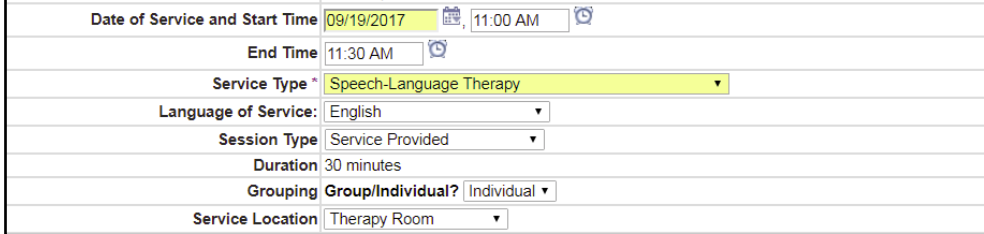
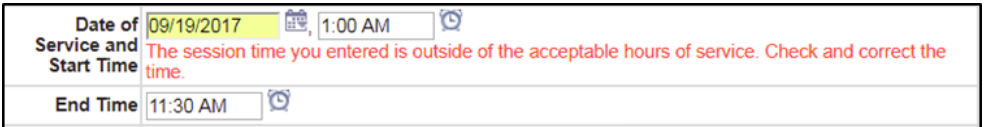
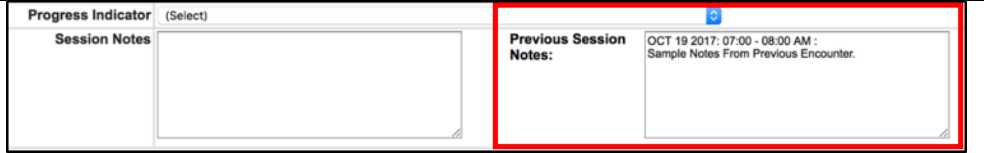
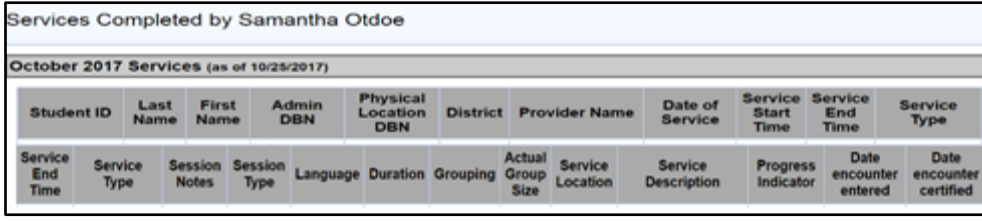
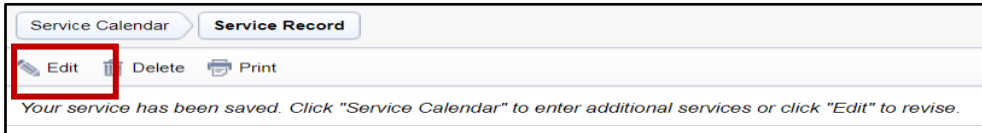




## Encounter Attendance Features

Topic	Details	Image
<b>Pre-population of Fields</b>	<p>SE SIS will pre-populate fields on a Service Record.</p> <ul style="list-style-type: none"> <li>For a service record created using Schedule Future Services, the pre-scheduled session will populate with the information that was saved when the session was created.</li> <li>Records created using Record Past Services will pre-populate from the most recently recorded past service.</li> <li>Pre-populated fields can be modified until the record is certified and saved.</li> </ul>	
<b>Start/End Time Fields Reflect Hours Within a Regular School Day</b>	<ul style="list-style-type: none"> <li>The Service Capture Start and End Time fields reflect hours within a regular school day.</li> <li>If you enter a time outside of the acceptable hours of service, a message will display.</li> </ul>	
<b>View Session Notes from Last Service Record</b>	<ul style="list-style-type: none"> <li>The Previous Session Notes will populate from the most recent service record if the Service Type, Grouping, Provider and Student all match.</li> </ul>	

Topic	Details	Image
<b>My Completed Services Report</b>	<ul style="list-style-type: none"> <li>The My Completed Services report has been configured to be more user friendly by reducing the number of columns.</li> </ul>	
<b>Modify "Saved" but not Certified Service Records</b>	<ul style="list-style-type: none"> <li>Providers can modify a Service Record that was Saved but not Certified.</li> </ul>	

Pre-population of Fields	Details
<ul style="list-style-type: none"> <li>• Start and End Time</li> <li>• Service Type</li> <li>• Language of Service</li> <li>• Grouping</li> <li>• Service Location</li> </ul>	<ul style="list-style-type: none"> <li>• Information can be modified or added on a service record until it is certified and saved.</li> <li>• When recording the service delivery, you must update the times and other pre-populated fields, if necessary, to reflect what actually happened.</li> <li>• Many fields will be blank the first time information is entered for a student.</li> <li>• The Service Type automatically populates based on your role for the first recorded service for a student. Subsequent records for the student will populate from the most recently recorded past service.</li> <li>• Grouping was previously called Group Size.</li> </ul>
Start/End Time	
Clock Icon	<p>Providers can click the "Clock icon" to enter Start and End Times.</p> <ul style="list-style-type: none"> <li>• If the actual Start and End times do not match the selectable times on the clock, the provider should manually enter the correct time.</li> <li>• A message will display if a time outside of the acceptable hours of service is entered (6 AM to 10 PM).</li> <li>• SESIS will prevent providers from entering a time outside of the acceptable hours of service.</li> </ul>
Warning Messages	
	<p>A warning message will display directly beneath the field:</p> <ul style="list-style-type: none"> <li>• If a provider manually enters a Start or End Time outside of the acceptable hours.</li> <li>• If a provider enters the same Start and End Time, resulting in a duration of zero minutes.</li> <li>• If a provider selects a Service Type for a role which they are not assigned. The message will not prevent the provider from completing the record.</li> </ul>
Previous Session Notes	
View Session Notes From Last Service Record	<p>Previous Session Notes display next to the current Session Notes on a Service Record.</p> <ul style="list-style-type: none"> <li>• The Previous Session Notes will populate from the most recent service record if the Service Type, Session Type*, Grouping, Provider and Student all match.</li> <li>• The Previous Session Notes, are read only, and display for reference.</li> <li>• The field will remain empty until a service has been recorded.</li> </ul> <p>*Previous Session Notes will not display if Session Type is Indirect Service, Student Absent, Provider Absent or Cancelled.</p>
My Completed Services	
My Complete Services Report	<p>Values entered on completed (Certified and Saved) Service Records will display on "My Completed Services" reports.</p> <p><b>Note:</b> The report columns have been reconfigured, making it more user-friendly.</p>

<b>Modify “Saved” but not Certified Service Records</b>	
	<p>An Encounter Attendance Service Record that was saved but not certified displays as yellowish on the Service Calendar.</p> <p><b>Note:</b> To certify, or edit, the “uncertified,” “Incomplete,” service, double click it, and then click Edit.</p>
<b>Provider Absent or Cancelled</b>	
	<p>When a provider certifies and saves a record with a Session Type of “Provider Absent” or “Cancelled,” other service providers will be able to record an encounter on the same date and time as the Provider Absent record.</p>