Scheduling a Future Service for Multiple Students on Multiple Days

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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.
4. Select the next dates within one week that the students have regularly scheduled sessions.

5. Click **OK**.

![Select Date(s) dialog box showing a calendar for selecting dates.]

**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.

6. Verify/enter the scheduled **Date of Service** and **Start Time** and **End Time** for the session. Modify if necessary.

7. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

![Scheduled Service Record for Multiple Students on Multiple Days]

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

9. 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.

10. Verify/select the **Service Location** from the dropdown menu. Modify if necessary.

11. Click **Save** to schedule the future service.

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

**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.

13. 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**

14. 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**.

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.

**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.