# SESIS Encounter Attendance for OT/PT Providers

# Today's Agenda

- Learning Objectives
- Website Resources for Encounter Attendance
- Student Caseload
- Encounter Attendance

# Learning Objectives

By the end of this presentation you should be familiar with the following:

- Accessing training and reference materials on the SESIS web portal and in the SESIS tool
- Logging into SESIS
- Understanding the uses of the Student Caseload
- Accessing student records from the Student Caseload
- Recording services provided to a student in the Service Capture Calendar
- Reviewing Encounter Attendance reports

# Website Resources for Encounter Attendance

Detailed training and reference materials for Student Caseload and Encounter Attendance are available on the SESIS portal including:

- Job aids
- Placemats
- Frequently-asked questions (FAQs)
- Computer-based training
- Training guides
- Recorded brown bag

To access the SESIS portal:

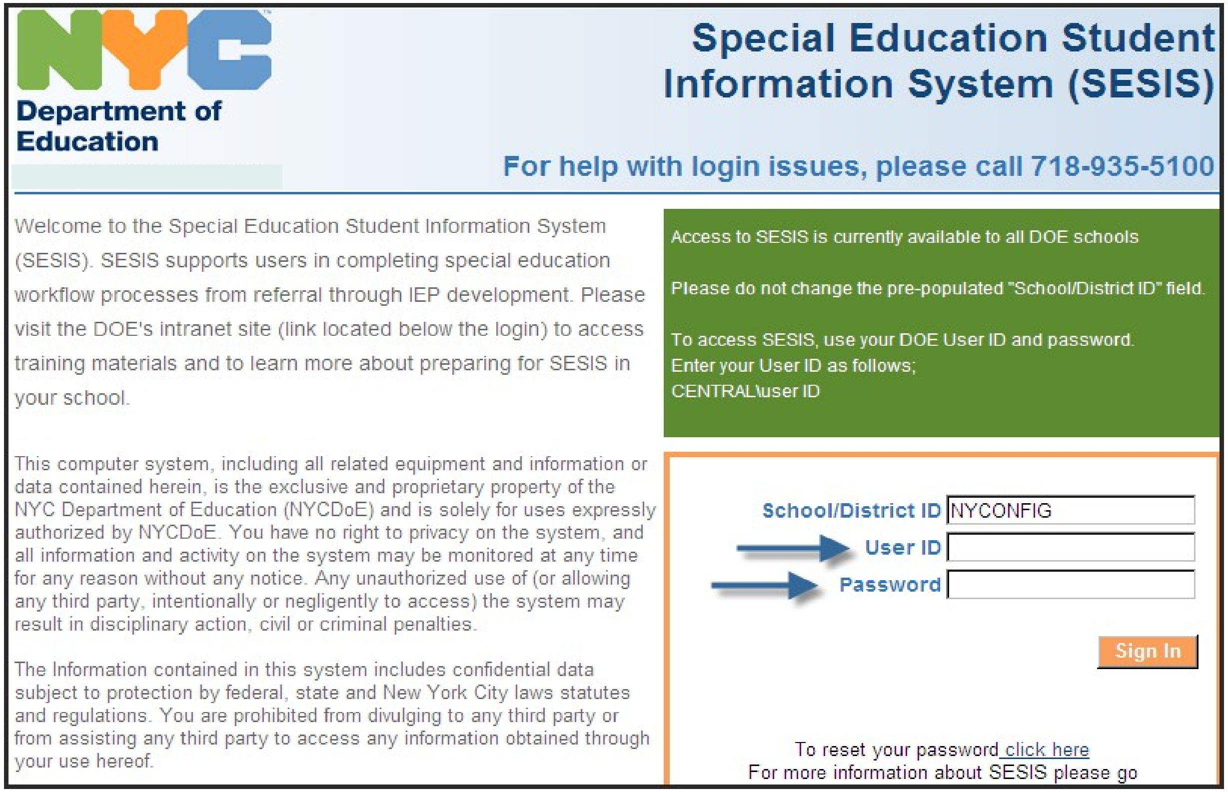
From a computer on a DOE network: http://intranet.nycboe.net/SESIS

From any other computer, use your Outlook password and login to:
https://portal.nycenet.edu/SpecialPopulations/SESIS/default.htm

For non-DOE staff:
http://schools.nyc.gov/Academics/SpecialEducation/ContactsResources/SESIS_NonDOE

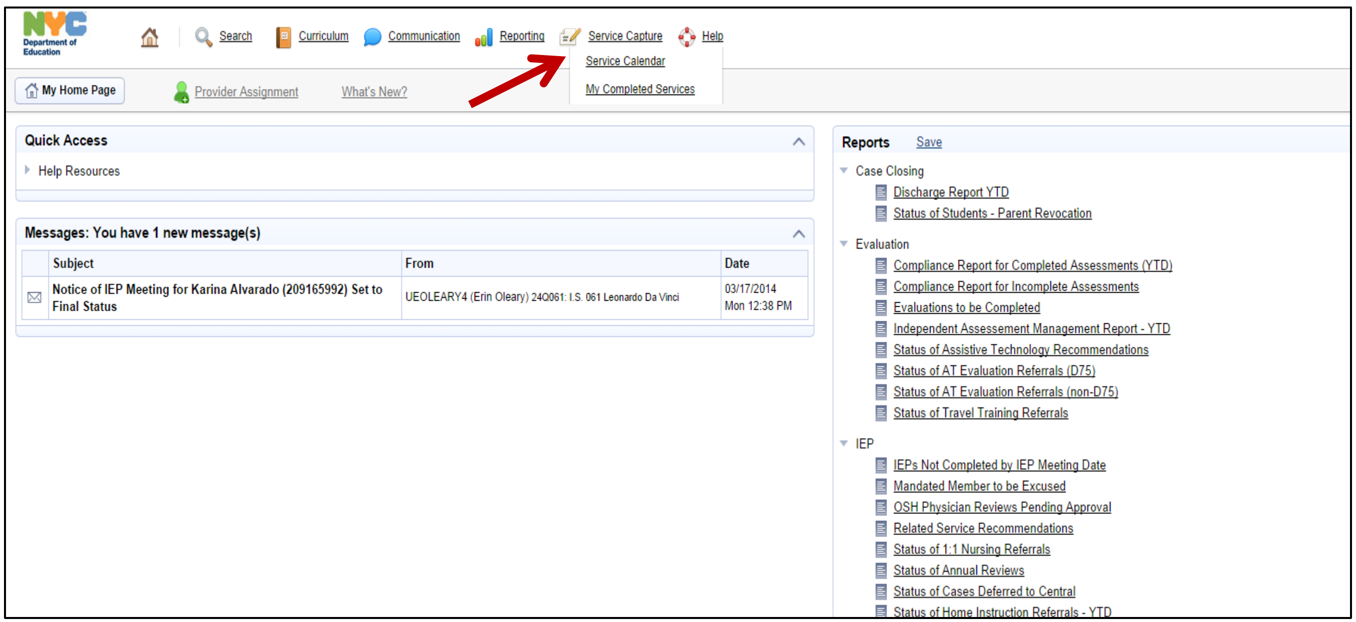
# Logging into SESIS

Encounter Attendance requires logging in to SESIS (https://sesis.nycenet.edu). Use your personal user ID and password to log in.



# SESIS Homepage: Student Caseload and Encounter Attendance

- The **Service Capture** link enables documenting services which have been provided to a student.
- The **My Student Caseload** section (pictured on the next slide) identifies in one convenient location those students assigned to you who require related services.



# Overview of Caseload Management

- The Student Caseload is located at the bottom of the SESIS Home Page.
- DOE staff can edit (add or remove) students from their caseloads.
- SESIS roles with city-wide access can also add students to the caseloads of staff members.

My Student Caseload Edit Select Group: (Entire Caseload)

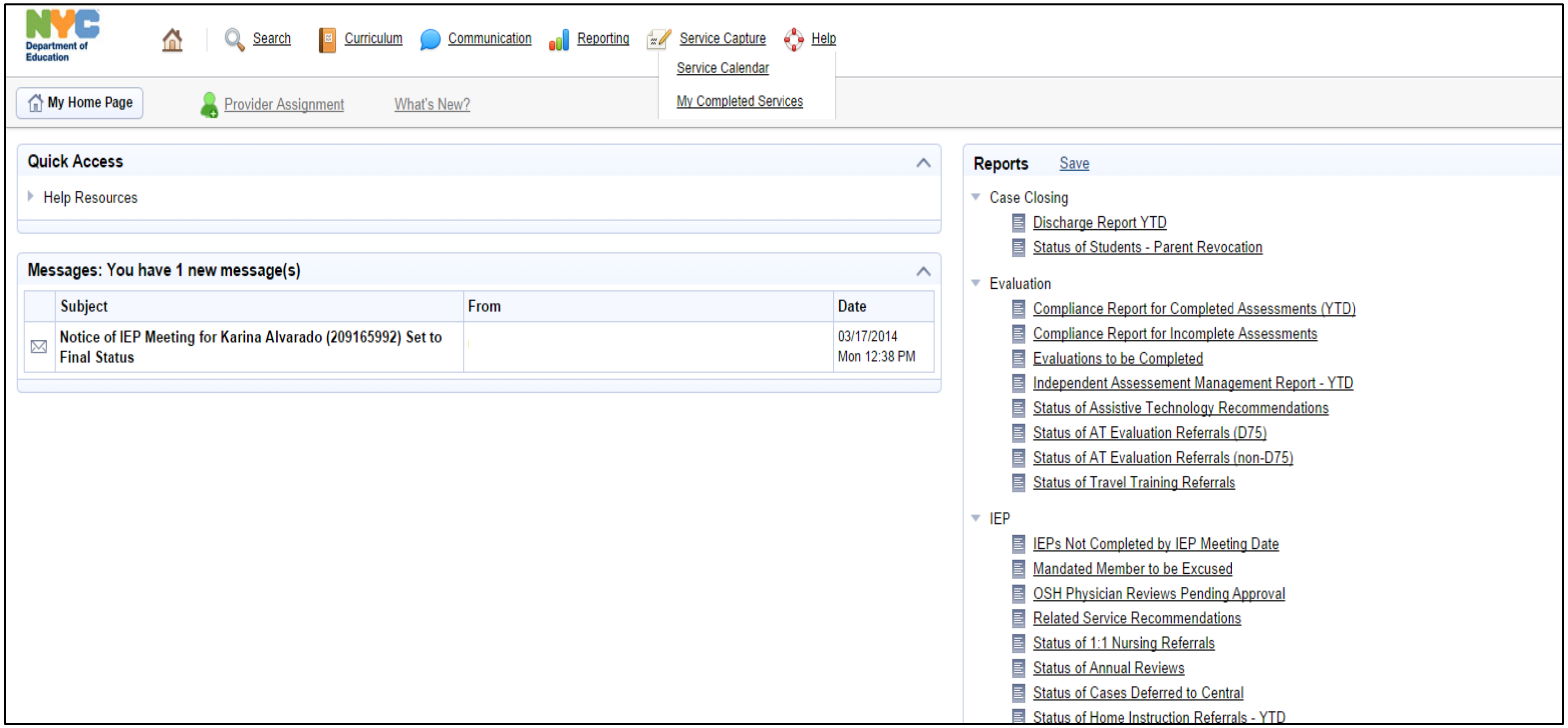
| | ID | Last Name | First Name | Process Stage |
|---|---|---|---|---|
| | 31030634 | Leach | Henry | |
| | 31016349 | Pearson | Zeb | Annual Review |
| | 31056867 | Seher | Debbie | Annual Review |
| | 31010484 | Smith | Brenda | Annual Review |
| | 223542832 | Zimmerman | Zoe | Reevaluation |

# Overview of Encounter Attendance

- Completed and planned services for students are input on-line into the **Service Capture** calendar in SESIS.
- Sessions can be input into the **Service Capture** calendar in past, current and future months.
- Sessions can be input for one student for one or multiple days, and multiple students (group) for one or multiple days.
- The **Service Capture** calendar:
  - Lists all students to whom you will provide services (your student “caseload”)
  - Displays the current month’s calendar and shades non-service dates in grey
  - Utilizes color coding to indicate the status of the service record, once input
  - Offers multiple viewing and printing options
  - Provides Encounter Attendance reports

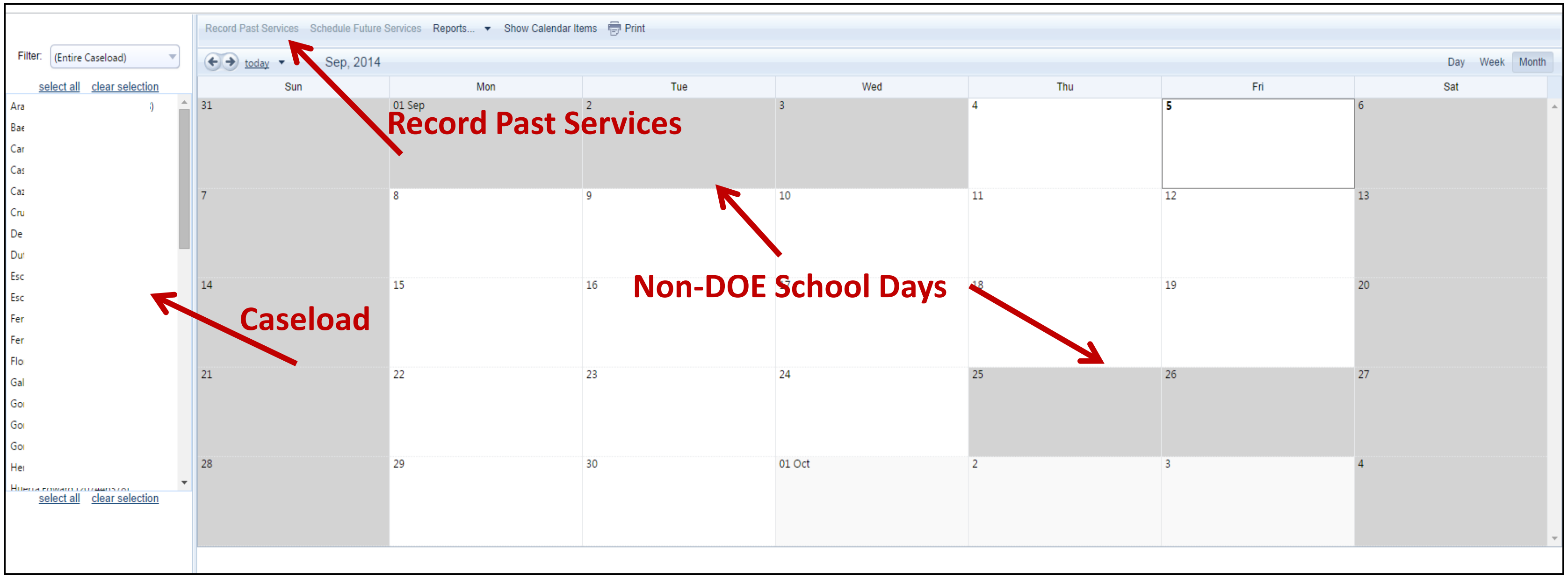
# Overview of Encounter Attendance

The **Service Calendar** is accessed by clicking on the **Service Capture** link on the homepage.



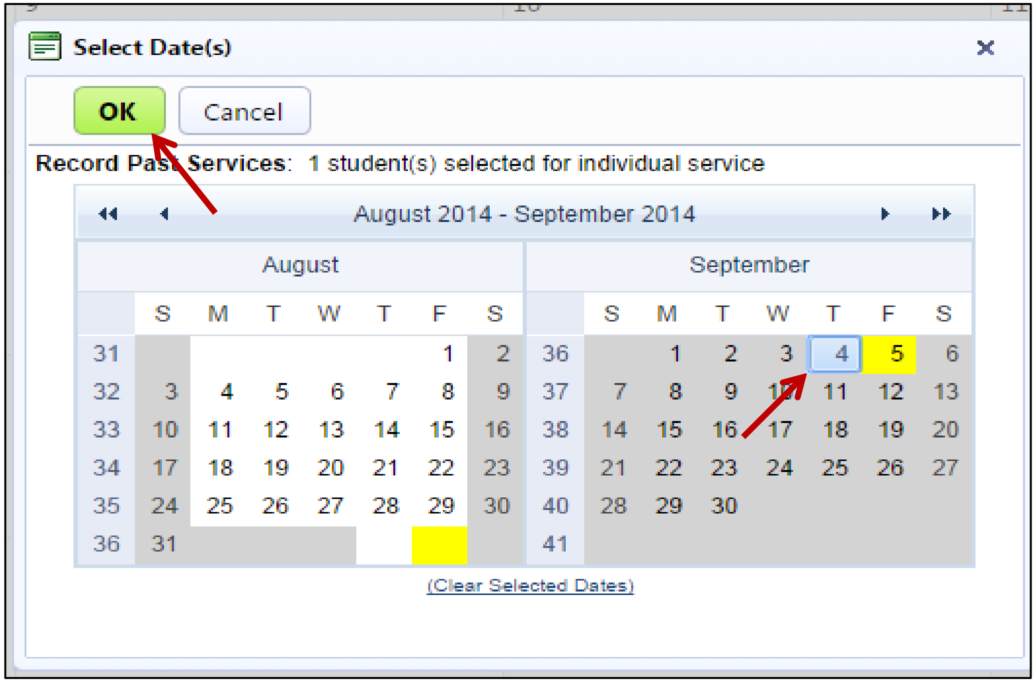
# Recording a Past Service for One Student (Step One)

- Shaded out days are Non-DOE school days.
- Once in the **Service Calendar**, click on a student in your Caseload.
- Then click on *Record Past Services*.



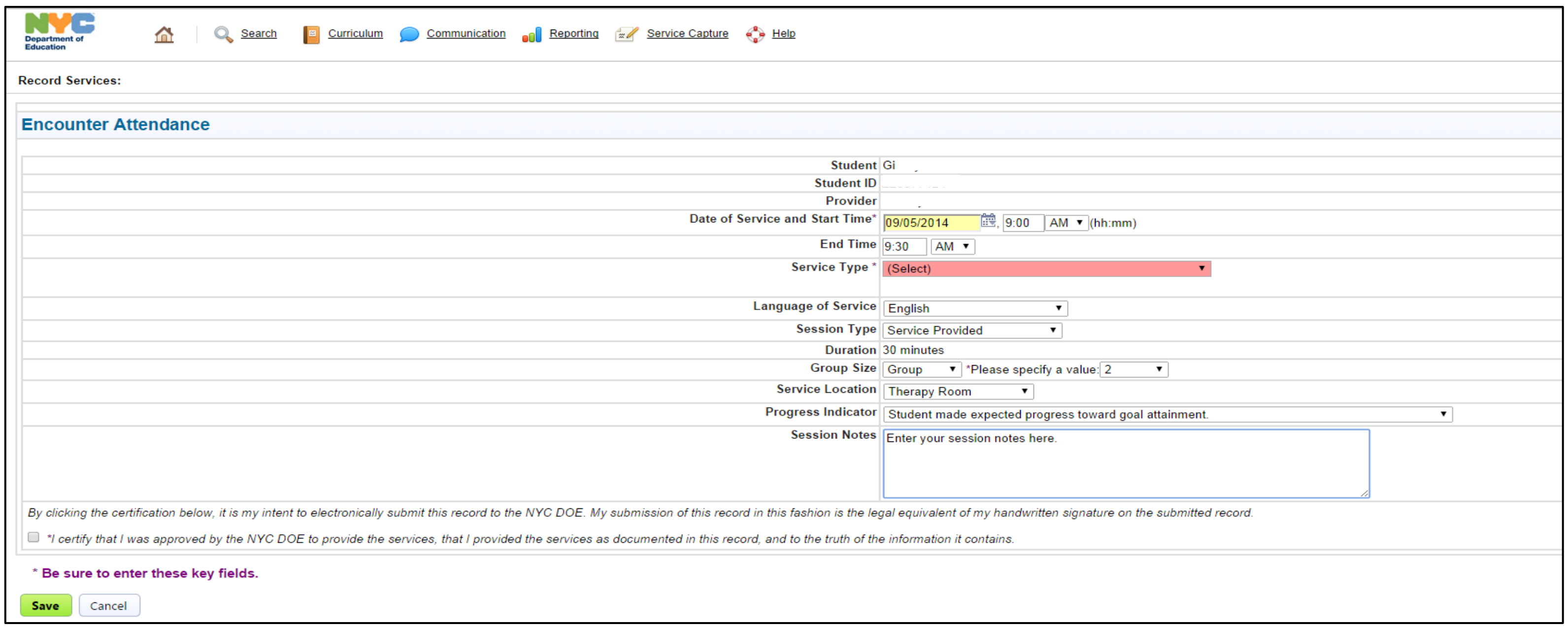
# Recording a Past Service for One Student (Step Two)

- Click the date you want to record the past service.
- Click **OK** to display the **Service Record** input form.



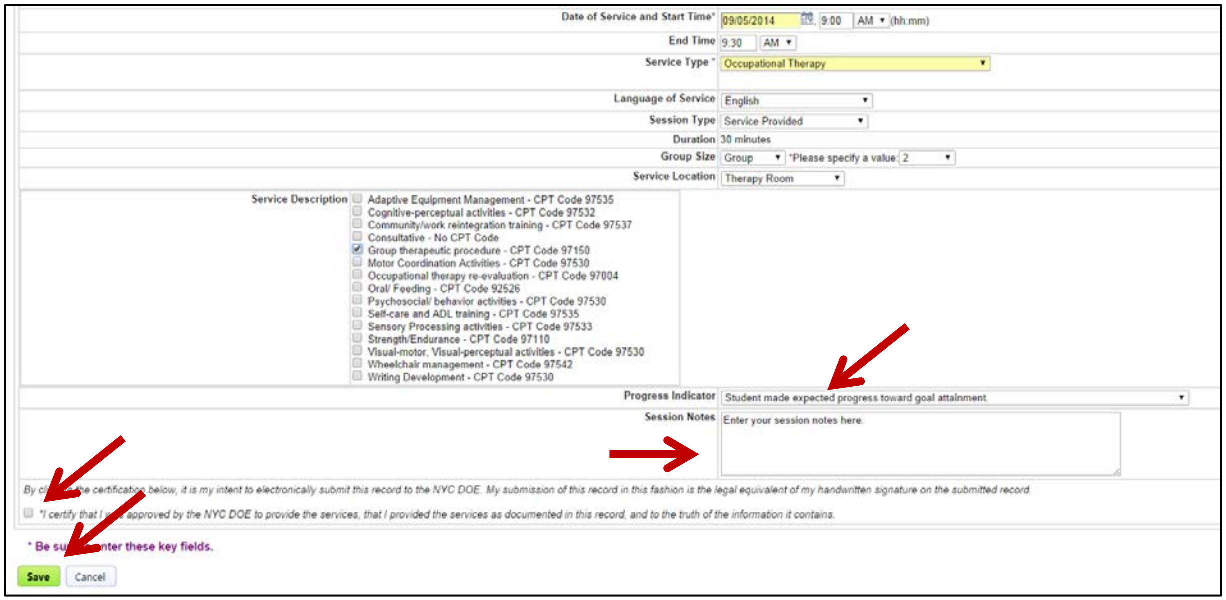
# Recording a Past Service for One Student (Step Three)

- The Encounter Attendance **Service Record** form displays to input, certify and save the service provided to the student.
- Use the calendar icon, dropdown menus and text boxes to capture all aspects of the service provided.



# Recording a Past Service for One Student (Step Four)

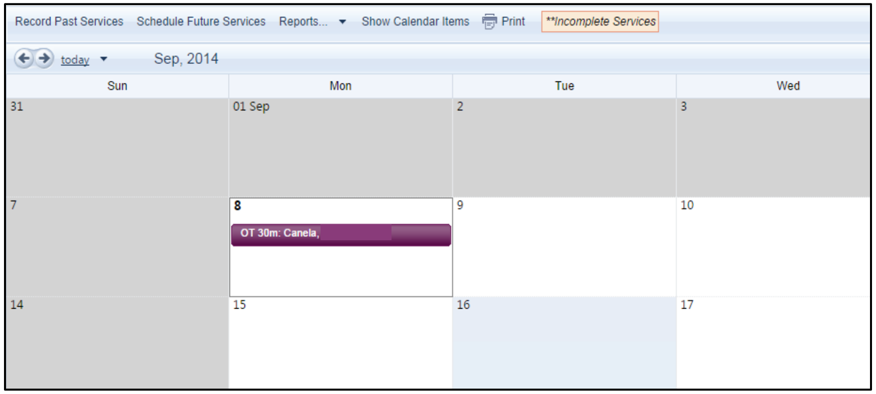
- To complete recording the service, you must indicate progress, add session notes and "certify" the service.  If you have further questions regarding session notes, please reach out to your supervisor.
- Click **Save** when finished.




- Note: When you certify a **Service Record** you should view it as equivalent to attaching an electronic version of your signature.

# Recording a Past Service for One Student (Step Five)

- The completed record will appear highlighted in purple on the **Services Calendar**.



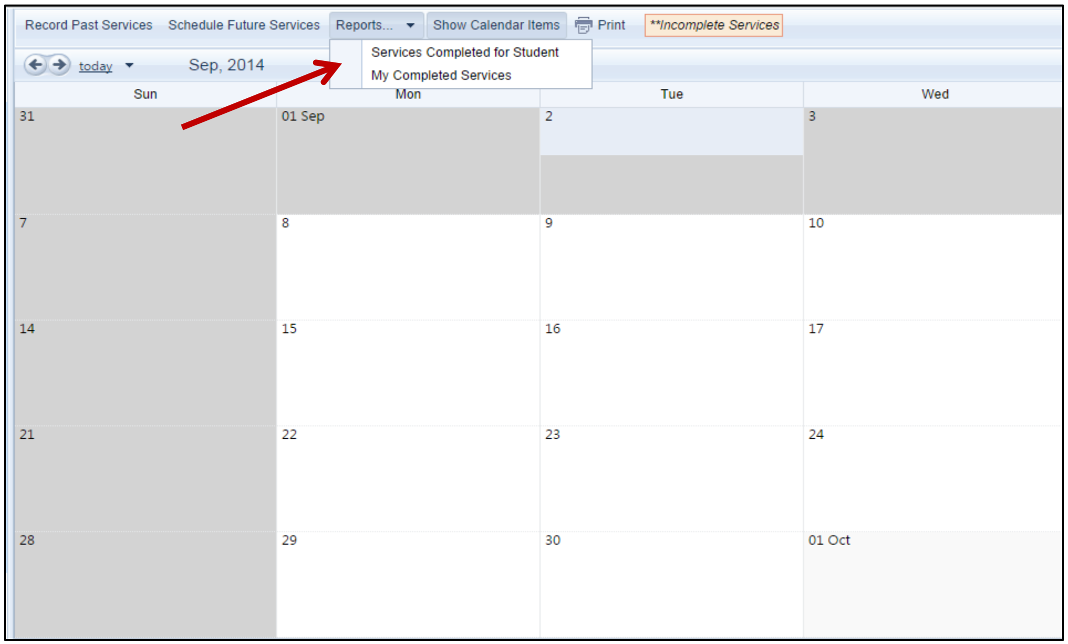

- Once a past service has been certified, it cannot be edited. To make a change the service record must be deleted and recreated.

- Past sessions should be recorded as soon as possible after service delivery.

- Note: To print, delete or edit (non-certified only) service records, double-click on the service record in the calendar and select the appropriate link on the **Actions:** toolbar.

# Overview of Encounter Attendance Reports

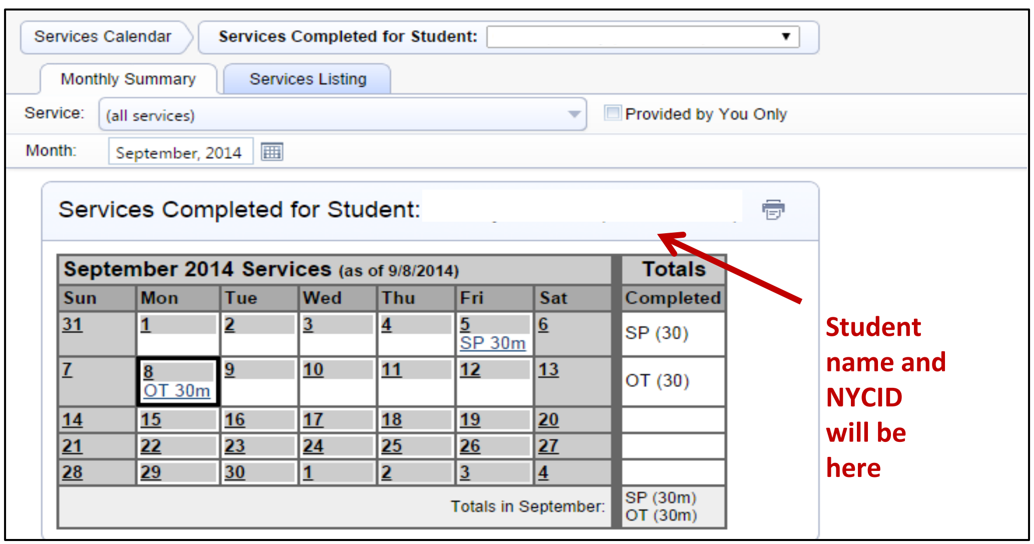
- Two Encounter Attendance reports can be viewed or printed:
  - **Services Completed for Student**
  - **My Completed Services**




- Use the **Reports** dropdown menu to select the desired report.

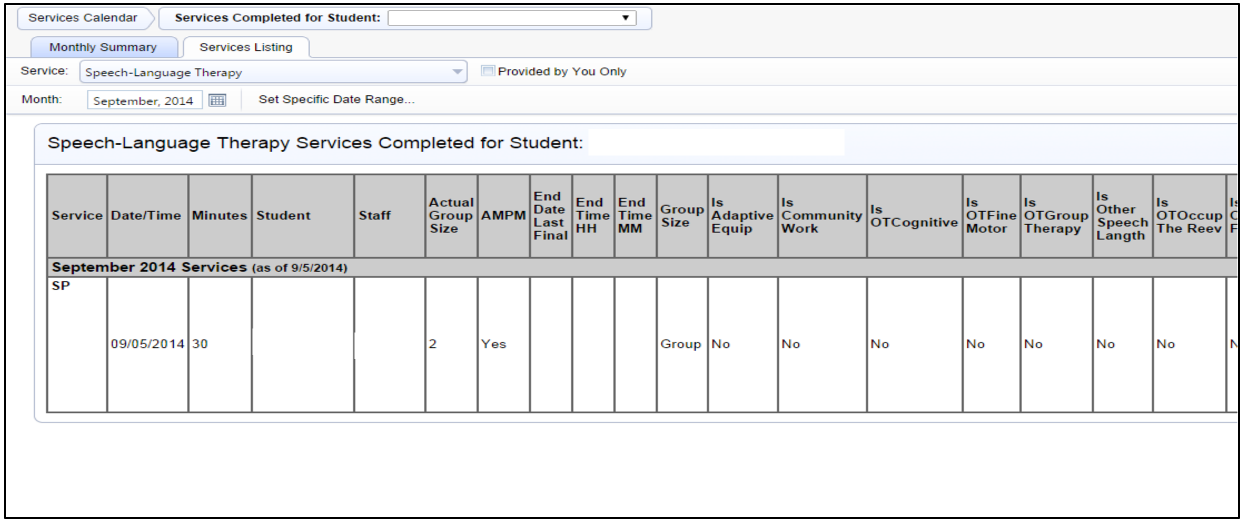
# Encounter Attendance Reports: Services Completed for Student

- This report indicates all certified services for a student in a monthly calendar format.
- The report totals the number of minutes of service provided to a student.
- Use the dropdown menu to select the desired student from the Caseload.
- Use the **Select:** dropdown to filter services for only one type of service.
- Use the **Provided by You Only** checkbox to view your completed services.



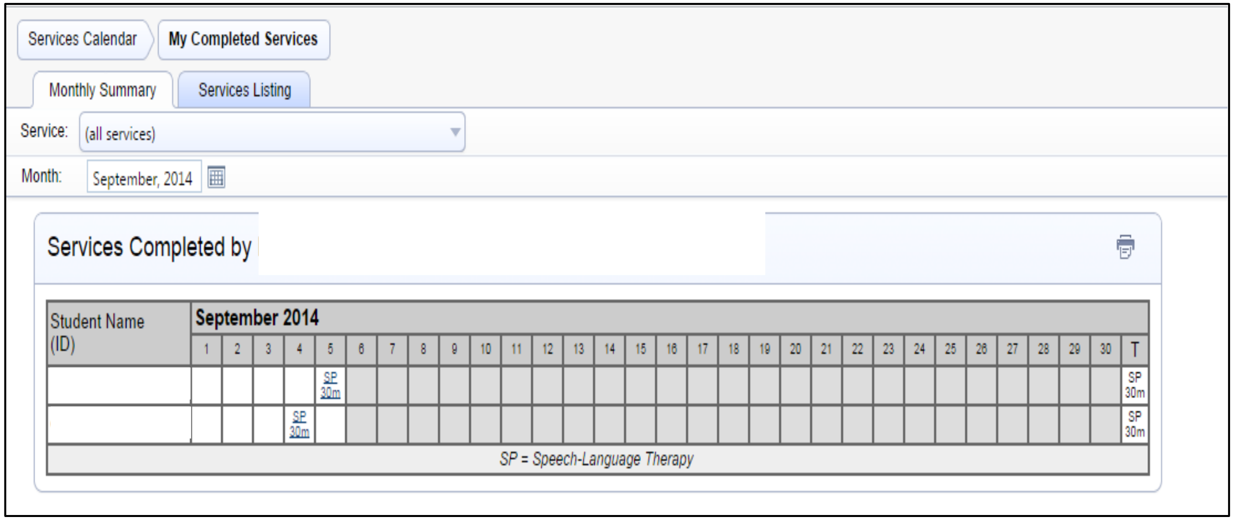
# Encounter Attendance Reports: Services Completed for Student

- Use the **Services Listing** link to view **Service Records** in a columnar format, as seen below.
- This view allows you to see all of your **Session Notes, Progress Indicators** and **Service Descriptions** over time for the selected student.
- The **Set Date Range** link allows you to restrict the report to a specific period.



# Encounter Attendance Reports: My Completed Services

- The **My Completed Services** report shows all services you have certified.
- It also can be viewed as a listing of all services and sorted by student or service.



# Encounter Attendance for Group Sessions

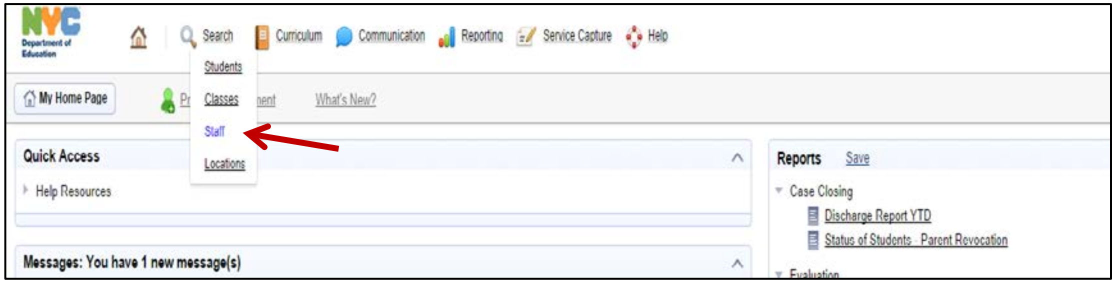
- The process for recording services for a group of students differs from that of recording services for a single student in that multiple students are selected in the **Services Calendar** before the session date is selected.

- When a group session is input, SESIS creates individual sessions on that date in the calendar for each student in the group. Individual **Service Records** will be completed for each group member to record their participation in the group.

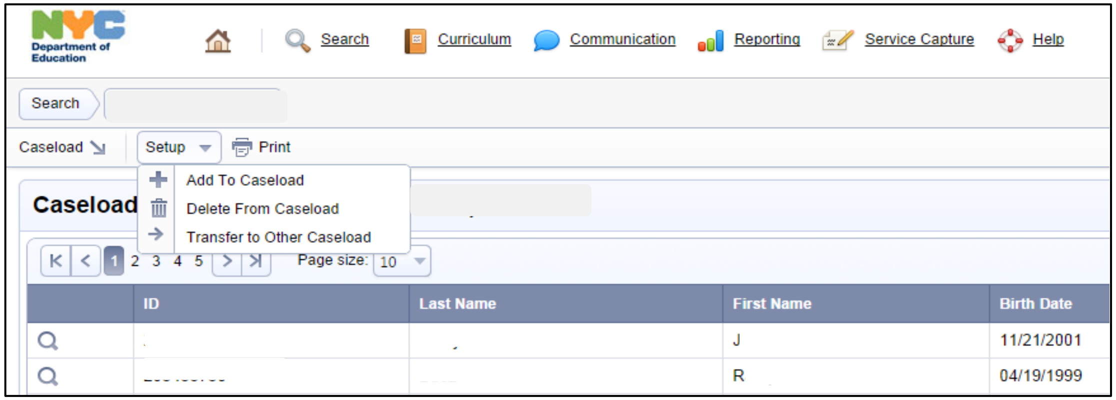
- The process of recording multiple sessions for either a single student or for a group of students provides a shortcut to expedite the input:
  - Complete information that will be common to all the sessions. This information will then be duplicated to all of the student **Service Records**.
  - Review and save the **Service Record** for each individual session (in case the details for one session may differ from all the rest).

# Encounter Attendance for OT/PT Supervisors

- Supervisors do not have a **My Student Caseload** or access to the **Service Capture** calendar.



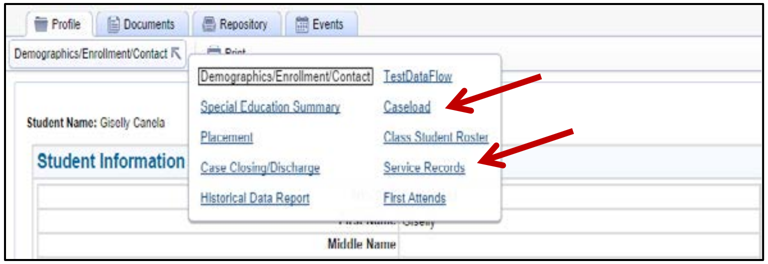

- Supervisors do have visibility to a provider's caseload via the **Caseload** section of the provider's **Profile** in SESIS.



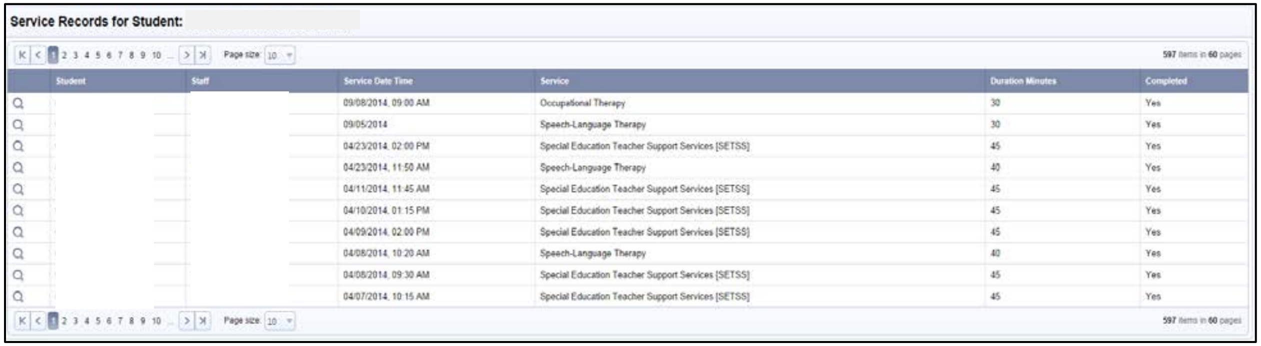
# Encounter Attendance for OT/PT Supervisors

- Supervisors can see all providers servicing a student via the **Caseload** section of the student **Profile**.

- Supervisors can also see completed and planned encounter attendance **Service Records** input into the **Services Calendar** via the **Service Records** section of the student **Profile.**




- Click on the magnifying glass icon located in the left margin of the **Service Record** row to view the details.



Service Records for Student:

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| | Student | Staff | Service Date Time | Service | Duration Minutes | Completed |
|---|---|---|---|---|---|---|
| | | | 09/08/2014, 09:00 AM | Occupational Therapy | 30 | Yes |
| | | | 09/05/2014 | Speech-Language Therapy | 30 | Yes |
| | | | 04/23/2014, 02:00 PM | Special Education Teacher Support Services [SETSS] | 45 | Yes |
| | | | 04/23/2014, 11:50 AM | Speech-Language Therapy | 40 | Yes |
| | | | 04/11/2014, 11:45 AM | Special Education Teacher Support Services [SETSS] | 45 | Yes |
| | | | 04/10/2014, 01:15 PM | Special Education Teacher Support Services [SETSS] | 45 | Yes |
| | | | 04/09/2014, 02:00 PM | Special Education Teacher Support Services [SETSS] | 45 | Yes |
| | | | 04/08/2014, 10:20 AM | Speech-Language Therapy | 40 | Yes |
| | | | 04/08/2014, 09:30 AM | Special Education Teacher Support Services [SETSS] | 45 | Yes |
| | | | 04/07/2014, 10:15 AM | Special Education Teacher Support Services [SETSS] | 45 | Yes |

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Department of Education

# Overview of Scheduling Future Services

- SESIS allows scheduling of future services up to two months at a time.
- As with past services you can schedule future services for one student on one or multiple days, or multiple students on one or multiple days.
- Once the service has been delivered, providers can edit the **Service Record** to complete the remaining fields in the form (e.g. **Progress Indicator**, **Session Notes**, etc), certify and save the record.
- Providers cannot view scheduled future services by other providers. Providers should continue to work together to schedule future service deliveries that do not conflict.