]

Encounter Attendance

Provider: Erin
 End Time: [Time] AM
 Service Type: (Select)
 Language of Service: English
 Session Type: (Select)
 Group Size: (Select)
 Service Location: (Select)

10. Select *Service Provided* from the **Session Type** dropdown. You can always change this value prior to certifying the service per chance the session was not provided as planned; for example, cancelled or student/provider was absent.

Language of Service: English
 Session Type: (Select)
 Group Size: (Select)
 Service Location: (Select)

Service Description: Articulation/ Intelligibility - CPT Code 92508
 Attention, memory, and problem solving - CPT Code 92508
 Auditory Processing - CPT Code 92508

Service Location: Service Provided
 Service provided - Make-up
 Student Absent
 Provider Absent
 Cancelled

11. Select *Individual* or *Group* from the **Group Size** dropdown. If *Group* is selected, you need to specify the group size.

Group Size: Individual
 Service Location: (Select)

Group Size: Group | Please specify a value: (Select)
 Service Location: Classroom

1
2
3
4
5
6

12. Select a location where you expect to deliver the service from the **Service Location** dropdown.

13. Click **Continue** at the bottom of the screen.

Schedule Future Services: Please enter the common information for the following dates in the form below, and then click "Continue" at the bottom.
Also please enter specific times for the following dates:

7/8/2015: 11:00 AM Repeat Same Time...
7/15/2015: 11:00 AM
7/22/2015: 11:00 AM
7/29/2015: 11:00 AM

Encounter Attendance

Provider: Erin
End Time: 11:30 AM
Service Type: Physical Therapy
Language of Service: English
Session Type: Service Provided
Group Size: Group *Please specify a value: 3
Service Location: Therapy Room

Service Description:

- Adaptive Equipment Management - CPT Code 97535
- Community/work reintegration training - CPT Code 97537
- Consultative - No CPT Code
- Gait training - CPT Code 97116
- Gross Motor, Balance, Coordination Training - CPT Code 97530
- Group therapy procedure - CPT Code 97150
- Manual therapy - CPT Code 97140
- Oral/Feeding - CPT Code 92526
- PT Re-Evaluation- CPT Code 97002
- Self-care and ADL training - CPT Code 97535
- Sensory Processing activities - CPT Code 97533
- Strength, endurance, flexibility training - CPT Code 97110
- Wheelchair management - CPT Code 97542

Continue

14. Click **Save**.

Language of Service: English
Session Type: Service Provided
Duration:
Group Size: Group *Please specify a value: 3
Service Location: Therapy Room

Service Description:

- Adaptive Equipment Management - CPT Code 97535
- Community/work reintegration training - CPT Code 97537
- Consultative - No CPT Code
- Gait training - CPT Code 97116
- Gross Motor, Balance, Coordination Training - CPT Code 97530
- Group therapy procedure - CPT Code 97150
- Manual therapy - CPT Code 97140
- Oral/Feeding - CPT Code 92526
- PT Re-Evaluation- CPT Code 97002
- Self-care and ADL training - CPT Code 97535
- Sensory Processing activities - CPT Code 97533
- Strength, endurance, flexibility training - CPT Code 97110
- Wheelchair management - CPT Code 97542

Progress Indicator: (Select)
Session Notes:

By clicking the **Save** button, 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



15. The first future service date (1 of 4) at the top of the screen indicates that the service has been saved.

16. Select the next future service date from the **Select Record** dropdown.

Schedule Future Services:
 Select Record: Juliana () - 7/8/2015 (SAVED) # Records Saved: 1 of 4
 Review the record or click [Edit](#) to revise this record.
 Juliana () - 7/15/2015
 Juliana () - 7/22/2015
 Juliana () - 7/29/2015
 Encounter Attendance

17. Verify and edit, if necessary, the information for the session, and then click **Save** at the bottom of the screen.

18. Repeat steps 16 and 17 for the remaining future service dates.

The top of the screen will indicate the number of records saved.

Note: Only records for which steps 16 and 17 were completed will be saved to your *Service Calendar*.

19. Click the **Services Calendar** link to view the scheduled sessions on your *Service Calendar*.

Services Calendar Service Record
 Select Record: Juliana () - 7/15/2015 (SAVED) # Records Saved: 4 of 4
 All records have been saved. Click the Services Calendar link to enter additional services or click [Edit](#) to revise this record.
 Encounter Attendance

The scheduled future service dates now appear on the *Service Calendar*.

20. Double-click the scheduled service record to view/edit and certify.

Record Past Services Schedule Future Services Reports... Show Calendar Items Print **Incomplete Services**
 Today Jul, 2015
 Sun Mon Tue Wed Thu
 28 29 30 01 Jul 2
 5 6 7 8 9
 **PT 30m Juliana
 12 13 14 15 16
 **PT 30m Juliana
 19 20 21 22 23
 **PT 30m Juliana
 26 27 28 29 30
 **PT 30m Juliana
 Current Date