



# Scheduling a Future Service for Multiple Students on One Day

## Contents

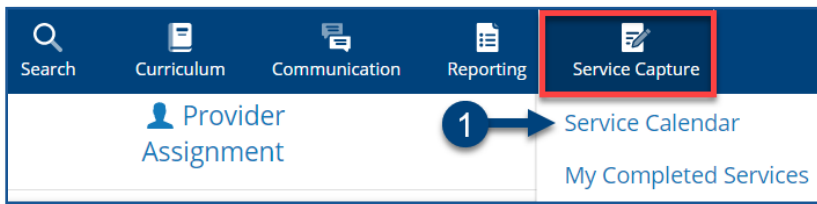
- Introduction ..... 1
- Scheduling a Future Service for Multiple Students on One day ..... 1
  - Completing a Scheduled Service Record for Multiple Students on One Day ..... 2
  - Replicating Records ..... 4

## Introduction

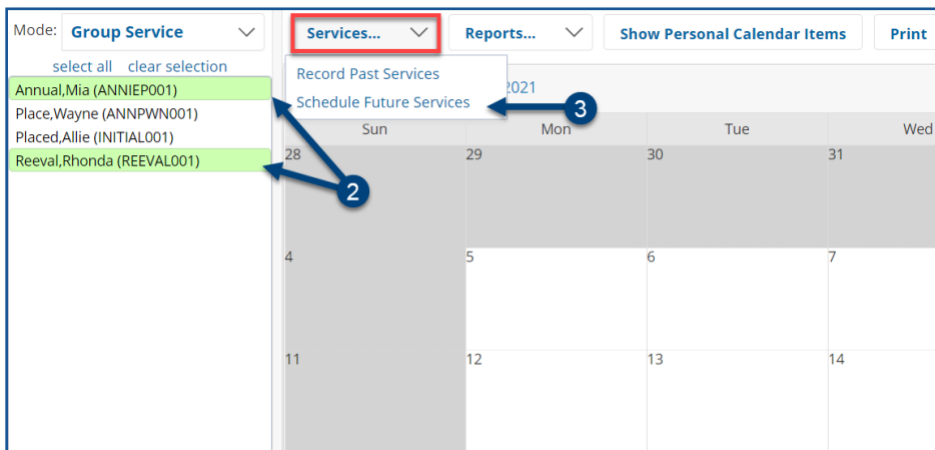
This training guide provides instructions for service providers to schedule a future service for multiple students on a single day and replicate the sessions for additional weeks in Encounter Attendance.

### Scheduling a Future Service for Multiple Students on One day

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

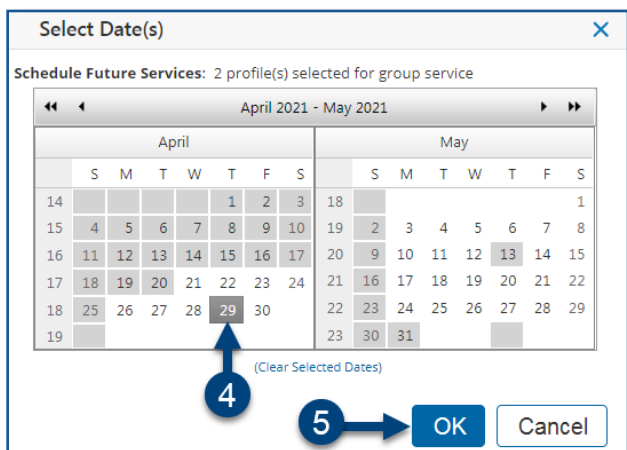


2. Select the **students** (click to highlight and hold the CTRL key to choose multiple students) from your caseload on the left side of the screen for whom you want to schedule future services.
3. From the *Services* dropdown menu on top of the *Service Calendar*, click **Schedule Future Services**.

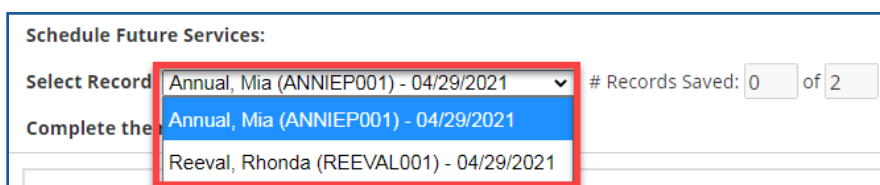


**Note:** Since you are scheduling future services, past calendar days are grayed out.

- Select the next date within one week on which the students have a regularly scheduled session.
- Click **OK**.

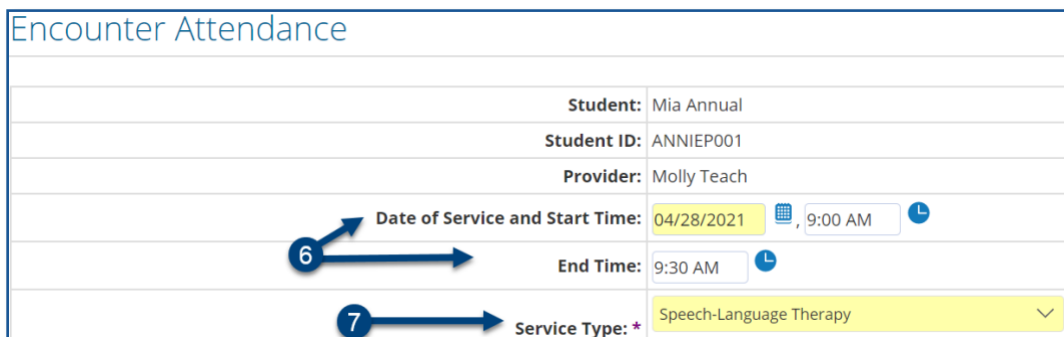


**Note:** When multiple students are selected, a *Select Record* dropdown menu displays with the student and date of the record for which you are scheduling the service.

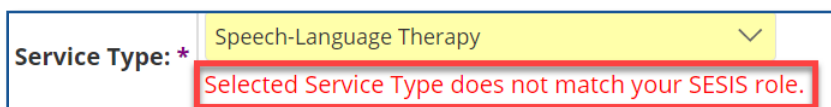


## Completing a Scheduled Service Record for Multiple Students on One Day

- 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.



**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.



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.

|                             |  |                                |
|-----------------------------|--|--------------------------------|
| <b>End Time:</b>            | 9:30 AM  |                                |
| <b>Service Type: *</b>      | Special Education Teacher Support Services (SETSS) |                                |
| <b>Language of Service:</b> | English  | ← 8                            |
| <b>Session Type:</b>        | (Select)   |                                |
| <b>Duration:</b>            | 30 minutes   |                                |
| 9 → <b>Grouping:</b>        | Group/Individual? Group                            | *Actual Group Size: (Select) ↓ |

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

|             |                               |            |
|-------------|-------------------------------|------------|
|             | 10 → <b>Service Location:</b> | (Select) ↓ |
| <b>Save</b> | ← <b>Cancel</b>               | 11         |

12. From the top of the page, select the next student from the **Select Record** dropdown menu.

|                                  |  |                         |
|----------------------------------|--|-------------------------|
| <b>Schedule Future Services:</b> |  |                         |
| <b>Select Record:</b>            | Annual, Mia (ANNIEP001) - 04/29/2021 (SAVED) ↓ | # Records Saved: 1 of 2 |
| <b>Review the record</b>         | Annual, Mia (ANNIEP001) - 04/29/2021 (SAVED)   | 12                      |
|                                  | Reeval, Rhonda (REEVAL001) - 04/29/2021        |                         |

**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 date selected.

13. Repeat steps 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.
- 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 icon to view the service calendar. Additional services - click Edit Edit to modify.

1 Week (05/06)  
2 Weeks (05/13)  
3 Weeks (05/20)  
4 Weeks (05/27)  
5 Weeks (06/03)  
6 Weeks (06/10)  
7 Weeks (06/17)

Records Saved: 2 of 2

Student:

- 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.

Services... Reports... Show Personal Calendar Items Print **\*\*Incomplete Services\*\***

today May, 2021

| Sun | Mon | Tue | Wed | Thu   | Fri |
|-----|-----|-----|-----|---|-----|
| 25  | 26  | 27  | 28  | 29<br>**SETSS 30m: Annual, Mia<br>**SETSS 30m: Reeval, Rhonda | 30  |
| 2   | 3   | 4   | 5   | 6<br>**SETSS 30m: Annual, Mia<br>**SETSS 30m: Reeval, Rhonda  | 7   |
| 9   | 10  | 11  | 12  | 13<br>[Greyed out]  | 14  |
| 16  | 17  | 18  | 19  | 20<br>**SETSS 30m: Annual, Mia<br>**SETSS 30m: Reeval, Rhonda | 21  |

**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.