

Scheduling One Student on Multiple Days to Replicate Schedule

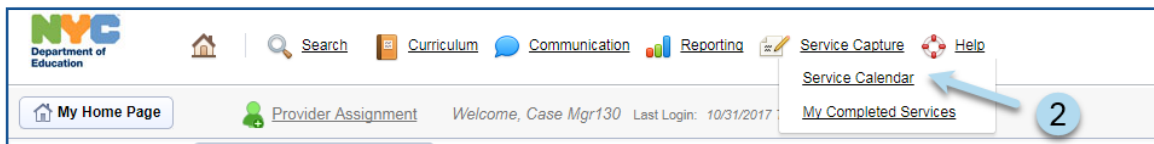
Introduction

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

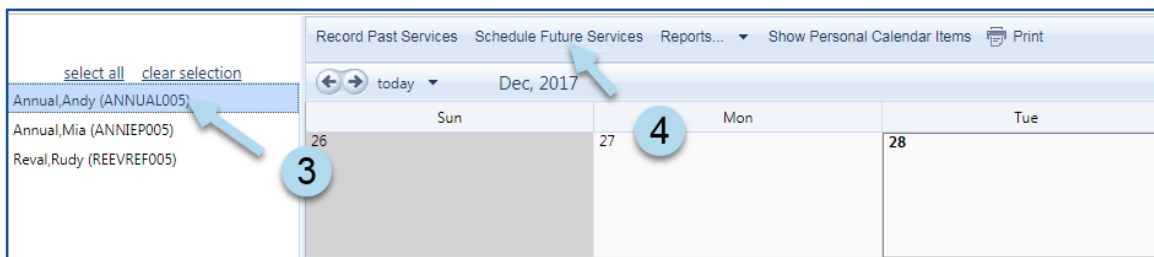
Overview

Follow the steps below to schedule future services for a student 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.



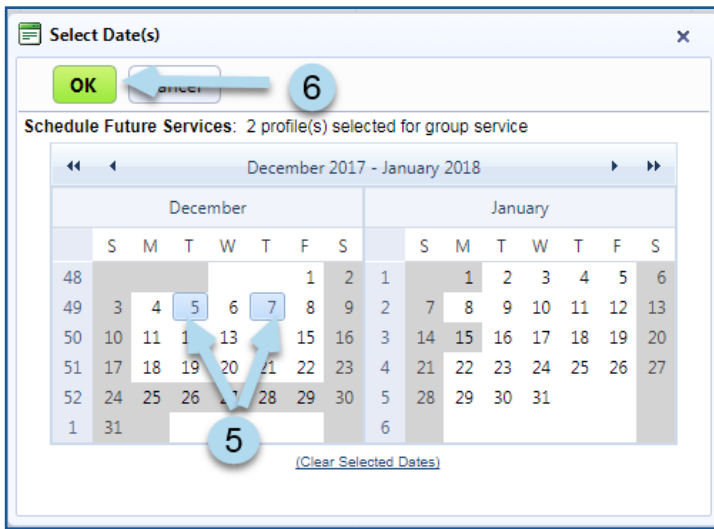
3. Select the student (click to highlight) from your caseload on the left side of the screen for whom you want to schedule future services.
4. Click **Schedule Future Services**.



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 student has a regularly scheduled session.
6. Click **OK**.



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

Schedule Future Services:

Select Record: Annual, Andy (ANNUAL005) - 12/05/2017 # Records Saved: 0 of 2

Complete the record below and click "Save" at the bottom.

- Each student must have one Speech-Language Referral completed per calendar year. Complete the Speech-Language Ref

Encounter Attendance

Student:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	12/05/2017
End Time:	
Service Type:	Speech-Language Therapy
Language of Service:	English
Session Type:	(Select)
Duration:	
Grouping:	Group/Individual? (Select)
Service Location:	(Select)

Save Cancel

- Verify / enter the scheduled **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:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	12/05/2017 9:00 AM
End Time:	9:30 AM
Service Type:	Speech-Language Therapy

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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.

A screenshot of a service configuration form. The form includes the following fields: Service Type (Speech-Language Therapy), Language of Service (English), Session Type ((Select)), Duration (30 minutes), Grouping (Group/Individual? Individual), and Service Location ((Select)). There are 'Save' and 'Cancel' buttons at the bottom left. Blue callout circles with arrows point to the 'Language of Service' dropdown (labeled 9) and the 'Grouping' dropdown (labeled 10).

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.

A screenshot of the service configuration form, similar to the previous one, but with the 'Service Location' dropdown menu open. Blue callout circles with arrows point to the 'Service Location' dropdown (labeled 11) and the 'Save' button (labeled 12).

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

A screenshot of the 'Schedule Future Services' page. At the top, there is a 'Select Record:' dropdown menu showing 'Annual, Andy (ANNUAL005) - 12/05/2017 (SAVED)'. Below it, a list of records is shown, with 'Annual, Andy (ANNUAL005) - 12/07/2017' highlighted in blue. A blue callout circle with an arrow points to this record (labeled 13). Below the records list, there is a table with the following details: Student: Andy Annual, Student ID: ANNUAL005, Provider: Bruce Speechdoe, Date of Service and Start Time: 12/05/2017, 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, and 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 dates 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: 2 Weeks (12/19-12/21) | Replicate Records Now

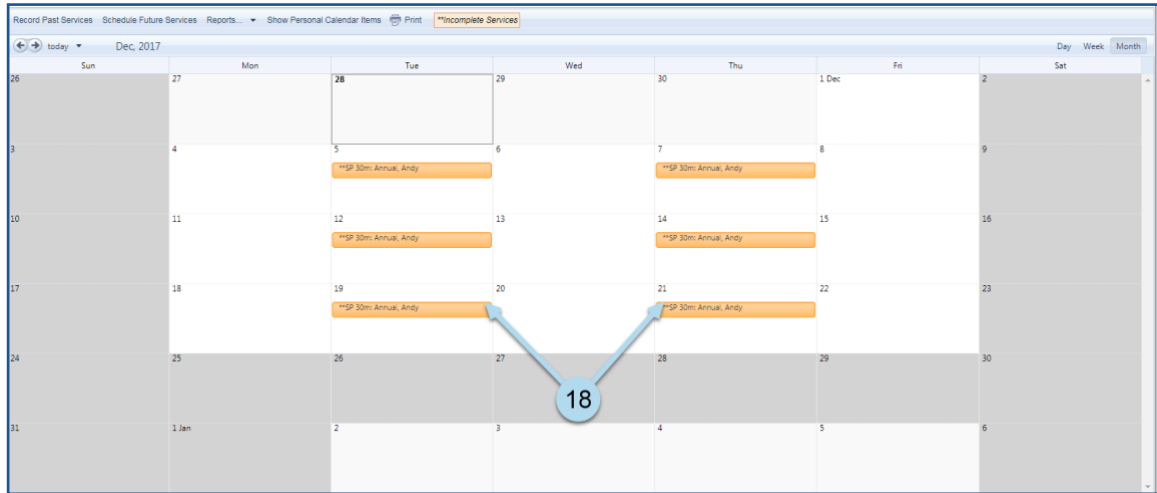
Select Record: Annual, Andy (ANN) | # Records Saved: 2 of 2

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

Encounter Attendance	
Student:	Andy Annual
Student ID:	ANNUAL005
Provider:	Bruce Speechdoe
Date of Service and Start Time:	12/07/2017, 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:	Office

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.