Recording Past Services for Multiple Students on Multiple Days

Introduction

This training guide provides instructions for service providers to complete a past service record for multiple students on multiple days in Encounter Attendance.

Recording Past Services for Multiple Students on Multiple Days

Follow the steps below in SES to record a past service provided to multiple students on multiple days.

**Note:** Images used reflect service recorded by a speech-language therapist, however, this guide is applicable for all service providers.

1. Log in to SES.
2. On the homepage, click Service Capture, then select Service Calendar from the dropdown menu.
3. Select the students from your caseload on the left side of the screen for whom you want to record a past service (hold the CTRL key to select multiple students).
4. Click the Services dropdown menu and select Record Past Services.

**Note:** Since you are recording a past service, future calendar days are grayed out.
5. Select the dates of service to be recorded on the Record Past Services pop-up screen and click OK.

![Select Date(s) pop-up](image)

5. **OK** Cancel

**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.

6. Verify/enter the actual **Start Time** and **End Time** for the session. Modify if necessary.

7. **Service Type** will be pre-populated. If this field is incorrect, select the correct service type from the dropdown menu.

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

9. Verify the **Session Type**. Modify if necessary.

10. Verify / select the **Grouping** value (Individual or Group). Modify if necessary.

![Encounter Attendance](image)

**Note:** When Group is selected an Actual Group Size dropdown menu will display; enter the actual number of students in the group session.

**Note:** A warning message will display if a Service Type is selected for a role the user is not assigned. However, the message will not prevent the user from completing the record.
11. Verify/select the **Service Location** from the dropdown menu. Modify if necessary.

12. **Service Description** will vary based on your role, select as appropriate.

13. Select the student’s progress from the **Progress Indicator** dropdown menu.

14. Enter your session notes for the student in the **Session Notes** textbox, if applicable.

**Note:** For Counseling Services, Audiology Services and School Nurse Services, CPT codes are optional and will display based on the grouping value. You may check more than one service, if applicable, depending on the duration/grouping of the session.

**Note:** Counseling session notes may be entered as “confidential” if judged to be sensitive by the provider.

**Note:** The Previous Session Notes field will populate from the most recent saved past service record if the Service Type, Session Type, Grouping, Provider and Student all match.

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

16. Click **Save** to save your entries and finalize the Service Record.
17. After the service capture has been certified and saved, click the Select Record dropdown menu located at the top of the page and select the next record to complete.

18. Follow steps 6 to 17 to complete the remaining records.

19. The # of Records Saved field indicates how many records are completed and saved.

20. After the service captures have been certified and saved, the completed service record will display on the Service Calendar in purple. **Double click**, or **right click** on the record and select **Open** to view the details.