

Scheduling Multiple Students on One Day to Replicate Schedule

Introduction

This training guide provides instruction 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.

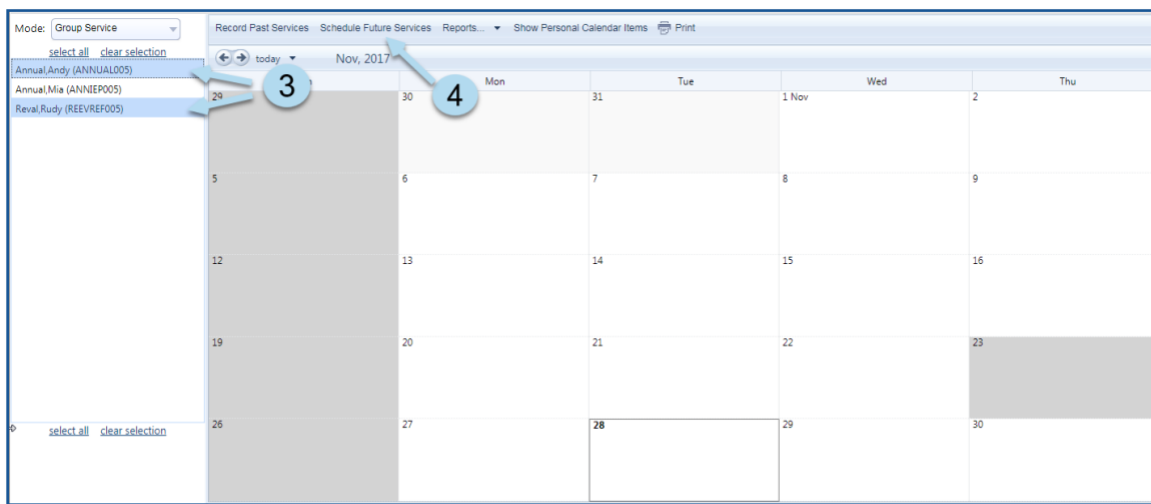
Overview

Follow the steps below in SESIS to schedule future services for multiple students on a single day 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**.

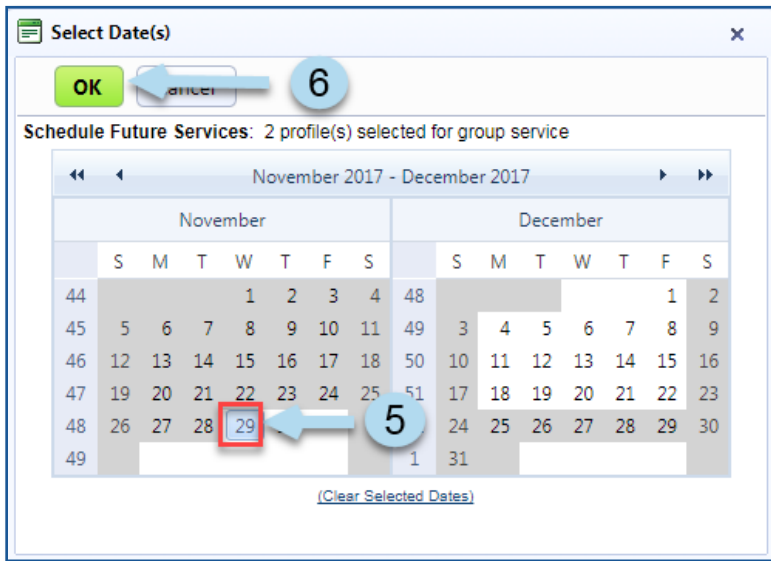


The *Schedule Future Services* pop-up calendar opens on top of the *Service Calendar*.

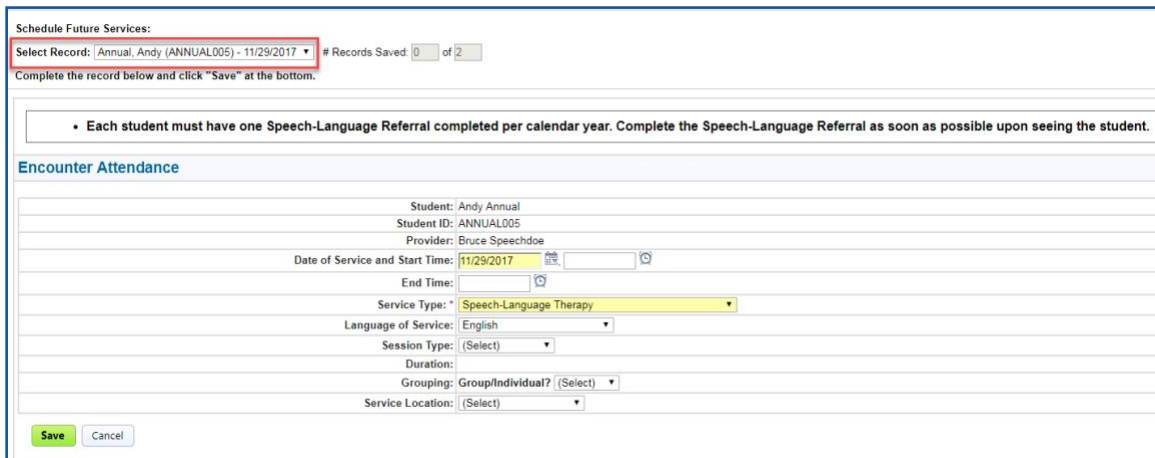
Note: Since you are scheduling future services, past calendar days are grayed out.

5. Select the next date within one week that the students have a regularly scheduled session.

6. Click **OK**.



Note: Since 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.

Encounter Attendance

Student:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	11/29/2017 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 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.

Language of Service: English

Session Type: (Select)

Duration: 30 minutes

Grouping: Group/Individual? Group

*Actual Group Size: (Select)

Service Location: Therapy Room

Save Cancel

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.

Session Type: (Select)

Duration: 30 minutes

Grouping: Group/Individual? Group

*Actual Group Size: 2

Service Location: (Select)

Save

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

Schedule Future Services:

Select Record: Annual, Andy (ANNUAL005) - 11/29/2017 (SAVED) # Records Saved: 1 of 2

Review the record: Annual, Andy (ANNUAL005) - 11/29/2017 (SAVED) Next record or click [Edit](#) to revise this record.

Reval, Rudy (REEVREF005) - 11/29/2017 ← 13

Encounter Attendance

Student:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	11/29/2017, 09:00 AM
End Time:	09:30 AM
Service Type:	Speech-Language Therapy
Language of Service:	English
Session Type:	(Select)
Duration:	30 minutes
Grouping:	Individual
Service Location:	Therapy Room

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**.

Service Calendar | Service Record

Additional weeks to replicate schedule: N/A Replicate Records Now

Select Record: Annual, Andy (ANNUAL005) - 11/29/2017 (SAVED) # Records Saved: 2 of 2

All records have been saved. Click [Next record](#) to enter additional services or click [Edit](#) to revise this record.

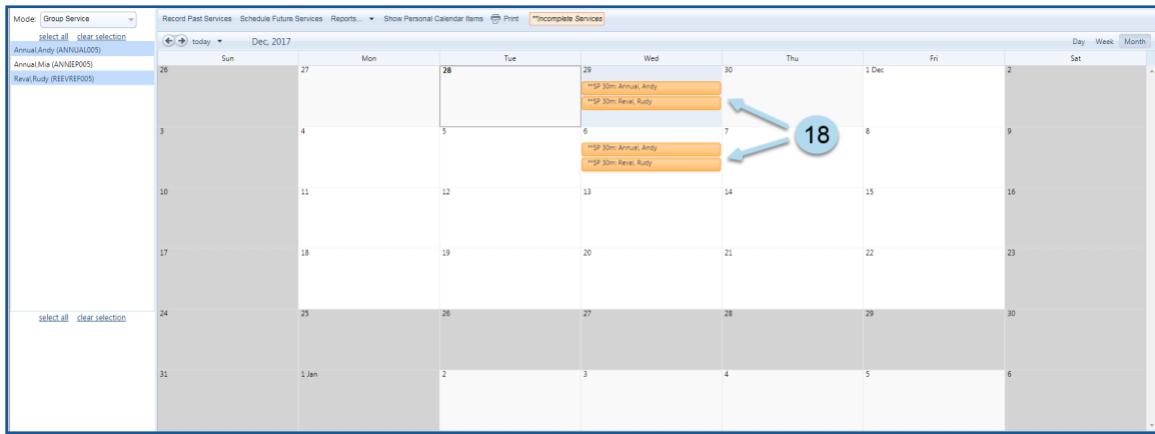
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Encounter Attendance

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Student:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	11/29/2017, 09:00 AM
End Time:	09:30 AM
Service Type:	Speech-Language Therapy
Language of Service:	English
Session Type:	(Select)
Duration:	30 minutes
Grouping:	Group of 2
Service Location:	Therapy Room

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.