



Scheduling a Future Service for Multiple Students on Multiple Days

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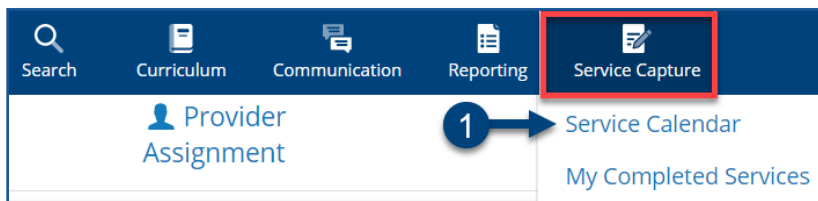
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Introduction

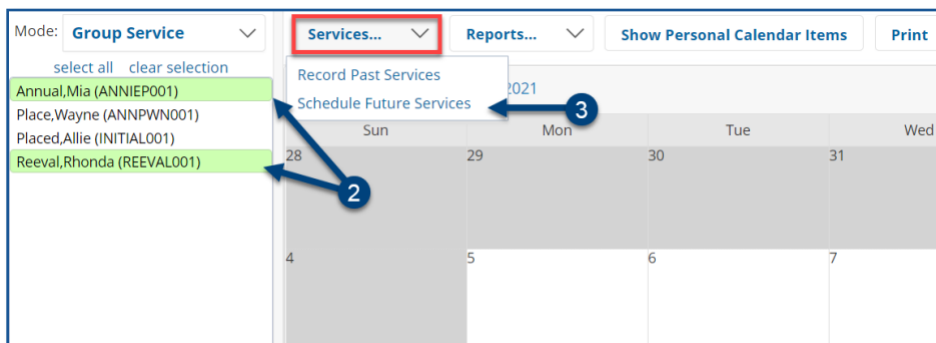
This training guide provides instructions for service providers to schedule a future service for multiple students on multiple days and replicate the sessions for additional weeks in Encounter Attendance.

Scheduling a Future Service for Multiple Students on Multiple Days

1. From the *Top Navigation bar* on your homepage, click **Service Capture** then select **Service Calendar**.

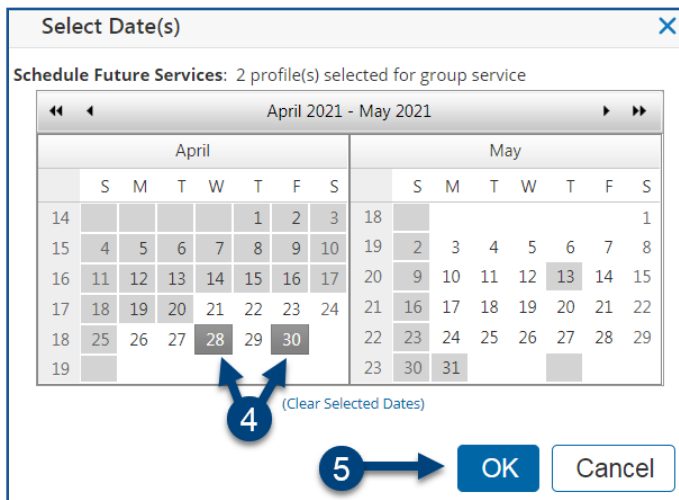


2. Select the **students** (click to highlight and hold the CTRL key to choose multiple students) from your caseload on the left side of the screen for whom you want to schedule future services.
3. From the *Services* dropdown menu on top of the *Service Calendar*, click **Schedule Future Services**.



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

- Select the next dates within one week that the students have regularly scheduled sessions.
- Click **OK**.



Note: When multiple days and multiple students are selected, a *Select Record* dropdown menu displays with the student name and date of the record for which you are scheduling the service.

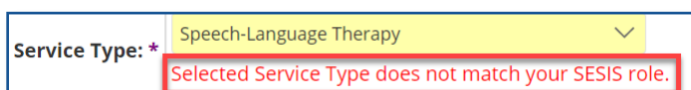


Completing a Scheduled Service Record for Multiple Students on Multiple Days

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

Student:	Mia Annual
Student ID:	ANNIEP001
Provider:	Molly Teach
Date of Service and Start Time:	04/28/2021, 9:00 AM
End Time:	9:30 AM
Service Type: *	Speech-Language Therapy

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



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

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

The screenshot shows a form with the following fields:

- End Time:** 9:30 AM
- Service Type:** Special Education Teacher Support Services (SETSS)
- Language of Service:** English (Callout 8 points to this field)
- Session Type:** (Select)
- Duration:** 30 minutes
- Grouping:** Group/Individual? Group (Callout 9 points to this field)
- *Actual Group Size:** (Select) (Callout 9 also points to this field)

 A dropdown menu is open on the right, showing options 1 through 8. A red box highlights the dropdown menu.

- Verify/select the **Service Location** from the dropdown menu. Modify if necessary.
- Click **Save** to schedule the future service.

The screenshot shows the bottom of the form:

- Service Location:** (Select) (Callout 10 points to this field)
- Save** button (Callout 11 points to this button)
- Cancel** button (Callout 11 also points to this button)

- From the top of the page, select the next record from the **Select Record** dropdown menu. Verify/edit the selected record then click, **Save**.

The screenshot shows the 'Schedule Future Services' section:

- Select Record:** Annual, Mia (ANNIEP001) - 04/28/2021 (SAVED) (Callout 12 points to this dropdown)
- # Records Saved:** 1 of 4 (Callout 12 also points to this area)
- Review the record or click **Edit** **Edit to revise**
- Encouragement button

 The dropdown menu is open, showing the following options:

- Annual, Mia (ANNIEP001) - 04/28/2021 (SAVED)
- Annual, Mia (ANNIEP001) - 04/30/2021
- Reeval, Rhonda (REEVAL001) - 04/28/2021
- Reeval, Rhonda (REEVAL001) - 04/30/2021

Note: Saved future service record dates display (*SAVED*) to the right of the date. The *# Records Saved* displays the number of saved sessions for the dates selected.

- Repeat step 6 -12 for all remaining (unsaved) records from the *Select Record* dropdown menu.

Note: After all sessions have been saved, a dropdown menu for *Additional weeks to replicate schedule* will display.

Replicating Records

- From the *Additional weeks to replicate schedule* dropdown menu, select the **number of weeks**

(up to 20) for which you would like to replicate the scheduled services.

15. Click **Replicate Records Now**.

Additional weeks to replicate schedule: **N/A**

Select Record: Reeval, Rhonda (REEVAL001) - 0

All records have been saved. Click the Service Calendar to view details.

Encounter Attendance

1 Week (05/05-05/07)

2 Weeks (05/12-05/14)

3 Weeks (05/19-05/21)

4 Weeks (05/26-05/28)

5 Weeks (06/02-06/04)

Replicate Records Now

Records Saved: 4 of 4

Additional services or click [Edit](#) [Edit](#) to modify

Student:

Student ID:

Provider:

16. The scheduled encounters display on the *Service Calendar* in orange. After each session occurs, double click, or right click each record to view the details; modify and certify each record.

Personal Calendar Items ****Incomplete Services**

Tue	Wed	Thu	Fri
27	28 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda	29	30 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda
4	5 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda	6	7 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda
11	12 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda	13	14 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda
18	19 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda	20	21 **SETSS 30m: Annual, Mia **SETSS 30m: Reeval, Rhonda

Note: Pre-scheduled sessions will skip (not appear on) non-school days. Confirm the scheduled sessions in SESIS do not go beyond the days you are scheduled to provide services. If needed, scheduled sessions may be deleted.