

The SESIS Team Presents

SEGIS News



July 2023



Our Vision: Differentiated Learning Content • Updates • Support • Training

SEGIS Note

Dear Colleagues,

We hope your summer is off to a great start. This month the SESIS Training Team is offering several Professional Learning Opportunities (PLOs) for staff who continue to support NYC Public School students during the summer months. Topics include:



- Annual Review Process in SESIS
- Encounter Attendance for DOE Related Service Providers
- IEP Amendment/Reconvene Process in SESIS
- SESIS Basics for New Staff

Refer to the [SEGIS Professional Learning Opportunities](#) page to register.

Click Here!

To Subscribe to receive
SEGIS updates in your
Outlook Inbox



Best,
The SESIS Team

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SEGIS News

SEGIS Planned System Downtime

Check the [SEGIS Communications](#) page for updates.

SEGIS Updates

SEGIS was recently updated. Read a summary of the changes below.

Features & Fixes

Title	Summary																								
<p>Changes to student access for contract agencies and evaluator's caseload</p>	<p>In the Request for Assistance (RFA) process, when an evaluation is contracted out but subsequently withdrawn for an alternative action (i.e., "Select Other Action"), the previously assigned student will be removed from the contract agency's supervisor and evaluator's caseload.</p> <table border="1" data-bbox="441 877 1516 1104"> <thead> <tr> <th colspan="4">ARRANGING EVALUATION ASSISTANCE FOR SCHOOLS</th> </tr> <tr> <th rowspan="2">Assessment Requested for Assistance</th> <th rowspan="2">Action Taken</th> <th colspan="2">Assistance Type</th> </tr> <tr> <th colspan="2">Non-DOE</th> </tr> <tr> <td></td> <td></td> <th>DOE</th> <th>Independent Evaluator</th> </tr> <tr> <td>Psychoeducational Assessment</td> <td>Contract Out <input type="checkbox"/> Select Other Action: <input type="checkbox"/></td> <td></td> <td>Agency Name: 000APU:New York Therapy Placement Services</td> </tr> </thead></table> <p>Request for Assistance training resources are available on the SEGIS Evaluation InfoHub page.</p>	ARRANGING EVALUATION ASSISTANCE FOR SCHOOLS				Assessment Requested for Assistance	Action Taken	Assistance Type		Non-DOE				DOE	Independent Evaluator	Psychoeducational Assessment	Contract Out <input type="checkbox"/> Select Other Action: <input type="checkbox"/>		Agency Name: 000APU:New York Therapy Placement Services						
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<p>SEGIS displays staff members' preferred name</p>	<p>SEGIS is updated to display the staff member's chosen name throughout the application.</p> <table border="1" data-bbox="448 1333 1442 1612"> <thead> <tr> <th colspan="2">Personal Information</th> <th colspan="2">Work Information</th> </tr> </thead> <tbody> <tr> <td>ID</td> <td>ELETEACH04</td> <td>Primary Work Location</td> <td>99K021: Non-Specialized Elem School</td> </tr> <tr> <td>First Name</td> <td>Magnificent</td> <td>Provider Type</td> <td>DOE</td> </tr> <tr> <td>Last Name</td> <td>Teach</td> <td>Title</td> <td>Special Education Teacher</td> </tr> <tr> <td>E-mail</td> <td></td> <td>Language</td> <td></td> </tr> <tr> <td>Work Phone Number</td> <td>718-099-0021</td> <td></td> <td></td> </tr> </tbody> </table>	Personal Information		Work Information		ID	ELETEACH04	Primary Work Location	99K021: Non-Specialized Elem School	First Name	Magnificent	Provider Type	DOE	Last Name	Teach	Title	Special Education Teacher	E-mail		Language		Work Phone Number	718-099-0021		
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<p>SEGIS calendars are updated for the 2023-20204 school term</p>	<p>Dates such as the first and last day of school, holidays, and working days have been set in SESIS for staff to create documents and record service records for the 2023-2024 school term. The following two calendars are updated in SESIS:</p> <ul style="list-style-type: none"> Public Schools calendar Non-DOE provider calendar 																								



SE SIS News

SE SIS Announcements

Recent published communication about SESIS.

2023-2024 Charter School mandates are available in Provider Assignment

As of July 10, the 2023-24 related services and supplementary service mandates for charter school students are available in the SESIS Provider Assignment module for Individualized Education Programs (IEPs) finalized before July 3.

Mandates for charter school students from IEPs finalized on or after July 3 will be available on the provider assignment service grid in mid-August as a part of the full school term update in SESIS. In the meantime, staff should avoid manually adding charter school mandates to the provider assignment service grid from IEPs finalized on or after July 3. However, if there is an immediate need to assign mandates from IEPs finalized on or after July 3, mandates should be added to the provider assignment service grid by provisioned staff.

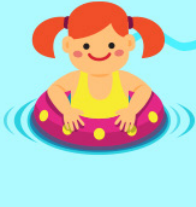
Provider assignment training resources are available on the [SE SIS Related Service Providers](#) page for non-DOE providers and for DOE providers on the [Provider Assignment](#) page by logging in with DOE Outlook credentials.

SE SIS PLO Calendar

Refer to the [SE SIS Professional Learning Opportunities](#) page to register for upcoming training sessions.

July 2023 Professional Learning Opportunities (PLOs)

<p>SE SIS Basics for New Staff Date: 7-18-2023 Time: 10:00 am - 12:00 pm</p>	<p>Encounter Attendance for DOE Related Service Providers Date: 7-19-2023 Time: 10:00 am - 12:00 pm</p>
<p>Annual Review Process in SESIS Date: 7-25-2023 Time: 9:00 am - 12:00</p>	<p>IEP Amendment/Reconvene Process in SESIS Date: 7-27-2023 Time: 10:00 am - 12:00 pm</p>



SE SIS Spotlight

The SESIS Spotlight section highlights users' stories and gives a voice to the amazing work that results in successful student outcomes. If you would like to be featured, contact: siscommunications@schools.nyc.gov.

Evelyn Burgos, Mandated Counseling Compliance Coordinator, Districts 1 through 6



Evelyn Burgos is a Mandated Counseling Compliance Coordinator for Districts 1 through 6 in Manhattan. Her work is essential to ensuring that students with disabilities in Manhattan receive the services they need. She regularly monitors the "Weekly Special Education Mandate Report," ensuring all students receive their needed services and cross-references the data with the "Related Service Recommendations" report in SESIS. Evelyn's work also includes supporting Special Education Teacher Support Services (SETSS) where she manages the P-4 voucher process, ensuring the information is correctly entered into Provider Assignment

for payment. Using Provider Assignment, she also handles the contracting out process for assigning a non-DOE provider to a student. In addition to SESIS, Evelyn uses the Enhanced Rate application for cases requiring above-standard SETSS payments, ensuring all information is entered correctly. Lastly, Evelyn also relies on Galaxy to assist principals with assigning SESIS access for substitute paraprofessionals.

Evelyn describes the SESIS application as resourceful, informative and convenient. She overcame the challenges of being a new SESIS user by reaching out to the SESIS Training Team for guidance. She says, "When I needed support, I reached out to the SESIS Training Team as well as the SESIS Help Desk and asked plenty of questions regarding certain SESIS processes." In addition, she considers her colleagues Giselle Polanco and Rochelle Ross her SESIS mentors. She adds, "Giselle and Rochelle are knowledgeable, efficient, and responsive every time I reach out to them. They always assist me immediately when I need assistance. I truly appreciate their knowledge."

What Evelyn enjoys the most about her job is working with her colleagues in the District 2 office. She says, "I work with an awesome team that goes beyond our responsibilities to make sure that all the students are getting their recommended services."

On her time off, Evelyn enjoys a variety of activities. She shares, "On my time off, I like to work out, listen to Salsa and Freestyle music, travel, and going to the beach to get my tan on."