



Completing a Service Record for Paraprofessionals

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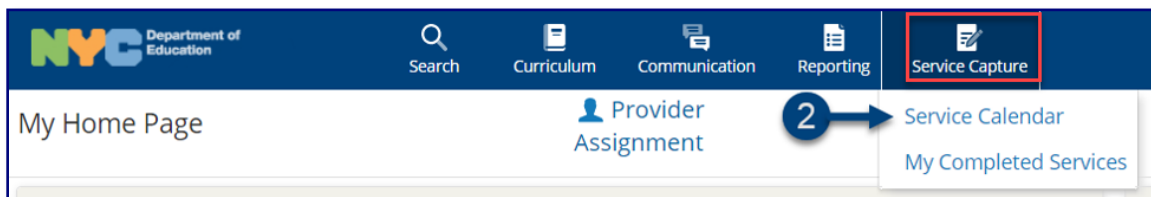
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Introduction

This training guide provides Paraprofessionals with instructions on how to complete a service record for a student in Encounter Attendance.

Encounter Attendance

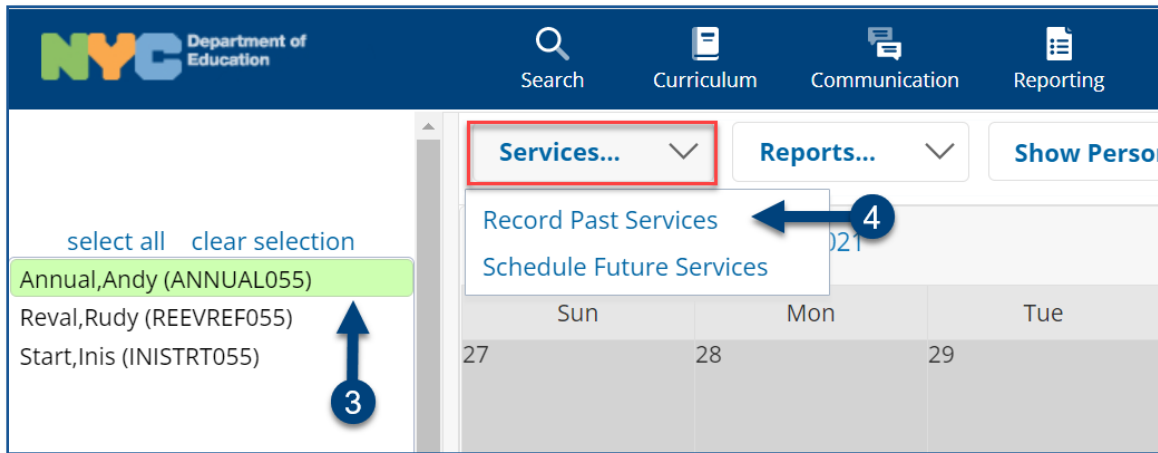
1. **Log in** to SESIS.
2. From the *Top Navigation bar* on your homepage, click **Service Capture**, then select **Service Calendar**.



Select Student and Verify/Select Mandate

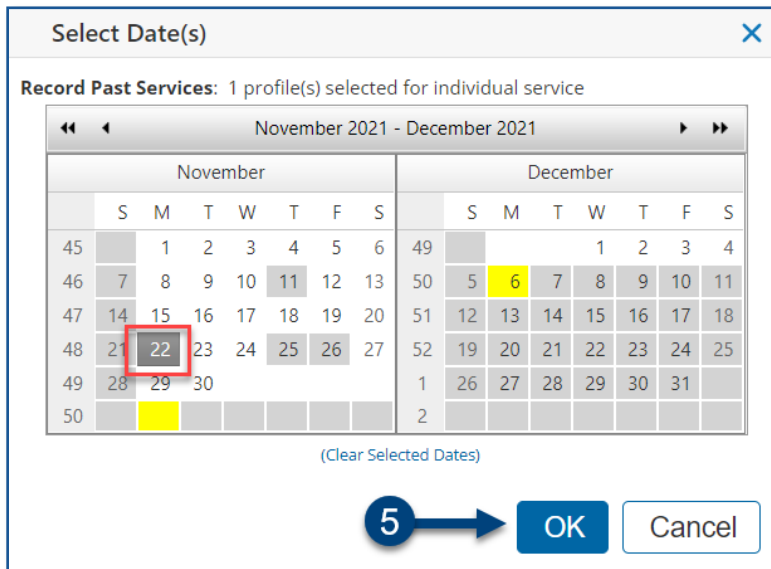
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
4. From the Services dropdown, select **Record Past Services**.

Note: You may also right click on a specific day and select **Record Past Services**.



5. Select the **date(s)** on the *Record Past Services* calendar and click **OK**.

Note: The *Record Past Services* pop-up calendar displays on top of the *Service Calendar*. Since you are recording a past service, future calendar days are grayed out.



Note: If the student has multiple mandates for the same Service Type, the *Select Mandate* pop-up window may display, and you need to select the appropriate mandate.

Mandate Short Description	Mandate Term	Service Type	Mandated Language of Service	Mandated Frequency	Mandated Duration	Mand Max. Group Size
S:IEP:PARA-HEALTH-FEED:5W:80%:8:EN:10M:1	10M	Paraprofessional:Health:Feeding	English	5/week	80%	Group 8
S:IEP:PARA-TRANSP:5W:20%:8:EN:10M:2	10M	Paraprofessional:Transportation	English	5/week	20%	Group 8

- Verify/Enter the actual **Start Time**, and **End Time** for the session.
- Service Type will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

Encounter Attendance

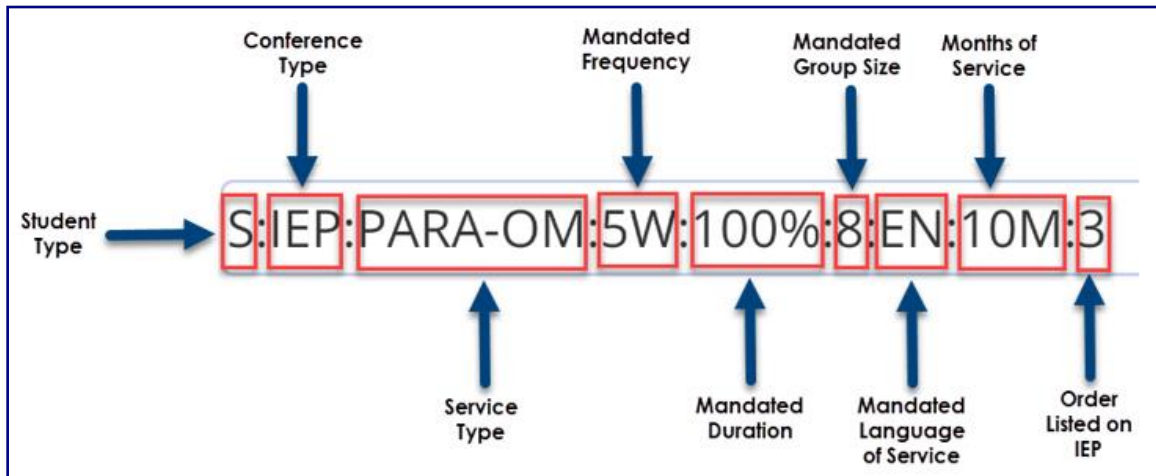
Student: Eva Reeval	ID: NEWTST051	Provider: Alex Para	Provider Type: Paraprofessional
Date of Service*: 01/03/2022	Start Time*: <input type="text"/>	End Time*: <input type="text"/>	Service Duration:
Service Type*: Paraprofessional	Temporary Service <input type="checkbox"/>		

Note: A warning message will display if you select a Service Type for a role you are not assigned. However, the message will not prevent you from recording the service.

Service Type*: Occupational Therapy	<input type="text"/>	lookup
Mandate Short Description:*	Add Mandates to the list (Check all that apply and click lookup to view Mandates list): <input checked="" type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input type="checkbox"/> Compensatory Services <input type="checkbox"/> Add All Service Types <input type="checkbox"/> Add Expired/Outside Term Mandates <input type="checkbox"/> Add Mandates Without/Pending IEP Consent	
	Please click the Lookup link to select a mandate for this service record. The selected service type doesn't match your SESIS role.	

Mandate Short Description

The *Mandate Short Description* is broken down as follows:



Note: For more information, please refer to the [Understanding the Mandate Short Description guide](#) on the [SEIS InfoHub](#).

8. Verify/Select the **Mandate Short Description**.

Note: If the mandate you served is not displayed in the *Mandate Short Description* field, check the *Add All Service Types*, *Add Expired/Outside Term Mandates*, and/or *Add Mandates Without/Pending IEP Consent* boxes and click the **lookup** link to display additional mandates.

The screenshot shows the **Mandate Short Description** field with the value **S:IEP:PARA-OM:5W:100%:8:EN:10M:3**. A blue circle with the number 8 points to the **lookup** button. Below the field, there are three checkboxes: **Mandated Service (IEP/IESP/SP/CSP)**, **Compensatory Services**, **Add All Service Types**, **Add Expired/Outside Term Mandates**, and **Add Mandates Without/Pending IEP Consent**.

9. Verify/Select the **Session Type**.

The screenshot shows the **Session Type** dropdown menu with the value **Service Provided**. A blue circle with the number 9 points to the dropdown arrow.

Note: "Mandated" fields (e.g., *Mandated Frequency*, *Mandated Duration*) auto-populate from the conference document.

Claimed Frequency

10. Verify/Select the **Claimed Frequency**.

Note: The *Claimed Frequency* is the portion of the mandate for which you will be providing service to the student. It doesn't need to be changed if you're providing the full service. Claiming does not impact the ability of other providers to enter encounters for the same mandate which is shared by more than one provider.

11. Verify/Select the **Actual Group Size** value (*Individual* or *Group*). Modify if necessary.

12. Verify/Select the **Actual Service Location** from the dropdown menu.

Mandated Frequency:*	5 per week		
Claimed Frequency:*	5	per week	10
Mandated Duration:*	100%		
Mandated Language of Service:	English		
Mandated Max. Group Size:	Group of 8	Actual: (Select)	11
Mandated Service Location:		Actual: (Select)	12

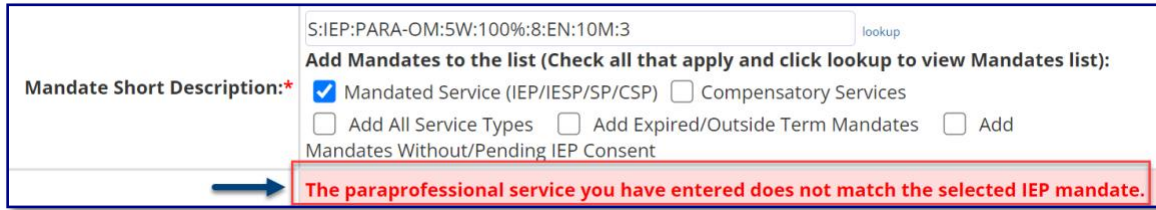
CPT Codes and Session Notes

13. Select **CPT Codes/Service Type Detail**.

Note: Under **CPT Codes/Service Type Detail**, select the type of paraprofessional service you are currently servicing the student. For example, select *Orientation and Mobility* if you are the paraprofessional for a student recommended an *Orientation and Mobility* Paraprofessional or *Transportation* for a student recommended a *Transportation* Paraprofessional on their most recent finalized *IEP*.

CPT Code/Service Type Detail:	(Select) ▾	13
Progress Indicator:	(Select)	
Notes for this Session:	Orientation and Mobility Health:Ambulation Health:Feeding Health:Other Health Needs Behavior Support Transportation Toileting	

Note: A warning message will display if you select a *Service Type Detail* that does not match the selected IEP mandate. However, the message will not prevent you from recording the service.



S:IEP:PARA-OM:5W:100%:8:EN:10M:3 lookup

Mandate Short Description:*

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandated Service (IEP/IESP/SP/CSP) Compensatory Services

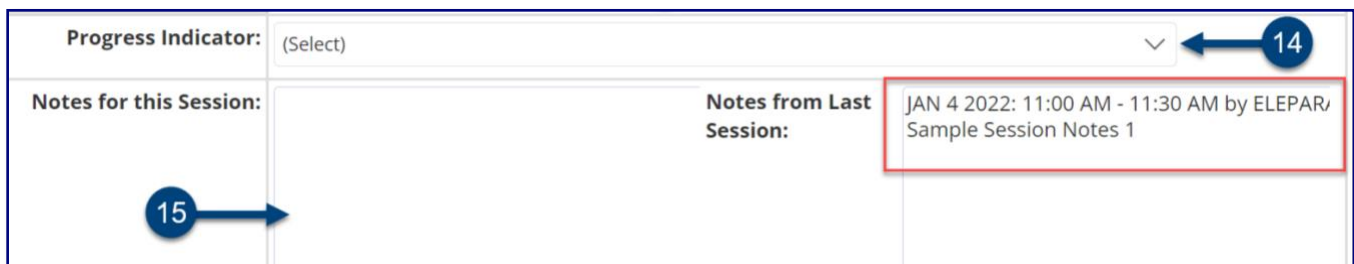
Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

The paraprofessional service you have entered does not match the selected IEP mandate.

14. Select the student's progress from the **Progress Indicator** dropdown menu.

15. Enter your session notes for the student in the **Notes for this Session** text box, optional.

Note: Notes from the student's last recorded session will appear in the *Notes from Last Session* text box, regardless of who worked with the student. For example, if you are splitting the mandate with another provider who most recently provided services, you will be able to see their notes from the last session.



Progress Indicator: (Select) 14

Notes for this Session: 15

Notes from Last Session: JAN 4 2022: 11:00 AM - 11:30 AM by ELEPAR/ Sample Session Notes 1

Certify and Save Service Record

16. **Check the box** to certify the service. Certifying a *Service Record* is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations.

17. Click **Save** to save your entries and finalize the *Service Record*.



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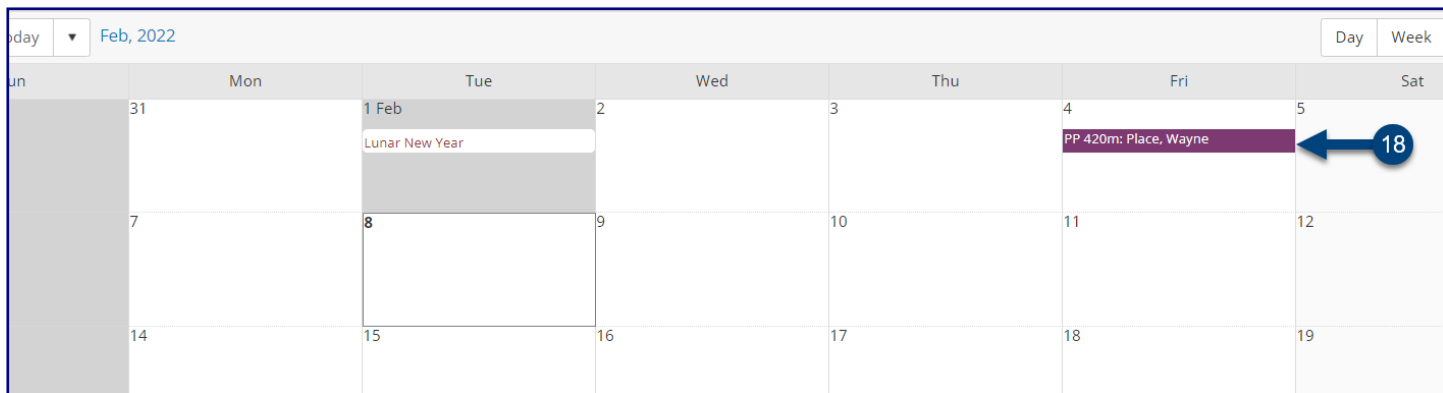
By clicking the certification below, it is my intent to electronically submit this record to the NYC DOE. My submission of this record in this fashion is the legal equivalent of my handwritten signature on the submitted record.

*I certify that I was approved by the NYC DOE to provide the services, that I provided the services as documented in this record, and to the truth of the information it contains.

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Save Cancel

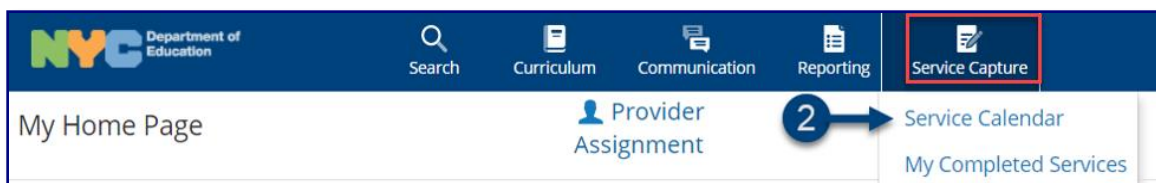
18. After the service capture has been certified and saved, the completed service record will display on the *Service Calendar* in purple. **Double click**, or **right click** on the record to view the details.



Completing a Service Record for Alternate Placement Para

The steps below will guide you to complete a service record for Alternate Placement Paraprofessional services.

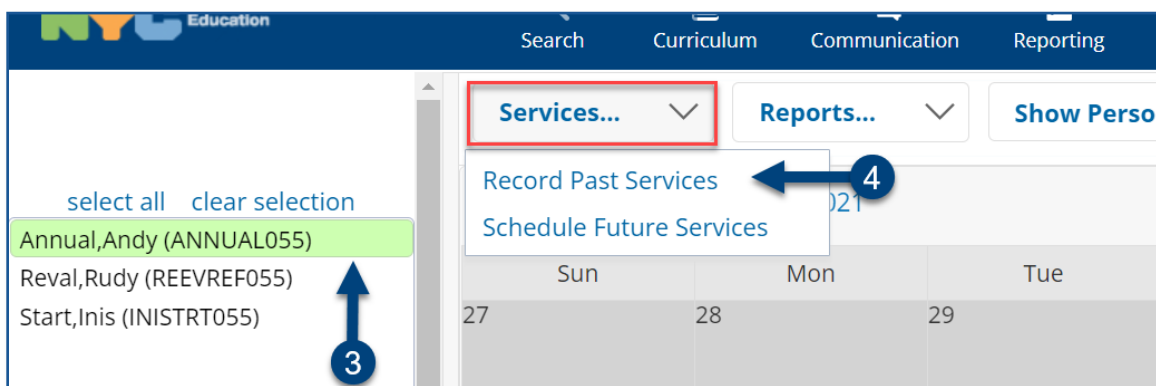
1. **Log in** to SESIS.
2. From the *Top Navigation bar* on your homepage, click **Service Capture**, then select **Service Calendar**.



Select Student and Verify/Select Mandate

3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to record a past service.
4. From the *Services* dropdown, select **Record Past Services**.

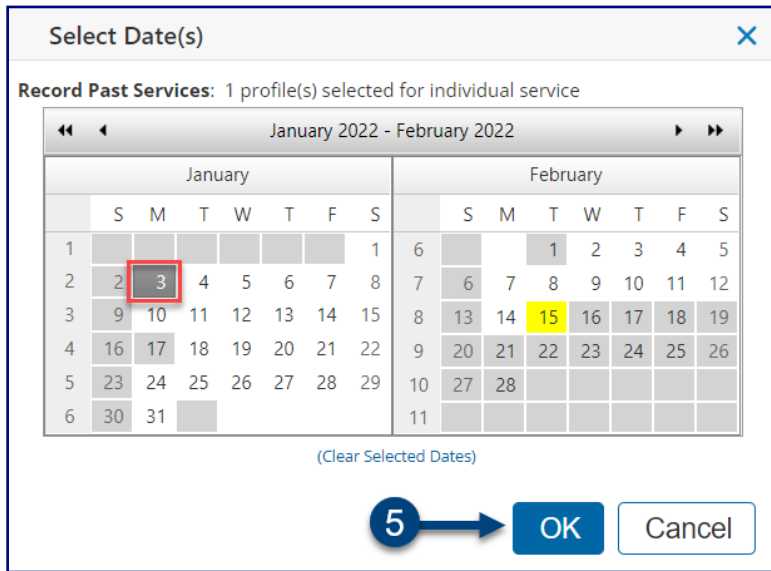
Note: You may also right click on a specific day and select **Record Past Services**.



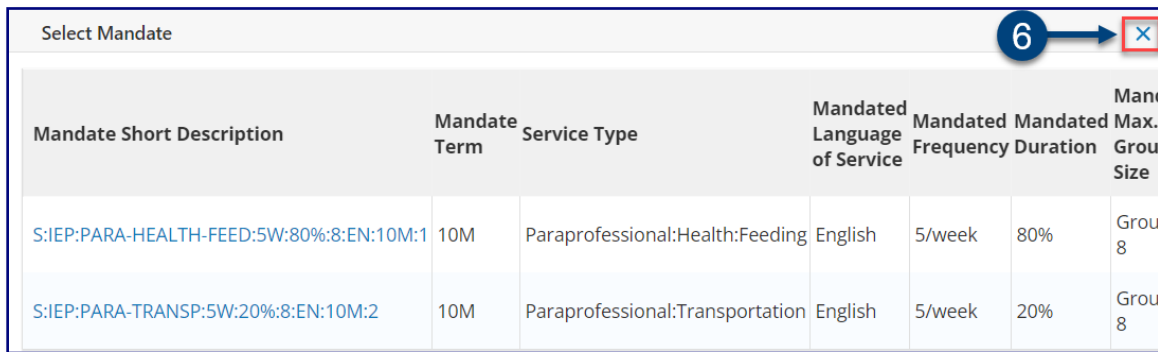
Note: The Record Past Services pop-up calendar opens on top of the *Service Calendar*.

5. Select the **date(s)** on the *Record Past Services* calendar and click **OK**.

Note: Since you are recording a past service, future calendar days are grayed out.



6. If the *Select Mandate* pop-up window opens, Click **X** on the top right corner to close it since the service is not associated with an IEP recommendation.



- Verify/Enter the actual **Start Time**, and **End Time** for the session.
- Service Type* will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

Encounter Attendance

Student: Eva Reeval	ID: NEWTST051	Provider: Alex Para	Provider Type: Paraprofessional
Date of Service: 01/03/2022	Start Time: <input type="text"/>	End Time: <input type="text"/>	Service Duration:
Service Type: Paraprofessional	Temporary Service: <input type="checkbox"/>		

- Click the **Compensatory Services** checkbox.

Mandate Short Description: lookup

Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandated Service (IEP/IESP/SP/CSP) **Compensatory Services**

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

Note: The *Compensatory Services* checkbox is used to encounter services from the Compensatory Services section of the IEP, services provided during Sensory Exploration, Education & Discovery (SEED) programming, or services that are not associated with an IEP, IESP, SP or CSP recommendation. It is also selected for services provided pursuant to an impartial hearing order, resolution, or settlement, and Alternate Placement Paraprofessional services.

Mandate Short Description: lookup


Add Mandates to the list (Check all that apply and click lookup to view Mandates list):

Mandated Service (IEP/IESP/SP/CSP) **Compensatory Services**

Add All Service Types Add Expired/Outside Term Mandates Add Mandates Without/Pending IEP Consent

For more information regarding how to determine the need for Compensatory Services at IEP Meetings, go to the [Determining the Need for Compensatory Services at IEP Meetings](#) guide on the InfoHub.



10. Select **Service Provided – Other** from the *Session Type* dropdown.

	<input type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input checked="" type="checkbox"/> Compensatory Services
Session Type:	(Select) 
Language of Service:	(Select)
Group Size:	Service provided - Compensatory Service Provided - Recovery Service provided - Make-up Service Provided - Other ← 10 Student Absent Provider Absent Cancelled
Service Location:	Long Term Student Absence Student Refused


11. Verify the **Language of Service**. Modify if necessary.

12. From the *Group Size* dropdown menu, select/verify the **actual group size**.

13. Select the **Service Location** from the dropdown menu.

Language of Service:	English  ← 11
Group Size:	(Select)  ← 12
Service Location:	(Select) ← 13

14. Select **Alternate Placement** from *CPT Codes/Service Type Detail* dropdown menu.

CPT Code/Service Type Detail:	(Select) 
Progress Indicator:	(Select)
Notes for this Session:	Orientation and Mobility Health:Ambulation Health:Feeding Health:Other Health Needs Behavior Support Transportation Toileting Alternate Placement ← 14 Travel Training

15. Select the student's progress from the *Progress Indicator* dropdown menu.

16. Enter your session notes for the student in the **Notes for this Session** text box, if applicable.

The screenshot shows a form with two main sections. The top section is labeled "Progress Indicator:" and contains a dropdown menu with "(Select)" as the current selection. A blue circle with the number "15" and an arrow points to the dropdown arrow. The bottom section is labeled "Notes for this Session:" and contains a large text input area. A blue circle with the number "16" and an arrow points to the text input area. To the right of the text input area is a smaller section labeled "Notes from Last Session:".

17. **Check the box** to certify the service. Certifying a *Service Record* is equivalent to attaching an electronic version of your signature. All services must be certified, including absences and cancellations. Click **Save** to save your entries and finalize the *Service Record*.

The screenshot shows a certification section. At the top, there is a paragraph of text: "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 text is a checkbox with a blue checkmark inside, followed by the text: "*I certify that I was approved by the NYC DOE to provide the services, that I provided the services as documented in this record, and to the truth of the information it contains." At the bottom of the section are two buttons: "Save" and "Cancel". A blue circle with the number "17" and an arrow points to the "Save" button.

18. After the service capture has been certified and saved, the completed service record will display on the *Service Calendar* in purple. **Double click**, or **right click** on the record to view the details.

The screenshot shows a calendar interface for November 2021. At the top, there are buttons for "Services...", "Reports...", "Show Personal Calendar Items", and "Print". Below these buttons is a navigation bar with "today" and "Nov, 2021". The calendar grid shows days from Sunday to Thursday. A purple bar representing a service record is visible on Monday, November 22nd, with the text "SP 30m: Annual, Andy". A blue circle with the number "18" and an arrow points to this purple bar. Other dates shown include 31, 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 23, 24, and 25. There are also labels for "Veteran's Day" on November 11th and "Thanksgiving Recess" on November 25th.

Temporary Service Feature for Substitute Paraprofessionals

Check the *Temporary Service* box when service is provided as a temporary service by a Paraprofessional who is not the regularly assigned provider, for example, a substitute.

1. Verify/Enter the actual **Start Time**, and **End Time** for the session.
2. *Service Type* will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.
3. Click the **Temporary Service** checkbox.

Student:	Wayne Place	ID:	ANNPWN044	Provider:	Alex Para	Provider Type:	Paraprofessional
Date of Service:*	02/07/2022	Start Time:*		End Time:*		Service Duration:	
Service Type:*	Paraprofessional			Temporary Service	<input type="checkbox"/>		

Note: Once the *Temporary Service* checkbox is selected, the *Claimed Frequency* field will no longer be editable.

Service Type:*	Paraprofessional	Temporary Service	<input checked="" type="checkbox"/>
Mandate Short Description:*	S:IEP:PARA-OM:5W:100%:8:EN:10M:3 <small>lookup</small> Add Mandates to the list (Check all that apply and click lookup to vi <input checked="" type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input type="checkbox"/> Compensatory Services <input type="checkbox"/> Add All Service Types <input type="checkbox"/> Add Expired/Outside Term Mandates Mandates Without/Pending IEP Consent		
Session Type:	Service Provided		
Mandated Frequency:*	5 per week		
Claimed Frequency:*	(Select) per week		

4. Complete the remainder of the encounter attendance service record.