

Special Education Student Information System Project

The screenshot displays the user interface for the Special Education Student Information System (SE SIS). The user is logged in as MAXIMUS - renee. The interface includes a navigation sidebar on the left with categories like Curriculum/Instruction, Students, Communication, Reports, and Administration. The main content area is divided into several sections: QUICK ACCESS, Students Recently Worked With (listing students like Mead, Ebonvse and Lamin, Tamba), Administration, Personal Options/Content, MESSAGES (showing no new messages), and ANNOUNCEMENTS (a table of messages from UTRAN and UNADLER). On the right, there is a REPORTS section with expandable categories such as Case Closing, Declassification, Evaluation, and IEP, each containing specific report links.

| From User | Date/time | Subject |
|------------------------|--------------------------------|----------------------------|
| UTRAN (Suzanne Tran) | 10/18 Tue. 12PM to 1PM | ARD Meeting for John Smith |
| UNADLER (Jolie Nadler) | Expiration: 05/18 Wed. 10:59PM | Report is due |

Overview of SESIS Enhancements and New Functionality District 75 Administrators and SPED Liaisons

Today's Agenda

- Introduction
- Learning Objectives
- Website Resources for Enhanced and New Functionality
- SESIS Enhancements and New Functionality
- Student Caseload
- Encounter Attendance
- IEP Refinements
- SESIS Issues Escalation Path
- SESIS Support Options

Introduction

Today's session is a combination of a PowerPoint presentation and hands-on practice in the SESIS training environment using assigned logins and students.

Learning Objectives

By the conclusion of today's training you will be knowledgeable on the following:

- Accessing training and reference materials on the SESIS web portal and in the SESIS tool
- Understanding the purpose and use of the Student Caseload feature
- Accessing student records from the Student Caseload
- Recording services provided to a student in the Service Capture Calendar
- Reviewing a student or staff member Profile

Website Resources for New and Enhanced Functionality

Detailed training and reference materials for new and enhanced system functionality are available on the SESIS website including:

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

If you are located at a DOE location: <http://intranet.nycboe.net/SEIS>

If you are **not** located at a DOE location: <https://portal.nycenet.edu/SEIS>

Website Resources for New and Enhanced Functionality

Periodic updates on SESIS functionality and processes are regularly reported in the following:

- SESIS Weekly Bulletin
- Principal's Weekly
- SESIS Help Topics (i.e. Help Desk database)

SEGIS Enhancements and New Functionality – September 2011

- Enhanced Homepage Design
- Related Services
 - Student Caseloads
 - Encounter Attendance
 - Access for Contracted Agencies and Independent Service Providers
- IEP
 - IEP Enhancements
 - Enhanced Notice of IEP
- Assessment
 - Enhanced Assessment Fax Coversheets

SEGIS Enhancements and New Functionality – September 2011

- Reporting
 - New Search Feature for Standard Reports
 - New and Enhanced SEGIS Homepage Reports
- School-age processing
 - Enhanced Case Closing Process
 - Enhanced Discharge Process
 - Enhanced Process for Cases for Potential Placement in NPS
 - Parentally Placed: IESP / SP
- Other Services Recommended
 - Assistive Technology Evaluation Referral Approval Process
 - Travel Training Referral and Approval Process
 - Nursing Services Referral and Approval Process
 - Adapted Physical Education Evaluation Template

The New SESIS Home Page

- The new Service Capture link enables recording encounter attendance and scheduling future sessions from wherever you are in SESIS.
- Students you have recently worked with are listed in the new QUICK ACCESS section on the Home Page.
- The Reports have been categorized and repositioned on the screen to minimize scrolling.
- The new My Student Caseload section provides easy access to all of the students to whom you may provide service.

The New SESIS Home Page

NYC Department of Education
Cathleen H. Black, Chancellor

Renee Pardo (01M450: East Side Community High School)

[My Home Page](#)
[Send Message](#)
[My Calendar](#)
[Service Capture](#)
[Help](#)
[Logout](#)

[My Home Page](#)
[What's New?](#)

QUICK ACCESS:

- Students Recently Worked With
 - [Mead, Ebonyse](#)
 - [Leach, Henry](#)
 - [\(Search for Other...\)](#)
- Administration
- Help Resources
- Personal Options/Content

MESSAGES: You have no new message(s).

ANNOUNCEMENTS:

| | From User | Date/time | Subject |
|--|-------------------------|--------------------------------|-------------------|
| | UNADLER (Jolie Nadler) | 06/13 Mon, 12PM | Meeting |
| | UNADLER (Jolie Nadler) | Expiration: 05/18 Wed, 10:59PM | Report is due |
| | UFRIEDEL (Bill Friedel) | 05/23 Mon, 12PM to 1:30PM | district wide mtg |

REPORTS: [\(save expanded categories\)](#)

- Case Closing
 - [Status of Students - Parent Revocation](#)
- Declassification
 - [Status of Students - Declassified](#)
- Evaluation
 - [Agency Management Report \(YTD\)](#)
 - [Compliance for Completed Assessments](#)
 - [Compliance for Incomplete Assessments](#)
- IEP
 - [Home Instruction Referrals Pending Approval](#)
 - [Medical Accommodations Appro/Disapproved by Doctor](#)
 - [OSH Physician Reviews Pending Approval](#)
 - [Recommendations for Transportation Accommodations](#)
 - [Status of Cases deferred to CBST](#)
 - [Status of IEPs for Turning 5 Students](#)
 - [Students recommended for 12 month services](#)

Curriculum
[Outline](#)
[Select](#)

Students

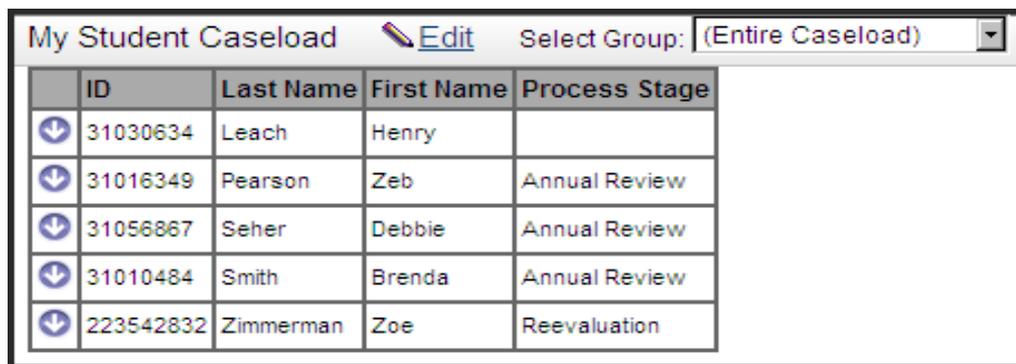
Communication

Reports

Administration

Overview of Student Caseload

- The Student Caseload identifies students assigned to you who require related services. Click the down arrow for access records for these students.
- Providers still must record first attendance in the Interactive Voice Response (IVR) system. The student will appear on the provider's Student Caseload within 24 hours of being first-attended.
- You can manually edit (add or remove) students from your caseload.
- Staff with city-wide access can add students to the caseloads of other staff.



| | 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

- All service providers must now record completed services for students in the **Service Capture** calendar in SESIS.
- You can add services for the past and current month.
- Services can be input for one student for one or multiple days, and for multiple students for one or multiple days.
- The **Service Capture** calendar:
 - Lists all students to whom providers will provide services (i.e. student caseload)
 - Displays the current month's calendar showing non-service dates in grey
 - Colors service records to indicate their status
 - Offers multiple viewing and printing options
 - Provides reports for completed services

Overview of Encounter Attendance

The **Service Calendar** displays service records input by the provider for students on the service provider's caseload.

The screenshot shows a web application interface for a service calendar. On the left, there is a filter dropdown set to '(Entire Caseload)' and a list of providers. The provider 'Pearson,Zeb (31016349)' is highlighted in green. On the right, there is a calendar grid for July 2011. The calendar has columns for days of the week (Sun to Sat) and rows for dates. The date 21st is highlighted in green, and the date 12th is highlighted in yellow. The interface includes navigation buttons like 'Record Past Services', 'Schedule Future Services', and 'Reports...'. The top navigation bar includes links for 'My Home Page', 'Send Message', 'My Calendar', 'Service Capture', 'Help', 'Support', and 'Logout'. A 'Print' button is also visible in the top right corner.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|--------|-----|
| 26 | 27 | 28 | 29 | 30 | 01 Jul | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |

Recording Past Services

To record a previously delivered service to a student:

1. Click on the **Service Capture** link at the top of your SESIS homepage. This will display your caseload students and your **Service Calendar**.
2. Click on the desired student(s) from your caseload.
3. Click on the **Record Past Services** link at the top of the **Service Calendar**.
4. Click the date(s) of service and click the **OK** button.
5. Complete the **Service Record**.
6. Click the **Save** button.

Recording Past Services

- The Encounter Attendance service record form displays to input, save and *optionally* print the service provided to the student.
- Use the calendar icon, dropdown menus, and text boxes to capture all aspects of the service provided. You can also print this record.

Encounter Attendance

| | |
|---------------------------------|--------------------------|
| Student | Zeb Pearson |
| Student ID | 31016349 |
| Provider | Case Mgr300 |
| Date of Service and Start Time* | 07/08/2011 at AM (hh:mm) |
| End Time | AM |
| Service Type * | (Select) |
| Session Type | Direct Service |
| Duration | |
| Group Size | (Select) |
| Service Location | (Select) |
| 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 documented in this record, and to the truth of the information it contains.

* Be sure to enter these fields.

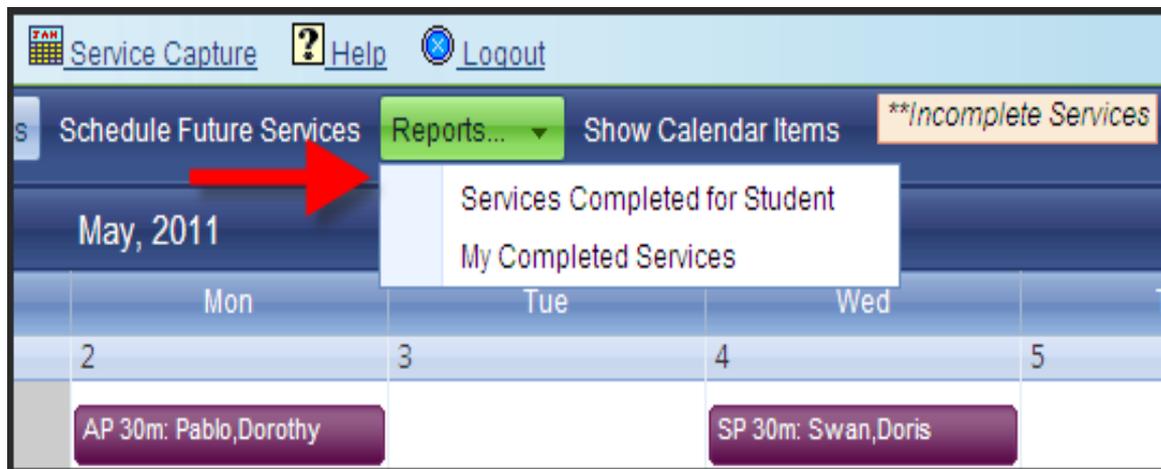
Recording Past Services

- SESIS requires a separate **Service Record** to be completed for each student you work with, even when the student is a member of a group session.
- To complete recording the service, you must:
 - indicate progress for the target behavior from the session which leads to the IEP goal(s)
 - add **Session Notes (ESL teachers, SETSS teachers, and Paraprofessionals are not required to provide session notes)**
 - “certify” the service. (This is the equivalent of an electronic signature.)
- To have SESIS pre-populate fields on the next service record for a student, check the “With service capture, use last service record of student as default values for next one” option in the **Personal Options/Content** link on your SESIS homepage
- You should record past sessions as soon as possible after service delivery. You must certify each session by the 15th of the next month following the session (i.e. if the service was completed on 9/17 it must be recorded and certified by 10/15).

Encounter Attendance Reports

Two Reports are available within the **Service Capture Calendar**:

- All services completed by a staff member
- All services completed for a specific student



Encounter Attendance Reports

Services Calendar → Services Completed for Student: Pablo, Dorothy (31030906)

View: Monthly Summary • Services Listing Actions: Print

Select: (all services) Provided by You Only

Services Completed for Student: Dorothy Pablo (31030906)

| May 2011 Services (as of 5/27/2011) | | | | | | | Totals |
|-------------------------------------|-----------------------------|-----|-----|-----|-----|-----|-----------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Completed |
| 1 | 2 AP 30m | 3 | 4 | 5 | 6 | 7 | AP (30) |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | |
| Totals in May: | | | | | | | AP (30m) |

Drill down capabilities allow staff members to see the detail identified in the reports.

Services Calendar → Your Completed Services

View: Monthly Summary • Services Listing Actions: Print

Select: (all services)

Services Completed by Renee Pardo

| Student Name (ID) | May 2011 | | | | | | | | | | | | | | | | | |
|---------------------------|----------|------------------------|---|------------------------|---|---|---|---|---|------------------------|----|------------------------|----|----|----|----|----|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| Pablo, Dorothy (31030906) | | AP 30m | | | | | | | | | | | | | | | | |
| Swan, Doris (31002553) | | | | SP 30m | | | | | | | | | | | | | | |
| Tholomyes, Felix (28734) | | | | | | | | | | SP 30m | | CS 30m | | | | | | |

AP = AP, SP = SP, CS = CS

Encounter Attendance for Paraprofessionals

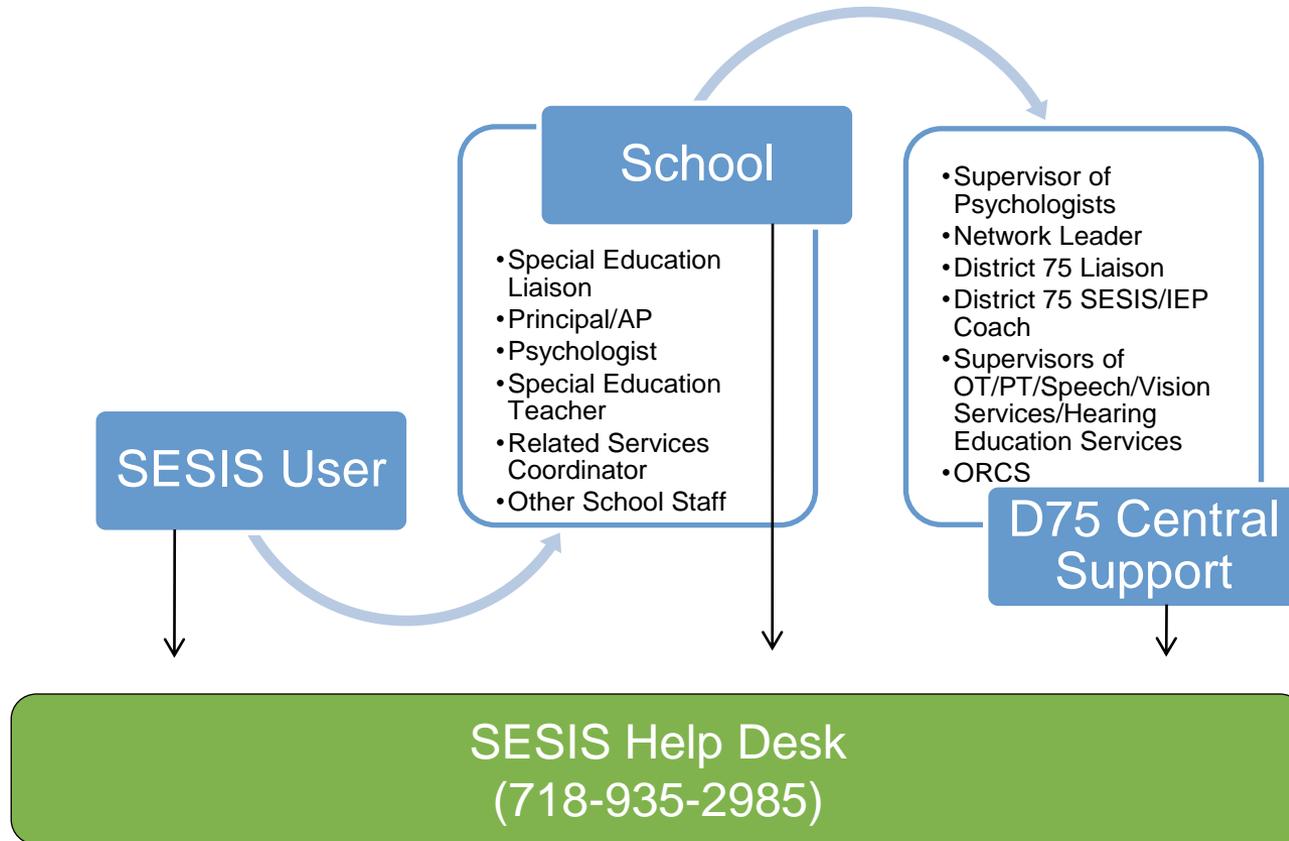
- When Paraprofessional is selected as the **Service Type**, the following **Service Descriptions** appear:
 - Crisis
 - Health
 - Mobility
 - Sign Interpreter
 - Travel Trainer
 - Special Transportation
 - Alternate Placement
- Paraprofessionals are not required to complete **Session Notes** when certifying past services.

IEP Refinements

- More complete and/or consistent options in dropdown menus for service recommendations, related, and supplementary services.
- Added opportunities to choose “other” and make a text entry.
- Ability to specify service delivery by District 75 providers.
- More appropriate ratio options in “Special Class” recommendations.

SE SIS Issues Escalation Path

Each group of users has support resources:



SEGIS Support Options

- For the quickest answers to questions, first review:
 - Announcements on the SEGIS Home Page
 - Help Desk menu on the SEGIS Home Page
 - SEGIS Weekly Bulletins
- Call the SEGIS Help Desk (718-935-2985) for technical issues with system functionality such as:
 - Faxing issues
 - Error messages
 - Report data discrepancies
- Call your assigned SPED Liaison. The SPED Liaison will contact D75 Central Support as necessary on questions of:
 - Policy or DOE process questions (e.g. referral, assessment, IEP)
 - Access to SEGIS and/or student records
 - Outstanding issues and/or SEGIS Help Desk tickets