

ORCS- In response to many phone and email inquiries [has put together the following visual for staff](#). Please share the following:

-All related service providers **MUST** call IVR including 1:1 Paraprofessionals (except nurses). In addition, ESL and SETSS teachers must also call IVR.

-The IVR call drops into CAP, SEC and SESIS and updates SEC reports as well as populates case loads in SESIS

-After IVR call, the individual providers will see their students in their SESIS case loads.

**-Staff is responsible to enter "Encounter Attendance" in SESIS (see attached PDF file)**

-Attendance and session notes [by related service providers](#) should be entered as soon as possible

**- If a DOE provider does not have access to SESIS, they must be added to the school's Galaxy which should resolve the problem.**

**- If you encounter a glitch, call SESIS Help Desk at (718) 935- 2985**

\*Non- DOE personnel (contracted or RSA providers) must also call IVR but not until after ORCS has sent their agency an electronic transmittal through SEC or processed the RSA Approval Letter in SEC. Calling IVR before those transactions have taken place is pointless.

\*If a Non-DOE provider is not in SESIS, the provider has to contact their agency which in turn contacts central to put them in the PETS system. You do not add them to your school's galaxy as this misstep would skip a security based system created for non-DOE staff.

**\*All providers should be using the latest agreed upon IEP mandate to serve students. At this time, it is important for you to review SEC reports for accuracy. If an IEP was finalized in SESIS but did not download to CAP, your SEC reports will not be accurate. These inconsistencies need follow up and data clean up all throughout the year.**

\*ORCS will contract out any vacancies you report to the office and copy the school related service contact on an email.

**\*No RSA providers should be allowed to serve students in your buildings at this time. We MUST honor the contracts with agencies first.** Please have your related services designee touch base with Maria Leo [MLeo2@schools.nyc.gov](mailto:MLeo2@schools.nyc.gov) for any provider vacancy.

\*Lastly, any contracted out evaluation requests must be made through SESIS