

# Scheduling Future Services for a Student

## Introduction

This training guide provides instruction for service providers to schedule future services for a student using the Encounter Attendance module in SESIS.

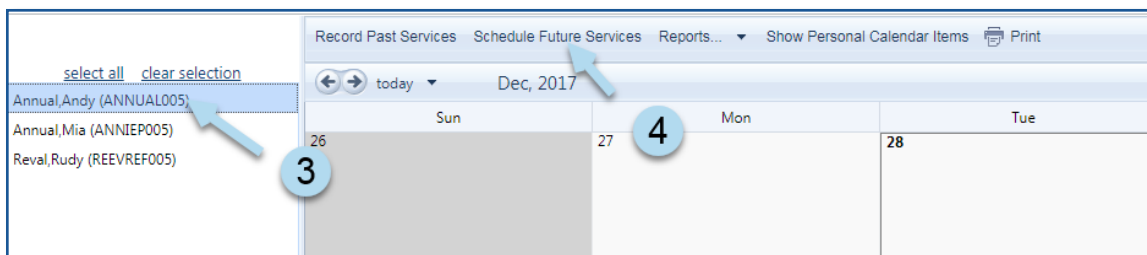
## Overview

Follow the steps below to schedule a future service for a student.

1. Log in to SESIS.
2. From the *Top Navigation Bar* on your Home Page, click **Service Capture**, and then select **Service Calendar** from the dropdown list.



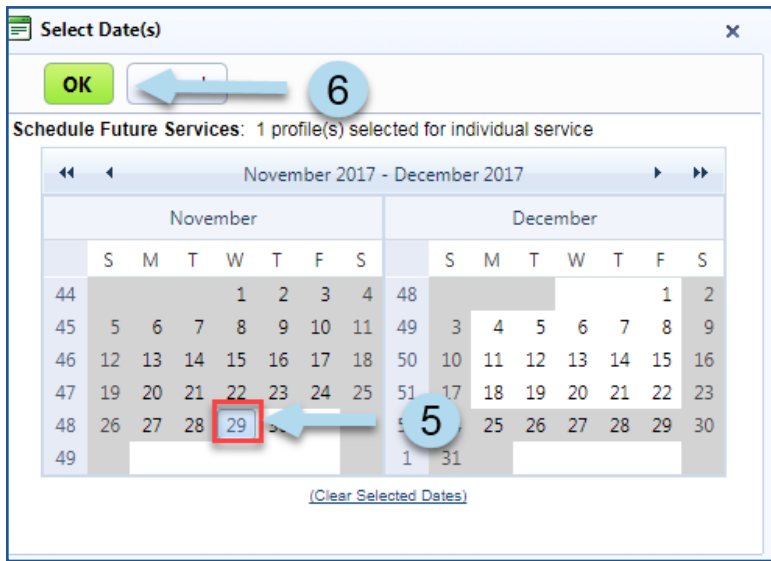
3. Select the student (click to highlight) from your caseload on the left side of the screen for whom you want to schedule future services.
4. Click **Schedule Future Services**.



The *Schedule Future Services* pop-up calendar opens on top of the *Service Calendar*.

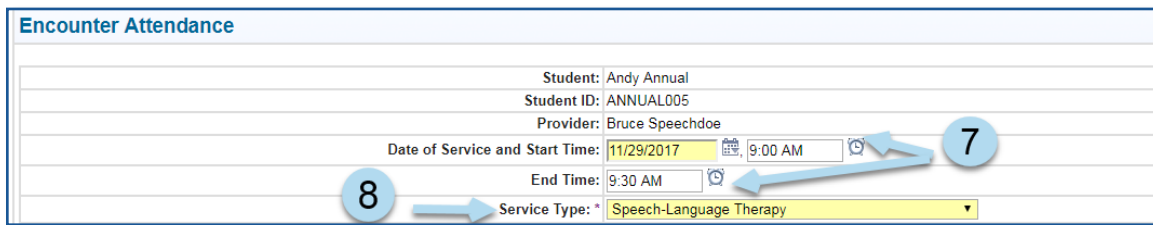
**Note:** Since you are scheduling future services, past calendar days are grayed out.

5. Select the date of the next regularly scheduled session for the student.
6. Click **OK**.

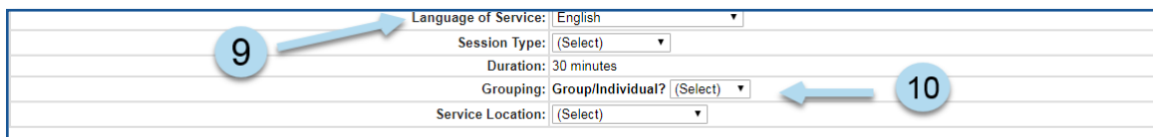


7. Verify / enter the actual **Start Time** and **End Time** for the session. Modify if necessary.
8. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

**Note:** A warning message will display if you select a **Service Type** for a role for which you are not assigned. However, the message will not prevent you from scheduling the record.



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



**Note:** When Group is selected, an **Actual Group Size** dropdown menu will display; enter the mandated group size. After providing the service it is important to enter the actual number of students in the group session.

11. Verify / select the **Service Location** from the dropdown list. Modify if necessary.
12. Click **Save** to schedule the future services.

Session Type:	(Select) ▼
Duration:	30 minutes
Grouping:	Group/Individual? (Select) ▼
Service Location:	(Select) ▼
Additional weeks to repeat schedule:	N/A ▼
Save	←

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13. The scheduled encounter will display on the *Service Calendar* in orange. After the session occurs, double click, or right click on the record to view the details; modify to reflect what actually happened, and then certify the record.

Record Past Services   Schedule Future Services   Reports...   Show Personal Calendar Items   Print   <span style="color: red;">**Incomplete Services</span>						
today	Nov, 2017					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Nov	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 Dec	2
			**SP 30m: Annual, Andy			

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