THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

What's New in Encounter Attendance

Top Features

Upgrade Feature Description	Upgrade Image
Mandate Matching All active mandates listed on the Encounter Attendance Service Record match the mandates from the most recent *Individualized Education Program (IEP)*, *Individualized Educational Service Plan (IESP)*, *Services Plan (SP)*, or *Comparable Service Plan (CSP)*. This allows providers to select the correct mandate to service, making it easier to ensure students receive the services outlined on their IEP.	
Mandate Short Description The *Mandate Short Description* field and the *Select Mandate* pop-up window displays abbreviated mandate details from the *Individualized Education Program (IEP)*, *Individualized Education Service Plan (IESP)*, *Service Plan (SP)*, or *Comparable Service Plan (CSP)*. The *Mandate Short Description* lists the type of student (i.e., S for School-age, P for Pre-k), type of conference document, service type, mandate frequency, duration, group size, language of service, 10- or 12-month service, and the numbered order of the mandate on the IEP.	
Select Mandate "Pop-up" Window When creating a service record, if the student has multiple active mandates of the same service type, the *Select Mandate* pop-up window automatically displays multiple mandates of the same service type. The *Select Mandate* pop window does not appear if the student only has one active mandate for a specific service type. Instead, the mandate is displayed in the *Mandate Short Description* field.	
Compensatory Services The *Compensatory Services* checkbox is used to encounter services that are not associated with an IEP recommendation. It should only be selected for services that differ from the recommendations on the active IEP, including services provided pursuant to an impartial hearing order, resolution, or settlement, Special Education Recovery Services (including any *Compensatory Services*), and *Alternate Placement Paraprofessional* services.	

Reports	Reports *(continued)*
New Standard Reports • **Provider Calendar Report:** This report is a calendar view of a provider's recorded and scheduled service records. • **Related Services Mandates Encounter Summary Report:** This report lists the mandates the provider is servicing, the mandate start date, and whether a mandate is split between two providers. **Updated Standard Reports** • **Encounter Attendance Log Report:** This report is enhanced with additional data columns and a refined search filter. This report is now available as a standard report and no longer as an advanced report.	**Updated Standard Reports** • A new column, "Assigned Provider(s)," lists the provider's name and is added to the following reports: ▪ IEPs Not Completed by IEP Meeting Date ▪ Parentally Placed/Request for Service ▪ Reconvene IEP Meeting Parent/DOE Requested ▪ Status of Annual Reviews ▪ Status of Annual Reviews/NYSED-Approved NPS ▪ Status of Requested Reevaluations/SED Approved NPS

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More Features

Upgrade Feature	Upgrade Description
Additional Mandate Viewing Options	The following options to view additional mandates are available to users. Typically, you would not need to use these mandate options except in extraordinary circumstances. After checking the box(es), click on *Mandate Short Description* lookup link to display the mandates. • **Add All Service Types:** Displays mandates for a service type other than your primary role. • **Add Expired/Outside Term Mandates:** Displays mandates that are not active. • **Add Mandates Without/Pending IEP Consent:** Displays mandates pending IEP consent or without IEP consent. **Note:** Providers should not record a service encounter unless parental consent has been obtained and recorded in SESIS.
Temporary Service Checkbox	Check the *Temporary Service* box when one of the following service types is provided as a temporary service by a provider who is not the regularly assigned provider (i.e., as a substitute.) • Special Education Teacher Support Services (SETSS) • Hearing Education Services • Interpreting Services - Oral Transliterator • Interpreting Services – Sign Language Interpreter • Paraprofessional • Orientation and Mobility Services • Other Related Service • Other Supplementary Aid/Service • Vision Education Services
Interim Checkbox	When the *Mandated Language of Service* field is a language other than 'English,' the following *Service Types* will display the *Interim* checkbox. • Special Education Teacher Support Services (SETSS) • Speech-Language Therapy • Counseling When checked, the *Mandated Language of Service* field is unchanged. Additionally, the *Interim Language of Service: English* label will appear next to the checkbox. **Note:** The Interim checkbox is displayed only for bilingual services provided in English, pending the availability of a bilingual provider.
Claimed Frequency	*Claimed Frequency* is the portion of the mandate assigned to the caseload of the provider entering the service record. A provider's caseload may, if necessary, include less than the full mandated frequency for a mandate due to limited schedule capacity. In these instances, a second provider may be assigned the balance of the mandate, resulting in it being fully served. The full IEP *Mandated Frequency* will pre-populate on the service record. If the provider is servicing the entire mandated frequency, the value does not need to change on the *Claimed Frequency* field. On the other hand, if the provider is servicing a part of the mandated frequency, the provider must select the partial frequency from the *Claimed Frequency* dropdown menu. The claimed frequency does not impact the ability of other providers to record student encounters.
View Session Notes from Last Service Record	The prior session notes will display in the *Notes from Last Session* text box when recording a past service, regardless of who worked with the student last.
Prevent Service Records Overlap	SESIS prevents providers from certifying encounters for the same student during the same time slot, except for the following *Service Types,* which allow overlapping service records. • Paraprofessional • Interpreting Services - Sign Language Interpreter • Interpreting Services - Oral Transliterator • Orientation and Mobility Services
Updated Service Record Labels	*Service Record* labels are updated. For example, *Notes for this Session,* previously labeled "Session Notes" and *Mandated Max. Group Size,* previously labeled "Grouping."
Removal of Service Types that are no longer encounterable	The following *Service Types* are no longer available on the *Encounter Attendance Service Record* and do not need to be encountered. • Adapted Physical Education • Medical Services • School Nurse Services • Assistive Technology Services • ENL • Travel Training
New Service Type	"Other" is now Other *Related Service or Other Supplementary Aid/Service.*