



# Encounter Attendance Reports

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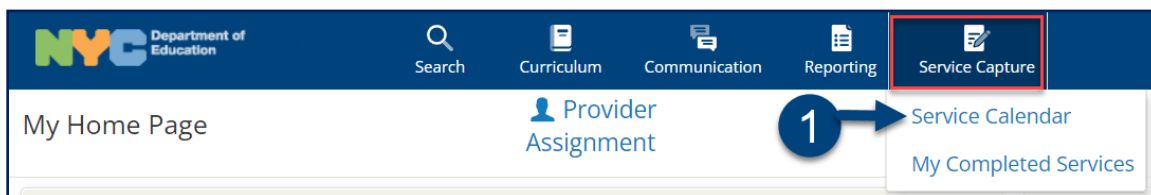
## Introduction

This training guide provides steps to generate the *Services Completed for Student Report*, *My Completed Services Report* and the *Provider Calendar Report*. Follow the steps below in SESIS to view completed (certified and saved) services provided on these reports.

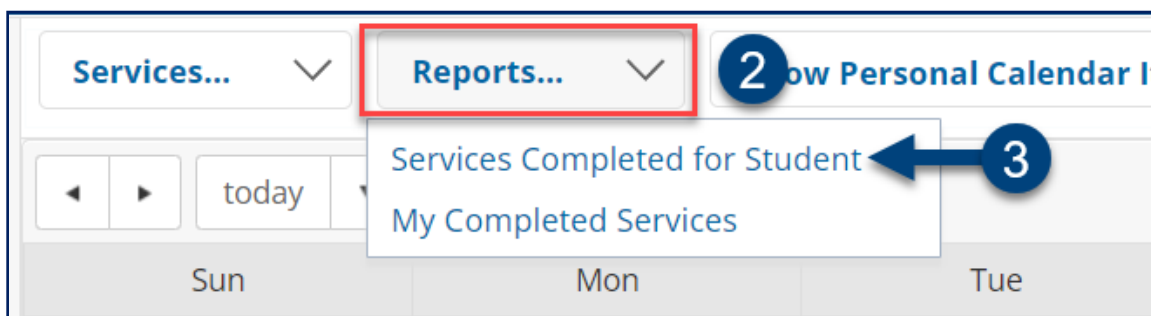
## Services Completed for Student Report

This report calculates the total number of service minutes provided to a selected student in a monthly calendar format. All certified records entered by service providers servicing the student are shown.

1. From the SESIS homepage, click on **Service Capture** then select **Service Calendar**.



2. On the *Service Calendar*, click the **Reports** dropdown menu.
3. Click **Services Completed for Student**.



4. From the *Services Completed for Student* dropdown menu, select the **student**.

**Note:** Use the *calendar icon* to select the month if necessary.

Service Calendar > Services Completed for Student: Place, Randy (NEWPLC050) ▾

Annual, Andy (ANNUAL050)  
Annual, Mia (ANNIEP050)  
**Place, Randy (NEWPLC050)**  
Reval, Rudy (REEVREF050)

Service: (all services)

Month: June 2022

**Note:** All services completed for the student will populate on the calendar.

June 2022 Services (as of 06/13/2022)							Totals
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Completed
29	30	31	1	2 SP 30m	3 PT 30m	4	SP (30) PT (30)
5	6	7 PT 30m SP 30m	8 OT 30m	9	10 OT 30m	11	PT (30) SP (30) OT (60)
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 (60m) PT (60m) OT (60m)

5. By checking the *Provided by You Only* box, service providers have the option to view only services they have provided.

Monthly Summary Services Listing

Service: (all services) ▾  Provided by You Only

Month: June 2022

- To view the service record details from the *Monthly Summary* tab, **click the link** located in the services completed calendar.

**Note:** You may navigate to previous or next months by clicking the arrows.

Monthly Summary Services Listing

Service: (all services)  Provided by You Only

Month: June 2022

Services Completed for Student: Randy Place (NEWPLC050)

June 2022 Services (as of 06/13/2022)							Totals
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Completed
29	30	31	1	2	3	4	SP (30)
5	6	7 SP 30m	8	9 SP 30m	10	11	SP (30)
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 (60m)

**Note:** You may uncheck *Provided by You Only* to view details for ALL services completed for the student.

Monthly Summary Services Listing

Service: (all services)  Provided by You Only

Month: June 2022

- The **Services Listing** tab shows the service record details in columns (e.g. *Session Notes*, *Progress Indicators* and *Service Descriptions*) for the selected month. Use **Set Specific Date Range** to select specific start and end dates.

Student ID	Last Name	First Name	Admin DBN	Physical Location DBN	District	Provider Name	Date of Service	Service Start Time	Service End Time	Service Type	Session Notes	Session Type	Language	Duration	Grouping	Actual Group Size	Service Location	Service Description	Progress Indicator	Date encounter entered	Date encounter certified
NEWPLC050	Place	Randy	99K021: Non-Specialized Elem School	99K021: Non-Specialized Elem School	Training District	Speechdoe.Bruce	6/2/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample Notes 2.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:32 AM	06/13/2022, 11:32 AM

- Click **Service Calendar** to return to the service calendar.

## My Completed Services Report

This report lists all your completed services (certified and saved) for encounters provided in a selected month.

- From the SESIS homepage, click on **Service Capture** then select **Service Calendar**.

- On the *Service Calendar*, click the **Reports** dropdown menu.
- Click **My Completed Services**.

4. Completed services are listed by student for the selected month. The service type (OT, PT or SP, etc.) and duration will be charted for the day the service was provided.

Service Calendar > My Completed Services

Monthly Summary **Services Listing**

Service: (all services) (all students)

Month: June 2022 Set Specific Date Range... Print Forms

**4**

Services Completed by Bruce Speechdoe

June 2022 Services (as of 06/13/2022)

Student ID	Last Name	First Name	Admin DBN	Physical Location DBN	District	Provider Name	Date of Service	Service Start Time	Service End Time	Service Type	Session Notes	Session Type	Language	Duration	Grouping	Actual Group Size	Service Location	Service Description	Progress Indicator	Date encounter entered	Date encounter certified
ANNUAL050	Annual	Andy	99K023: Non-Specialized High School	99K023: Non-Specialized High School	Training District	Speechdoe,Bruce	6/1/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample notes.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:06 AM	06/13/2022, 11:06 AM
NEWPLC050	Place	Randy	99K021: Non-Specialized Elem School	99K021: Non-Specialized Elem School	Training District	Speechdoe,Bruce	6/2/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample Notes 2.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:32 AM	06/13/2022, 11:32 AM
ANNUAL050	Annual	Andy	99K023: Non-Specialized High School	99K023: Non-Specialized High School	Training District	Speechdoe,Bruce	6/3/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample Notes 2.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:07 AM	06/13/2022, 11:07 AM

**Note:** To view session details, click on a **service record** on the *Monthly Summary* calendar.

**Monthly Summary** Services Listing

Service: (all services)

Month: June 2022 Calendar Icon Previous Next

Services Completed by Bruce Speechdoe Print Icon

Student Name (ID)	June 2022																												T		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Annual,Andy (ANNUAL044)			SP 30m				SP 30m						SP 30m																		SP 90m

SP = Speech-Language Therapy

5. The *Services Listing* tab shows session details completed by you for all students on your caseload.

**Note:** You may select a specific student from your caseload by clicking the *(all students)* dropdown menu.

Service Calendar > My Completed Services

Monthly Summary **Services Listing**

Service: (all services) **5** (all students)

Month: June 2022 | Set Specific Date

**Services Completed by Bruce Speechdoe**

June 2022 Services (as of 06/13/2022)

Student ID	Last Name	First Name	Admin DBN	Physical Location DBN	District	Provider Name	Date of Service	Service Start Time	Service End Time	Service Type	Session Notes	Session Type	Language	Duration	Grouping	Actual Group Size	Service Location	Service Description	Progress Indicator	Date encounter entered	Date encounter certified
ANNUAL050	Annual	Andy	99K023: Non-Specialized High School	99K023: Non-Specialized High School	Training District	Speechdoe.Bruce	6/1/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample notes.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:06 AM	06/13/2022, 11:06 AM
NEWPLC050	Place	Randy	99K021: Non-Specialized Elem School	99K021: Non-Specialized Elem School	Training District	Speechdoe.Bruce	6/2/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample Notes 2.	Service Provided	English	30	Individual	Individual	Separate Location - Therapy Room	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/13/2022, 11:32 AM	06/13/2022, 11:32 AM

## Provider Calendar Report

This report is a calendar and data view of a provider's Certified, Draft and Prescheduled service records. Follow the steps below to generate this report in SEIS.

1. From the SEIS homepage, click **Reporting** then select **Standard Reports**.

NYC Department of Education

Search Curriculum Communication **Reporting** Service Capture

My Home Page Provide Assignmen

**1** Standard Reports Advanced Reports

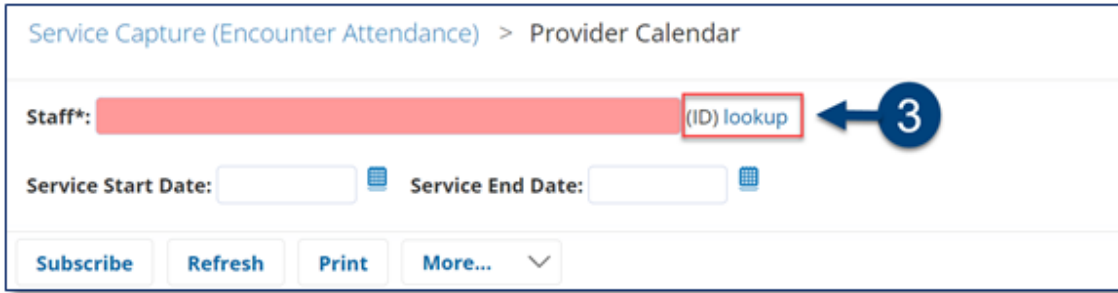
2. Click the down facing **arrow** to expand the options under *Service Capture (Encounter Attendance)* and select **Provider Calendar**.

Search reports New List Report New Multi-dimensional Report

- Case Closing
- Evaluation
- IEP
- Placement
- Referral
- Service Capture (Encounter Attendance)**
  - Encounter Attendance Log Report
  - Provider Calendar**
  - Related Services Mandates Encounter Summary Report

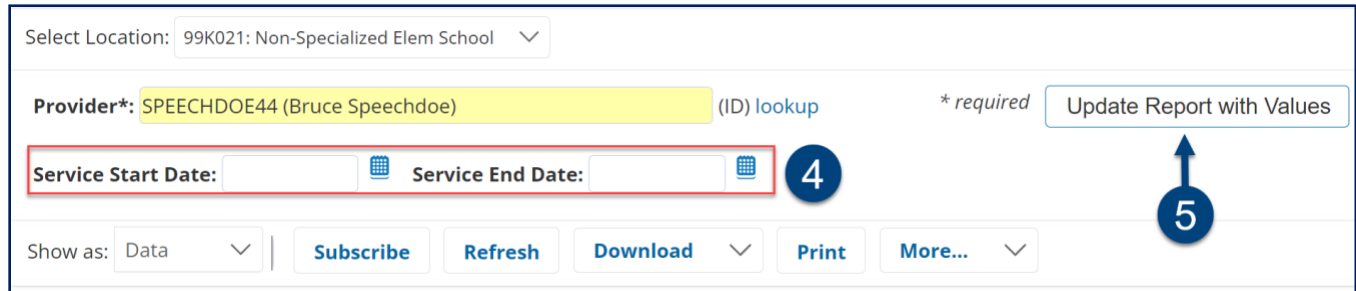
**Note:** To display the *Provider Calendar Report* in the *Reports* panel on your SESIS homepage, refer to the [Subscribing to the Provider Calendar Report](#) section of this training guide.

3. Use the *lookup* link to search for a staff member. (This is a required field).

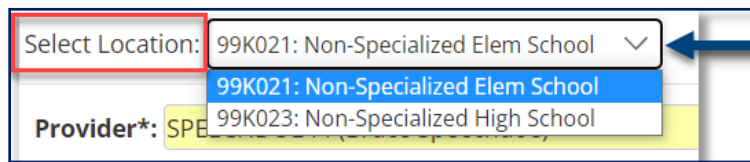


4. Enter a **Service Start Date** and/or **Service End Date** (optional).

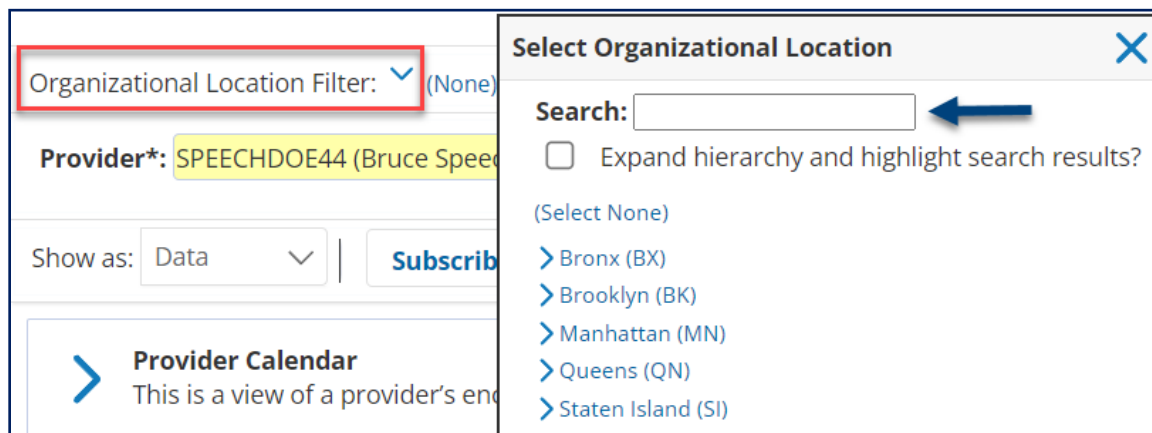
5. Click **Update Report with Values**.



**Note:** Staff assigned to multiple locations will need to select/verify the location using the *Select Location*: dropdown menu.



Staff with citywide access to students, have the option to select a location from the *Organizational Location* filter.



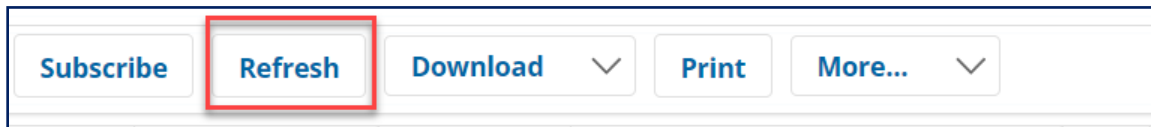
6. The *Provider Calendar* will populate and display all of a provider's records. It includes *Future Prescheduled, Draft, and Certified* records to serve as a visual aid of the provider's caseload.

**Note:** The person running the report will only be able to view records for students they have access to in SESIS.

Provider Calendar  
This is a view of a provider's encounters, for all (Future Prescheduled, Draft, and Certified records), in order to provide a visual of the provider's caseload and schedule based upon encounter data.

Session Information	Student ID	Last Name	First Name	Grade	Date of Birth	Home District	CSE District	Admin DBN	Physical Location DBN	School Name	Provider	Mandate Short Description	Date Of Service	Service Start Time	Service End Time	Service Type	Session Notes	Session Type	Mandate Language	Duration	Grouping	Actual Group Size	Service Location	Service Description (CPT code)	Progress Indicator	Date Recorded	Time Recorded	Date Certified	Certified Status	
10:00 AM - 10:30 AM - Annual Andy	ANNLJAL044	Annual	Andy	09	05/02/2007	20	N/A	N/A	99K023	99K023	Non-Specialized High School	Brude Speechdoc	5 IEP SP 1W:30-1 EN 10M:2	06/07/2022	10:00 AM	10:30 AM	Speech-Language Therapy	Sample Notes	Service Provided	English	30	Individual	Special Education Classroom	Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/29/2022	09:14 AM	06/29/2022 09:14 AM	CERTIFIED	
09:00 AM - 09:30 AM - Annual Andy	ANNLJAL044	Annual	Andy	09	05/02/2007	20	N/A	N/A	99K023	99K023	Non-Specialized High School	Brude Speechdoc	5 IEP SP 2W:30-4 EN 10M:3	06/03/2022	09:00 AM	09:30 AM	Speech-Language Therapy	Sample Notes	Service Provided	English	30	Group	4	Special Education Classroom	Treatment of speech, language, voice, communication, and/or auditory processing in a group setting - CPT code 92508	Student made expected progress toward goal attainment.	06/29/2022	09:13 AM	06/29/2022 09:13 AM	CERTIFIED

**Note:** When edits are made to search criteria, click **Refresh** to display the results.



**Note:** Services will be color coded depending on the group size of the service provided.

Session Type	Mandate Language	Duration	Grouping	Actual Group Size
Service Provided	English	30	Individual	
Student Absent	English	30		
Service Provided	English	30	Group	4

- **Green Rows**- Indicate services provided for an *Individual* mandate.
- **Black Rows**- Indicate services when grouping is not specified.
- **Blue Rows**- Indicate services provided for a *Group* mandate.



**Note:** Color coding is applicable in *Data* view and *Calendar* view.

### Data View:

The *Show as* dropdown menu displays *Data* for a data visual of the provider's prescheduled, draft and certified records.

**Note:** Click the icon on the left column of the report to view the **Service Record** form.

Provider Calendar

This is a view of a provider's encounters, for all (future Prescheduled, Draft, and Certified records), in order to provide a visual of the provider's caseload and sched...

Session Information	Student ID	Last Name	First Name	Grade	Date of Birth	Home District	CSE District	CSE District	Admin DBN	Physical Location DBN	School Name	Provider	Mandate Short Description	Date Of Service	Service Start Time	Service End Time
11:00 AM - 11:30 AM - Annual Andy	ANNUAL044	Annual	Andy	09	05/02/2007	20	N/A	N/A	99K023	99K023	Non-Specialized High School	Bruce Speechdoe	SJEP:SP:1W:30:1:EN:10M:2	06/07/2022	11:00 AM	11:30 AM

**Note:** Users are able to filter the report by color in *Data* view by scrolling all the way to the right of the report and clicking the *Filter by row color icon* on the upper right corner. Click **OK** after deselecting all checkboxes and selecting the desired filter checkbox.

Service Description (CPT code)	Progress Indicator	Date Recorded	Time Recorded	Date Certified	Color
Treatment of speech, language, voice, communication, and/or auditory processing - CPT code 92507	Student made expected progress toward goal attainment.	06/29/2022	09:14 AM	06/29/2022, 09:14 AM	GREEN (2x)

### Calendar View:

From the *Show as* dropdown menu, select *Calendar View* for a visual of the provider's prescheduled, draft and certified records.

Provider Calendar

This is a view of a provider's encounters, for all (future Prescheduled, Draft, and Certified records), in order to provide a visual of the provider's caseload and schedule based upon encounter data.

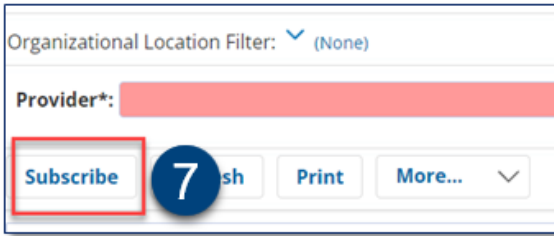
Date Of Service - June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 10:00 AM - 10:30 AM - Annual Andy	8	9	10 09:00 AM - 09:30 AM - Annual Andy	11
12	13 10:00 AM - 10:30 AM - Annual Andy	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Subscribing to the Provider Calendar Report

Below are the steps to subscribe to the Provider Calendar Report. Subscribing will display the report on your SESIS homepage.

7. Click **Subscribe**.

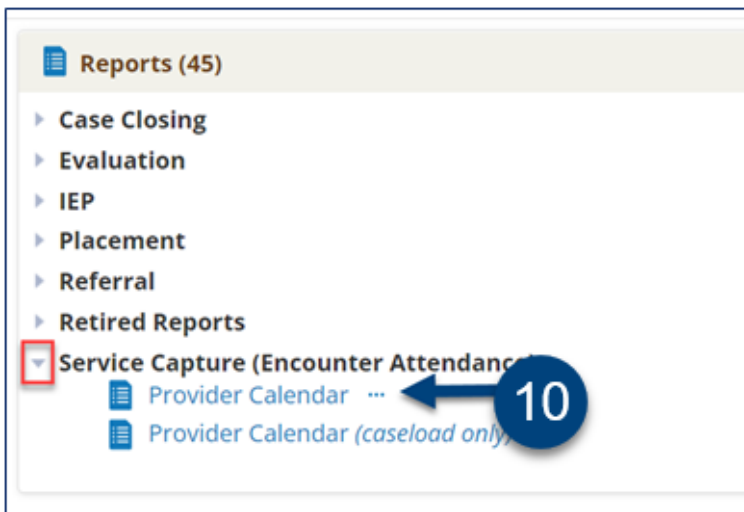


8. Click **Yes** to the question *Subscribe to this report?*

9. Click **Set Options**.



10. The *Provider Calendar Report* will display on the *Reports* panel on the SESIS homepage.



**Note:** When you subscribe to the *Provider Calendar* report, the *Provider Calendar (caseload only)* report is automatically created and will also display in the *Reports* panel on the SESIS homepage.