



# Recording 12-Month, Make-up and Recovery Services for Extended School Year

## **Recording Services for 12-Month Mandates**

Steps / Description	SESIS Image
Select / Verify Mandate Short Description When completing the Encounter Attendance Service Record, the mandate displays in the <i>Mandate Short Description</i> field and should match the mandate from the student's current IEP.	SiEP:SP:3W:30::EN:12M:3       Image         Add Mandates to the list (Check all that apply and click lookup to view Mandates list):         Mandate Short Description:*       Mandated Service (IEP:NES:PS:PCSP)         Compensatory Services         Add All Service Types       Add Expired/Outside Term Mandates         Mandates Without/Pending IEP Consent
<ol> <li>If the student has multiple mandates for the same Service Type, the Select Mandate pop-up window will display automatically, and you will need to select the appropriate mandate.</li> <li>Note: Verify that the Mandate Term is 12M before selecting.</li> </ol>	Select Mandate Short Description Term Type Charge English 2/week Mandated M
Select / Verify Session Type: Service Provided	SiEP-SP:W30:1:EN:12M2 12M Language English 1/week 10 Individual 0x0000 09/13/2021 1 Therapy Boom 1
<ol> <li>Note: The Session Type is prepopulated with Service Provided.</li> <li>Select or verify Service Provided from the Session Type dropdown menu.</li> <li>Complete the rest of the required fields and Certify and Save the record.</li> <li>Note: If this is for 12M make-up services, select Service provided – Make-up from the Session Type dropdown.</li> </ol>	Session Type:       Service Provided         ed Frequency:*       Service Provided         ed Frequency:*       Service provided - Make-up         student Absent       Service theoret

# Recording Make-up Services for Expired/Out of Term Mandates

Use the steps below when make-up service was provided for a mandate outside of the current term. For example, when you provided a make-up service during the extended school year for a mandate from the school year.

Steps / Description	SESIS Image
<ol> <li>Select / Verify Mandate Short Description</li> <li>If the student has multiple mandates for the same Service Type, the Select Mandate pop-up window will display automatically. Click X to close the window.</li> <li>Check the box Add Expired/Outside Term Mandates.</li> <li>Click the lookup link to display expired or outside term mandates.</li> </ol>	Select Mandate         Mandate Short         Mandate
<ol> <li>Select the appropriate mandate.</li> <li>Note: A warning message will display if the Date of Service does not match the term. However, the message will not prevent you from recording the service.</li> </ol>	Add Mandates to the list (Check all that apply and tick lookup to Mandate Short Description:* Mandated Service (IEP/IESP/SP/CSP) Compensatory Services Add All Service 2 Add Expired/Outside Term Mandates Mandates Without/Penong IEP Consent
The Service Duration you have entered does not match the mandate; Check the accuracy of the Start and End Time.	Select Mandate Mandate Service Description Term Type Of Service Fequency Duration Group Location Service Service Location Service Service Location Service Location Location Service Location Location Service Se
does not match the mandate. However, the message will not prevent you from recording the service.	SIEPSP-2W-3D-4EPK-TOAK3 10M Speech Language English 2/week 20 Group Loading 1/1/12/2021 Minutes 4 Hourin Speech 20 Separate Mount Speech 20 Separate Automatic Separate Speech 20 Separate Separate Speech 20 Separate Separate Speech 20 Separate Speech 20 Separate Separate Speech 20 Separate Speech 20 Separate Spee
The Date of Service does not match the term (summer vs school year) of the selected mandate. Check to confirm mandate and service date selection.	SUEPSP-1W30-1EN-10M2 10M The Transport 1/12/2021 The Transport 1/12/2021 SUEPSP-1W30-1EN-10M2 12M English 1/Week 30 Individual English 2052022 8/12/2022
Select Session Type: Service provided – Make-up Note: The Session Type is prepopulated with Service Provided	Service Provided
<ol> <li>To record make-up services, select Service Provided – Make-up from the Session Type dropdown menu.</li> <li>Complete the rest of the required fields and Certify and Save the record</li> </ol>	ed Frequency:* Service Provided Service Provided Service provided - Make-up

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.

	Add Mandates to the list (Check all that apply and click lookup to view Mandates list):	
Mandata Short Description:*		
Mandate Short Description.   Mandated Service (IEP/IESP/SP/CSP) Compensatory Services		
	🗹 Add All Service Types 🗹 Add Expired/Outside Term Mandates 🗹 Add Mandates Without/Pending IEP Consent	

## **Recording Special Education Recovery Services**

Steps / Description	SESIS Image
<ul> <li>Check Compensatory Services Checkbox</li> <li>Note: If the Select Mandate pop-up window displays, click X to close the window.</li> <li>1. Click the Compensatory Services checkbox.</li> </ul>	Mandated Service (IEP/IESP/SP/CSP) Compensatory Services     Session Type:     (Select)     Service provided - Compensatory     Service Provided - Recovery     Service Provided - Make up
<ol> <li>Select Session Type: Service Provided – Recovery</li> <li>Select Service Provided – Recovery from the Session Type dropdown.</li> <li>Complete the rest of the required fields and Certify and Save the record.</li> </ol>	Notes for this Session: Make-up
<b>Note:</b> Enter <b>"Make-up"</b> in the Notes for this Session text box if this is for make-up recovery services.	

## **Encounter Attendance SESIS Resource Links**

### Encounter Attendance Guides/Videos

Guides

Logging into SESIS and Viewing your Student Caseload
Understanding the Mandate Short Description
Encounter Attendance FAQs
Encounter Attendance Upgrade Trending FAQs
Completing an Encounter Attendance Service Record
Completing Past Services for Multiple Students on Multiple Days
Special Education Recovery Services for Encounter Attendance
Scheduling a Future Service for a Student

#### **Role-Specific Resources**

<u>Completing a Service Record for Speech Providers</u> <u>Completing a Service Record for Occupational Therapy Providers</u> <u>Completing a Service Record for Physical Therapy Providers</u>

#### Videos

<u>Completing an Encounter Attendance Service Record</u> <u>Searching for Mandates in Encounter Attendance</u> <u>Scheduling a Future Service for a Student</u> Adding Students to My Students Caseload