Scheduling Multiple Students on Multiple Days to Replicate Schedule

Introduction

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

Overview

Follow the steps below to schedule future services for multiple students on multiple days and repeat the schedule for up to 20 additional weeks.

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.
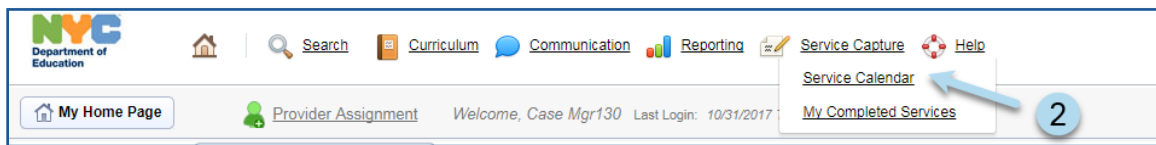
3. Select the students (click to highlight and hold the CTRL key to choose multiple students) from your caseload on the left side of the screen for whom you want to schedule future services.
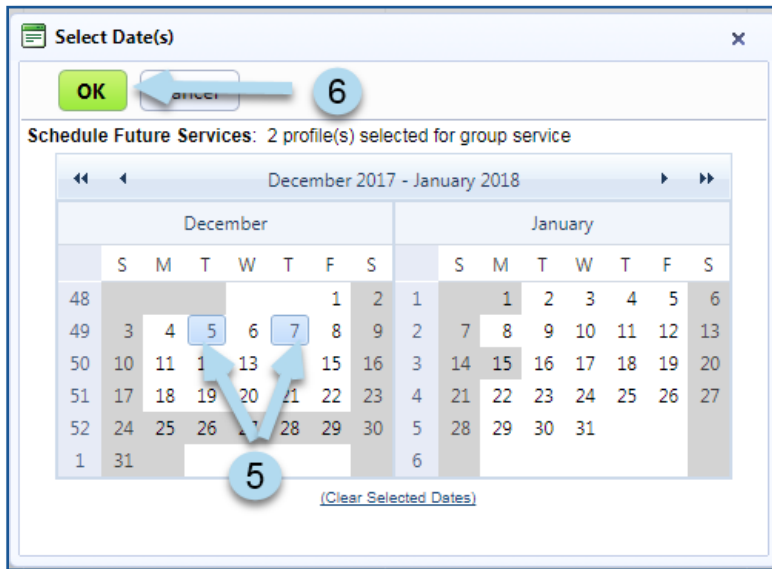
4. Click **Schedule Future Services**.
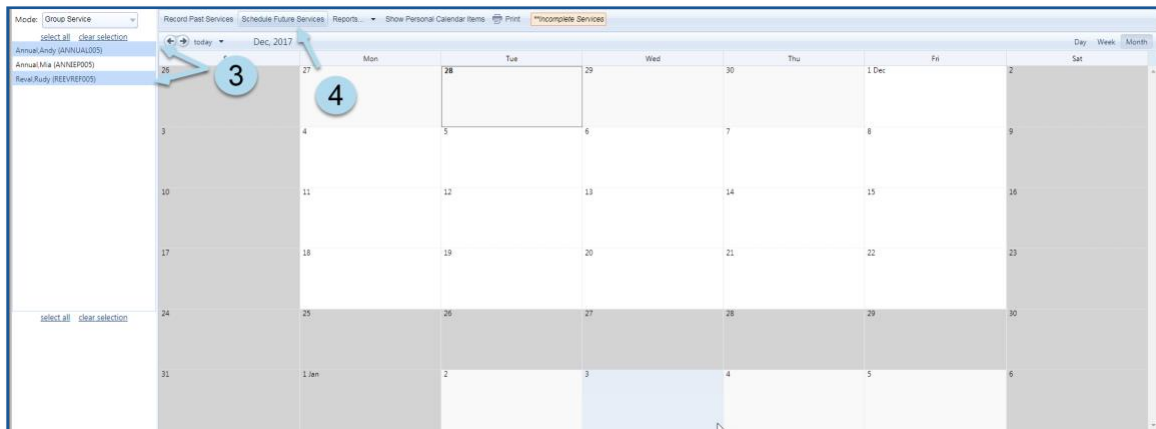
The *Schedule Future Services* pop-up calendar opens on top of the *Service Calendar*.

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

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

sessions.

6. Click **OK.**

Note: Since multiple days and multiple students were selected, a *Select Record* dropdown menu will display with the student and date of the record for which you are scheduling the service.

7. Verify / enter the scheduled **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 session.

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 service.

13. From the top of the page, select the next record from the **Select Record** dropdown menu.

Note: Saved dates will display *(SAVED)* on the right of the date. The *# Records Saved* will display the number of saved sessions for the dates selected.

14. Verify / edit the selected record and then click **Save.**

15. Repeat steps 13 and 14 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.

16. From the **Additional weeks to replicate schedule** dropdown menu, select the number of weeks (up to 20) for which you would like the scheduled services to repeat.

17. Click **Replicate Records Now.**

18. The scheduled encounters will display on the Service Calendar in orange. After each session occurs, double click the appropriate record to view the details; modify to reflect what actually happened and then certify the 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.

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