

Special Education Student Information System Project

The screenshot displays the SESIS Encounter Attendance interface. At the top, the title is "Case Mgr300 (PS 071 Rose E Scala)". Below the title is a navigation bar with links: "My Home Page", "Send Message", "My Calendar", "Service Capture", "Help", "Support", and "Logout". A secondary bar shows "My Home Page" with a welcome message: "Welcome, Case Mgr300 Last Login: 06/20/2011 Mon, 09:34 PM" and a "What's New?" link. Below this is a "Select Location:" dropdown menu with "PS 071 Rose E Scala" and "PS 035 Stephen Decatur" as options.

The left sidebar contains a navigation menu with the following items:

- Curriculum
 - Outline
 - Select
- Students
- Communication
- Reports
- Administration

The main content area is divided into two columns. The left column is titled "QUICK ACCESS:" and contains a section "Students Recently Worked With" with the following links: "Student166_Jennifer", "Annual190_Elisabeth", "3Year_Victoria", "3Year_Victoria", and "Cromwell_P311_Aaron". Below these links are three expandable sections: "Administration", "Help Resources", and "Personal Options/Content". At the bottom of this column is a "MESSAGES:" section stating "You have no new message(s)".

The right column is titled "REPORTS: (save expanded categories)" and contains three expandable sections:

- Case Closing
 - Status of Students - Parent Revocation
- Declassification
 - Status of Students - Declassified
- Evaluation
 - Compliance for Completed Assessments
 - Compliance for Incomplete Assessments
 - Evaluations to be Completed
 - Request for Assistance
 - Request for Assistance - Not Approved
 - Status of Assistive Technology Recommendations
 - Status of AT Evaluation Referrals (D75)
 - Status of AT Evaluation Referrals (non-D75)

SEGIS Encounter Attendance

Learning Objectives

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

- Navigating within the new SESIS Home Page
- Recording a past service
- Reviewing Encounter Attendance reports
- Scheduling a future service
- Getting help with Encounter Attendance

Logging into SESIS

- Encounter Attendance requires logging in to SESIS. Use your personal user ID and password to log in.

NYC
Department of
Education
Dennis M. Walcott, Chancellor

Special Education Student Information System (SEIS)

For help with login issues, please call 718-935-5100

Welcome to the Special Education Student Information System (SEIS). SEIS supports users in completing special education workflow processes from referral through IEP development. Please visit the DOE's intranet site (link located below the login) to access training materials and to learn more about preparing for SEIS in your school.

This computer system, including all related equipment and information or data contained herein, is the exclusive and proprietary property of the NYC Department of Education (NYCDoE) and is solely for uses expressly authorized by NYCDoE. You have no right to privacy on the system, and all information and activity on the system may be monitored at any time for any reason without any notice. Any unauthorized use of (or allowing any third party, intentionally or negligently to access) the system may result in disciplinary action, civil or criminal penalties.

The Information contained in this system includes confidential data subject to protection by federal, state and New York City laws statutes and regulations. You are prohibited from divulging to any third party or from assisting any third party to access any information obtained through your use hereof.

Access to SEIS is currently available to all DOE schools
Please do not change the pre-populated "School/District ID" field.
To access SEIS, use your DOE User ID and password.
Enter your User ID as follows;
CENTRALuser ID

School/District ID

User ID

Password

Sign In

To reset your password [click here](#)
For more information about SEIS please go

The New SESIS Home Page

- The new Home Page has been redesigned to provide easier readability, faster access to student data and additional functionality.

The screenshot displays the new SESIS Home Page interface. At the top left is the NYC Department of Education logo. The main header area includes the user's name, 'Case Mgr300 (PS 071 Rose E Scala)', and navigation links: 'My Home Page', 'Send Message', 'My Calendar', 'Service Capture', 'Help', 'Support', and 'Logout'. Below the header, a 'Welcome' message is shown along with the user's last login information: 'Last Login: 11/20/2011 Mon, 1:34 PM'. A 'Select Location' dropdown menu is visible, currently showing 'PS 071 Rose E Scala' and 'PS 035 Stephen Decatur'. The main content area is divided into three sections: 'QUICK ACCESS', 'REPORTS', and 'MESSAGES'. The 'QUICK ACCESS' section features a 'Students Recently Worked With' list with links to individual student records: 'Student166, Jennifer', 'Annual190, Elisabeth', '3Year, Victoria', '3Year, Victoria', and 'Cromwell_P311, Aaron'. Below this list are links for 'Administration', 'Help Resources', and 'Personal Options/Content'. The 'REPORTS' section is titled '(save expanded categories)' and lists several report categories: 'Case Closing', 'Declassification', and 'Evaluation'. Each category has a sub-link for 'Status of Students'. The 'MESSAGES' section at the bottom indicates 'You have no new message(s)'. Three arrows are overlaid on the screenshot: a blue arrow points to the 'Students Recently Worked With' section, an orange arrow points to the 'Last Login' information, and a green arrow points to the 'What's New?' link.

The New SESIS Home Page

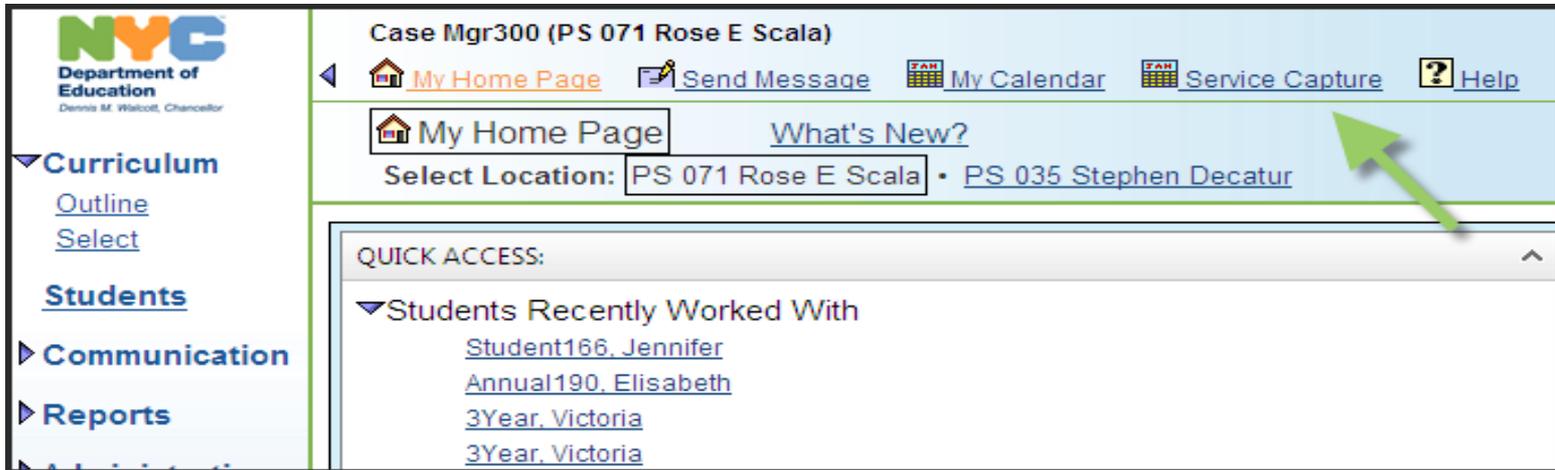
- The new Service Capture link enables recording encounter attendance and scheduling future sessions from wherever you are in SESIS.
- Students worked with recently are now listed in the new QUICK ACCESS section on the Home Page.
- The Reports have been categorized and repositioned on the screen to minimize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

Overview of Encounter Attendance

- Completed and planned services for students are now input on-line into the Service Capture calendar in SESIS.
- Services can be input in past, current and future months; services can be input for one student for one or multiple days, and multiple students on 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 Capture calendar is accessed by clicking on the Service Capture link on the Home Page.



The screenshot displays the Case Manager interface for Case Mgr300 (PS 071 Rose E Scala). The top navigation bar includes links for My Home Page, Send Message, My Calendar, Service Capture, and Help. A green arrow points to the Service Capture link. Below the navigation bar, there is a section for 'What's New?' with a 'Select Location' dropdown menu currently set to 'PS 071 Rose E Scala' and a link to 'PS 035 Stephen Decatur'. The main content area features a 'QUICK ACCESS:' section with a dropdown menu for 'Students Recently Worked With', listing links for Student166, Jennifer; Annual190, Elisabeth; 3Year, Victoria; and 3Year, Victoria.

Recording a Past Service for One Student (Step One)

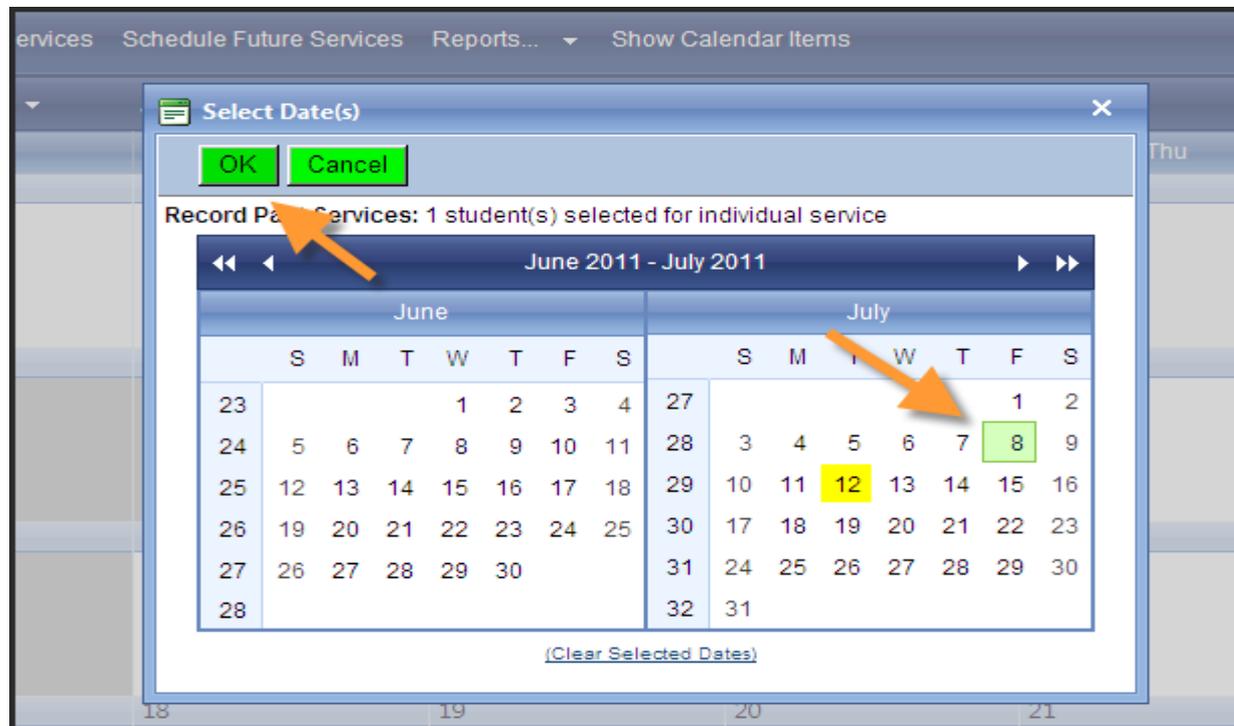
- Once in the Service Capture calendar, click on a student in your Caseload. The student name will highlight in green.
- Click on the Record Past Services link.

The screenshot shows the Service Capture interface. On the left, a list of students is displayed under the filter '(Entire Caseload)'. The student 'Pearson, Zeb (31016349)' is highlighted in green. On the right, a calendar grid for July 2011 is shown. The date '21' is highlighted in green. An orange arrow points from the 'Record Past Services' link in the top navigation bar to the calendar grid.

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 a Past Service for One Student (Step Two)

- Click on the date you want to record the past service. The date will highlight in green.
- Click on the OK button 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, save and print the service provided to the student.
- Use the calendar icon, dropdown menus and text boxes to capture all aspects of the service provided.

Encounter Attendance	
Student	Pearson,Zeb
Student ID	31016349
Provider	Mgr300_Case
Date of Service And Start Time*	07/08/2011 at 10 AM (hh:mm)
End Time	10 :30 AM
Service Type *	(Select)
Session Type	Direct Service
Duration	30 minutes
Group Size	(Select)
Service Location	(Select)
Progress Indicator	(Select)
Session Notes	

Recording a Past Service for One Student (Example)

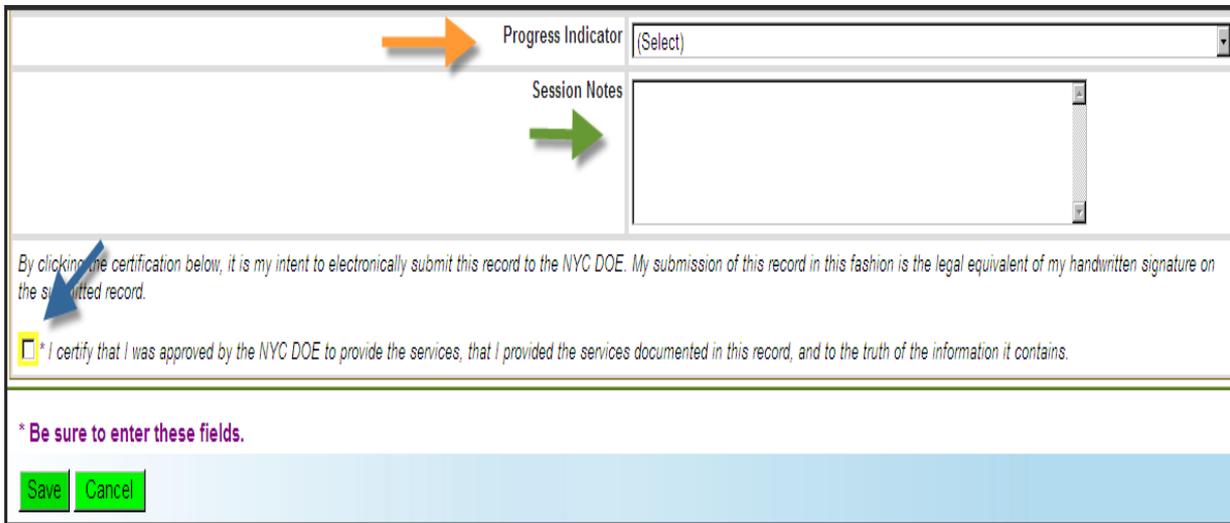
- This is an example of completing a speech-language therapy session record.

Date of Service And Start Time*	07/08/2011 at 10 AM (hh:mm)
End Time	10 :30 AM
Service Type *	Speech-Language Therapy
Session Type	Direct Service
Duration	30 minutes
Group Size	(Select)
Service Location	(Select)
Service Description	<input type="checkbox"/> Speech / Language Reevaluation <input type="checkbox"/> Augmentive Alternative Communication Reevaluation <input type="checkbox"/> Articulation/ Intelligibility <input type="checkbox"/> Phonology <input type="checkbox"/> Phonemic Awareness <input type="checkbox"/> Voice <input type="checkbox"/> Fluency <input type="checkbox"/> Auditory Processing <input type="checkbox"/> Augmentive Alternative Communication <input type="checkbox"/> Sensory Processing <input type="checkbox"/> Attention, memory, and problem solving <input type="checkbox"/> Language- Vocabulary/ Semantics <input type="checkbox"/> Language- Narrative/Expository discourse <input type="checkbox"/> Language - Morphology/Syntax <input type="checkbox"/> Language - Pragmatics/ Social Scripts

- Note: The Service Description choices are generated based on the selection made from the Service Type field.

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. ESL teachers, SETSS teachers, and Paraprofessionals do not need to provide session notes. If you have further questions regarding session notes, please reach out to your supervisor.
- Click on the Save button when finished.

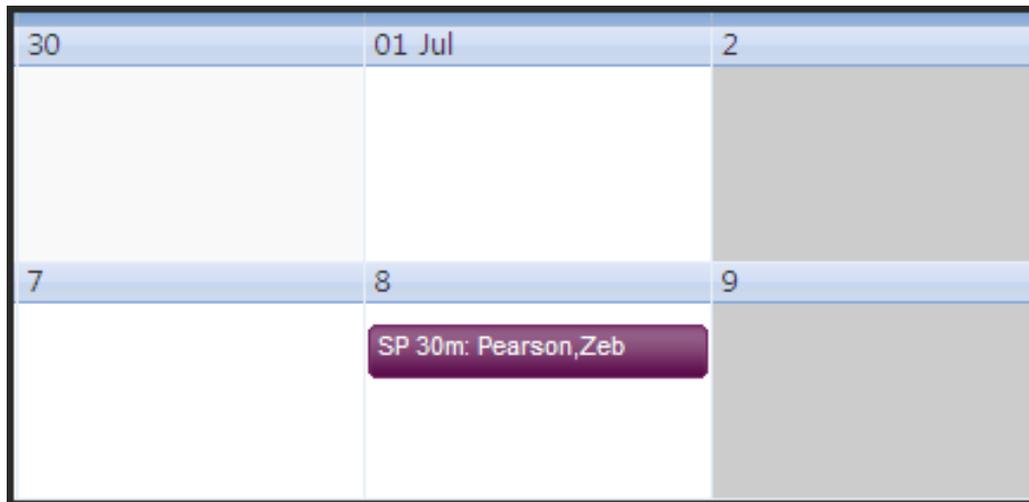


The screenshot shows a web form for recording a service. At the top, there is a dropdown menu labeled "Progress Indicator" with "(Select)" as the current selection. An orange arrow points to this dropdown. Below it is a text area labeled "Session Notes" with a green arrow pointing to it. Underneath the text area is a certification statement: "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." Below this statement is a checkbox with the text: "* 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." A blue arrow points to the checkbox. At the bottom of the form, there is a red asterisk warning: "* Be sure to enter these fields." and two buttons: "Save" and "Cancel".

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



The image shows a calendar grid with three columns and two rows. The top row has dates 30, 01 Jul, and 2. The bottom row has dates 7, 8, and 9. A purple box containing the text 'SP 30m: Pearson,Zeb' is positioned over the date 8. The rightmost column (dates 2 and 9) is shaded grey.

30	01 Jul	2
7	8 SP 30m: Pearson,Zeb	9

- 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

The screenshot displays the SEIS interface. At the top, there are navigation links: My Home Page, Send Message, My Calendar, Service Capture, Help, Support, and Logout. Below these, there are filters for Mode (Group Service) and Filter ((Entire Caseload)). A list of student names is shown on the left: Leach, Henry (31030634), Pearson, Zeb (31016349), Seher, Debbie (31056867), Smith, Brenda (31010484), and Zimmerman, Zoe (223542832). The main area is a calendar for June 2011. The Reports dropdown menu is open, showing two options: Services Completed for Student and My Completed Services. An orange arrow points to the Reports dropdown menu.

Sun	Mon	Tue	Wed	Thu
29	30	31	01 Jun	2
5	6	7	8	9
	SP 30m: Zimmerman, Zoe	**AS 20m: Smith, Brenda	SP 30m: Zimmerman, Zoe	
	SP 30m: Smith, Brenda	**AS 20m: Zimmerman, Zoe	SP 30m: Smith, Brenda	
	more...	more...	more...	
12	13	14	15	16

- Use the Reports dropdown menu to select the desired report as seen above.

Encounter Attendance Reports: Services Completed for Student

- This report indicates all certified services for a student in a monthly calendar format, as seen below.
- The report totals the number of minutes of service provided a student.
- Use the dropdown menu to select the desired student.
- 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.

The screenshot shows a web application interface for viewing service reports. At the top, there are navigation links: My Home Page, Send Message, My Calendar, Service Capture, Help, and Support. Below these is a breadcrumb trail: Services Calendar → Services Completed for Student: Zimmerman, Zoe (223542832). A dropdown menu is open, showing a list of student names and IDs, with Zimmerman, Zoe (223542832) selected. Below the dropdown, there are options for View: Monthly Summary (selected) and Services Listing, and an Actions: Print button. A Select: dropdown is set to (all services). The main content area is titled 'Services Completed for Student: Zoe Zimmerman (223542832)'. It contains a calendar for June 2011, showing services provided on June 6, 8, and 10. A table below the calendar shows the totals for the month.

June 2011 Services (as of 7/12/2011)							Totals
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Completed
29	30	31	1	2	3	4	
5	6 SP 30m	7	8 SP 30m	9	10 SP 30m	11	SP (90)
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
Totals in June:							SP (90m)

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.

The screenshot shows a web application interface for viewing service records. At the top, there are navigation links: My Home Page, Send Message, My Calendar, Service Capture, Help, Support, and Logout. Below these is a search bar for 'Services Completed for Student' with a dropdown menu showing 'Zimmerman, Zoe (223542832)'. There are also view options: 'Monthly Summary' and 'Services Listing', and action links: 'Set Date Range' and 'Print'. A 'Select:' dropdown is set to '(all services)' and there is a checkbox for 'Provided by You Only'.

The main content area is titled 'Services Completed for Student: Zoe Zimmerman (223542832)'. It contains a table with the following columns: Service, Date/Time, Minutes, Student, Staff, Actual Group Size, AMPM, End Date Last Final, End Time HH, End Time MM, Group Size, Is Adaptive Equip, Is Community Work, Is OTCognitive, and Is OTFine Motor. Below the table header, there is a section for 'June 2011 Services (as of 7/12/2011)' with two rows of data.

Service	Date/Time	Minutes	Student	Staff	Actual Group Size	AMPM	End Date Last Final	End Time HH	End Time MM	Group Size	Is Adaptive Equip	Is Community Work	Is OTCognitive	Is OTFine Motor
SP	06/10/2011 Fri, 10:00 AM	30	Zimmerman,Zoe	Mgr300_Case 3	3	Yes		10	30	Group	No	No	No	No
SP	06/08/2011 Wed, 10:00 AM	30	Zimmerman,Zoe	Mgr300_Case 3	3	Yes		10	30	Group	No	No	No	No

Encounter Attendance Reports: Your Completed Services

- The Your 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.

Services Completed by Case Mgr300

Student Name (ID)	June 2011												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Pearson, Zeb (31016349)						SN 30m				SP 30m			
Smith, Brenda (31010484)						SP 30m		SP 30m		SP 30m			
Zimmerman, Zoe (223542832)						SP 30m		SP 30m		SP 30m			

SP = Speech-Language Therapy

Overview of Scheduling Future Services

- SESIS allows scheduling of future services up to two months in advance.
- 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.
- Providers cannot view scheduled future services input for a student by other providers.
- The process of scheduling multiple future sessions for either a single student or for a group of students involves three steps:
 - Select the dates on which the sessions will occur
 - Complete information that will be common to all the sessions
 - Review and save the service record for each individual session (in case the details for one session may differ from all the rest)
- When a group session is scheduled, 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.

Scheduling Future Services (Step One)

- To schedule an individual session with a single student, select the student from the caseload and click on the Schedule Future Services link.
- To schedule a group session, click on the first student to attend the session and then select the remaining members per the following:
 - For students located adjacently in the list, hold down the Shift key on the keyboard and click the last group member
 - For students for the group session not listed adjacently in the list, hold down the Ctrl (PC) key or Command (Mac) and click on each student member

The screenshot displays the user interface of the Special Education Student Information System. At the top, there is a navigation bar with links for 'My Home Page', 'Send Message', 'My Calendar', 'Service Capture', 'Help', 'Support', and 'Logout'. Below this, a secondary navigation bar contains 'Record Past Services', 'Schedule Future Services' (highlighted with an orange arrow), 'Reports...', and 'Show Calendar Items'. The main content area is divided into two sections. On the left, there is a 'Mode' dropdown set to 'Group Service' and a 'Filter' dropdown set to '(Entire Caseload)'. Below these are links for 'select all' and 'clear selection'. A list of students is shown, with 'Seher, Debbie (31056867)' highlighted in green and indicated by a blue arrow. On the right, a calendar for June 2011 is visible, with the date '8' highlighted in green.

Scheduling Future Services (Step Two)

- Click on each date when a session will occur in the two month's displayed and click on the OK button. Future sessions can only be scheduled two months in advance.
- Each selected date appears at the top of the service record, as seen below.
- Complete this screen with the information common to the selected dates (e.g. start time, end time, service type) and click on the Continue button.

Enter times for the following services: 7/19/2011: 10:00 AM

7/21/2011: 10:00 AM

7/26/2011: 10:00 AM

7/28/2011: 10:00 AM

- DOE staff: a makeup session must be completed within the Monday through Friday week of the originally scheduled session.
- Contract Agency and Independent providers: a makeup session must be completed within the Monday through Sunday week of the originally scheduled session. You may not provide a makeup session on the same day as a regularly scheduled session. You may provide more than one session on the same day.

Encounter Attendance

Provider	Mgr300.Case
End Time	10 :30 AM
Service Type *	Assistive Technology Services
Session Type	Direct Service
Group Size	Group *Please specify a value: 2
Service Location	Hallway/Stairs

Scheduling Future Services (Step Three)

- To record the participation of each member of the group, SESIS provides individual service records to be completed for each group member.
- Use the dropdown menu, as pictured below, to select a date for an individual student and make any updates specific to this date, if necessary.

Schedule Future Services:

Select Record: Seher, Debbie (31056867) - 7/19/2011 # Records Saved: 0 of 8

Complete the r... n...

Seher, Debbie (31056867) - 7/19/2011	
Seher, Debbie (31056867) - 7/21/2011	
Seher, Debbie (31056867) - 7/26/2011	
Seher, Debbie (31056867) - 7/28/2011	
Zimmerman, Zoe (223542832) - 7/19/2011	
Zimmerman, Zoe (223542832) - 7/21/2011	
Zimmerman, Zoe (223542832) - 7/26/2011	
Zimmerman, Zoe (223542832) - 7/28/2011	

completed within the Monday through Friday v... providers: a makeup session must be completed... de a makeup session on the same day as a re... than one session on the same day

- Click on the Save button when finished. Repeat this process for each date for each student.

Scheduling Future Services (Step Four)

- Your scheduled future services will appear (highlighted in a peach color) on the service calendar.
- When the service has been delivered and the service record should be certified, double click on the service record in the calendar and click on the Edit link.
- Enter progress, session notes and certify the record. The completed record will be highlighted in purple on the calendar.

Jul, 2011				
Mon	Tue	Wed	Thu	Fri
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Services scheduled for Tuesday, July 19th (highlighted in yellow):

- **AT 30m: Seher,Debbie
- **AT 30m: Zimmerman,Zoe

Services scheduled for Wednesday, July 20th (highlighted in peach):

- **AT 30m: Zimmerman,Zoe

Services scheduled for Thursday, July 21st (highlighted in peach):

- **AT 30m: Zimmerman,Zoe
- **AT 30m: Seher,Debbie

Services scheduled for Friday, July 22nd (highlighted in peach):

- **AT 30m: Zimmerman,Zoe
- **AT 30m: Seher,Debbie

Encounter Attendance Resources on the SESIS Website

- Encounter Attendance job aids:
 - Recording a Service
 - Scheduling Future Services
- Encounter Attendance computer-based training (CBT)
- Caseload and Encounter Attendance step-by-step training guide

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

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