



Scheduling a Future Service for One Student on Multiple Days

Contents

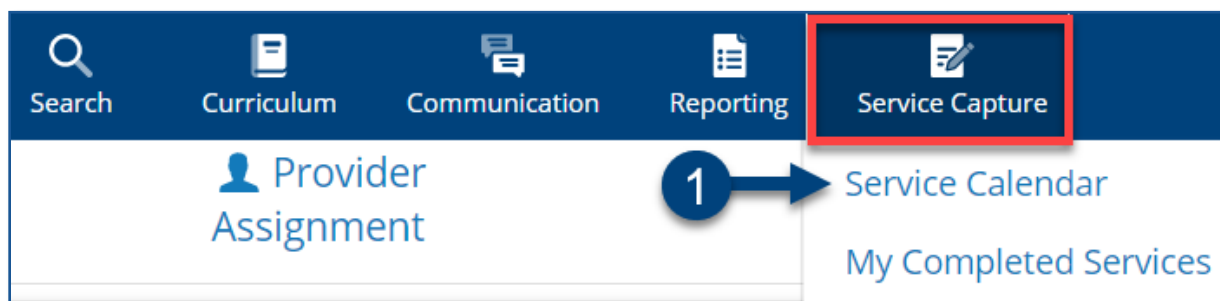
- Introduction 1
- Scheduling a Future Service for One Student on Multiple Days..... 1
 - Completing a Scheduled Service Record for One Student on Multiple Days.....2
 - Replicating Records4

Introduction

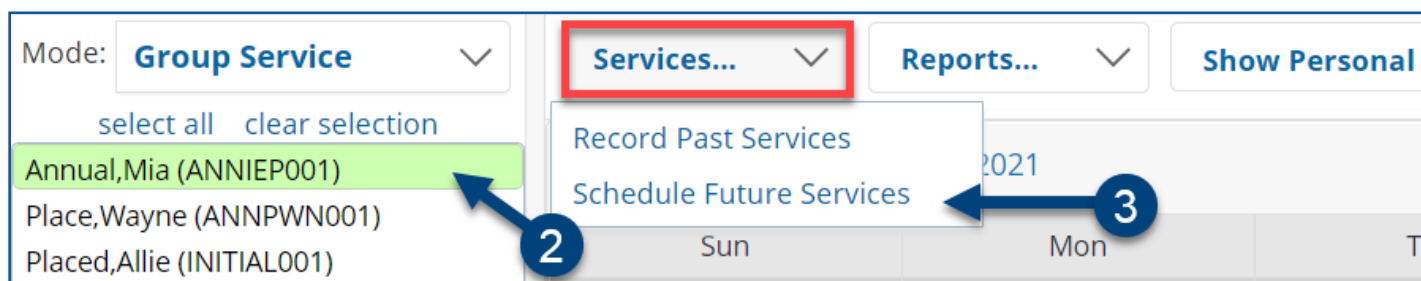
This training guide provides instructions for service providers to schedule a future service for one student on multiple days and replicate the sessions for additional weeks in Encounter Attendance.

Scheduling a Future Service for One Student on Multiple Days

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

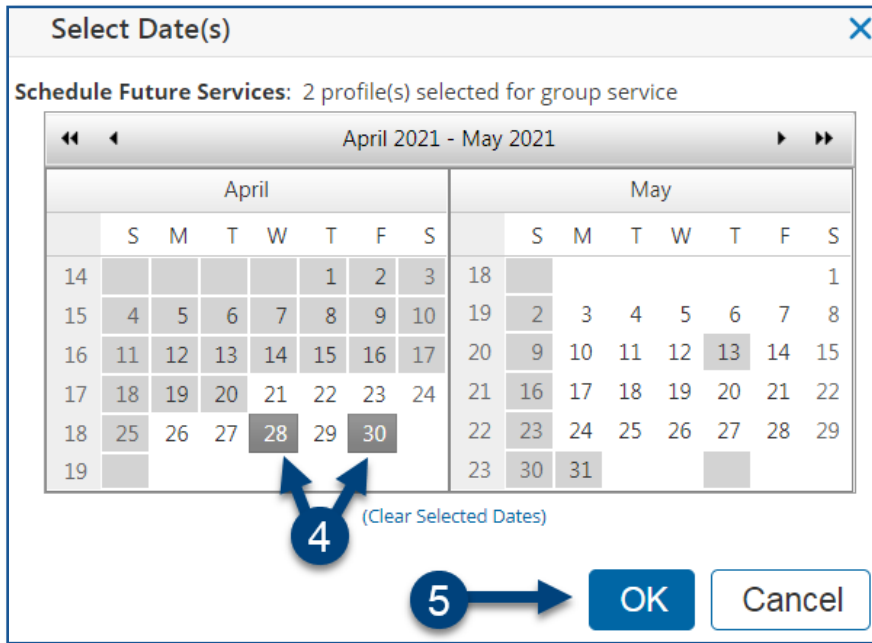


2. From your caseload on the left side of the screen, click to select the **student** for whom you want to schedule future services.
3. From the *Services* dropdown menu on top of the *Service Calendar*, click **Schedule Future Services**.

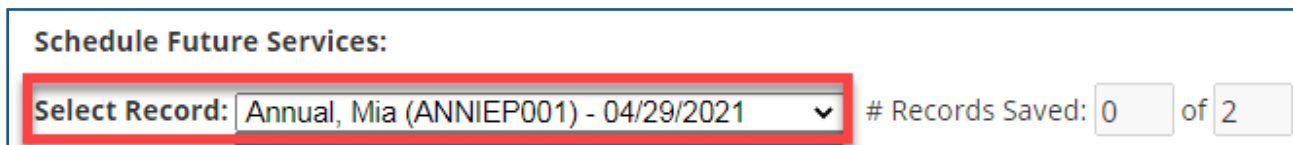


Note: Since you are scheduling future services, past calendar days are grayed out.

- Select the next dates within one week that the student has a regularly scheduled session.
- Click **OK**.







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



Completing a Scheduled Service Record for One Student 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.

Encounter Attendance	
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 

Annotations: A blue circle with the number '6' and an arrow points to the 'Date of Service and Start Time' field. Another blue circle with the number '7' and an arrow points to the 'Service Type' dropdown menu.

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.

Service Type: *	Speech-Language Therapy
Selected Service Type does not match your SESIS role.	

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.

End Time:	9:30 AM	(Select)
Service Type: *	Special Education Teacher Support Services (SETSS)	1 2 3 4 5 6 7 8
Language of Service:	English	← 8
Session Type:	(Select)	
Duration:	30 minutes	
9 → Grouping: Group/Individual?	Group	*Actual Group Size: (Select) ↓

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

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

10 → Service Location:	(Select) ↓
Save	← Cancel 11

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

Schedule Future Services:	
Select Record:	Annual, Mia (ANNIEP001) - 04/28/2021 (SAVED) ↓ # Records Saved: 1 of 2
Review the record	Annual, Mia (ANNIEP001) - 04/28/2021 (SAVED) Next record or click Edit Edit to revise
	Annual, Mia (ANNIEP001) - 04/30/2021 ← 12

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

Note: After all dates 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**.

Additional weeks to replicate schedule: N/A

Select Record: Annual, Mia (ANNIEP001) - L0

All records have been saved. Click the Service Calendar

Encounter Attendance

Replicate Records Now

Records Saved: 2 of 2

Additional services: click Edit Edit to

Student:

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 Print **Incomplete Services

Tue	Wed	Thu	Fri
27	28 **SETSS 30m: Annual, Mia	29	30 **SETSS 30m: Annual, Mia
4	5 **SETSS 30m: Annual, Mia	6	7 **SETSS 30m: Annual, Mia
11	12 **SETSS 30m: Annual, Mia	13	14 **SETSS 30m: Annual, Mia

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.

