



Scheduling a Future Service for One Student on One Day

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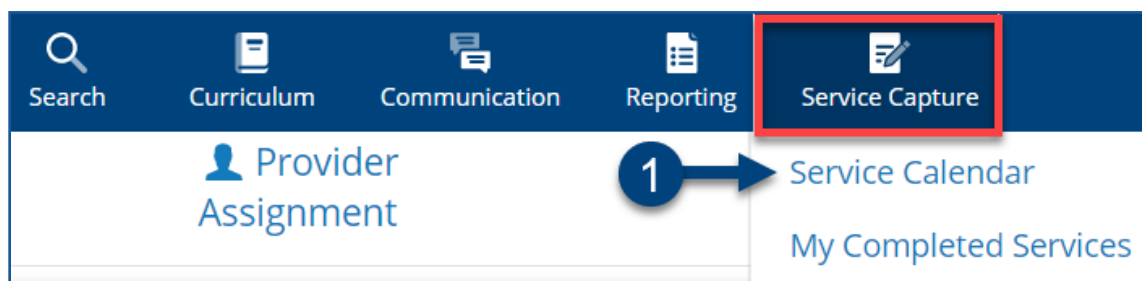
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Introduction

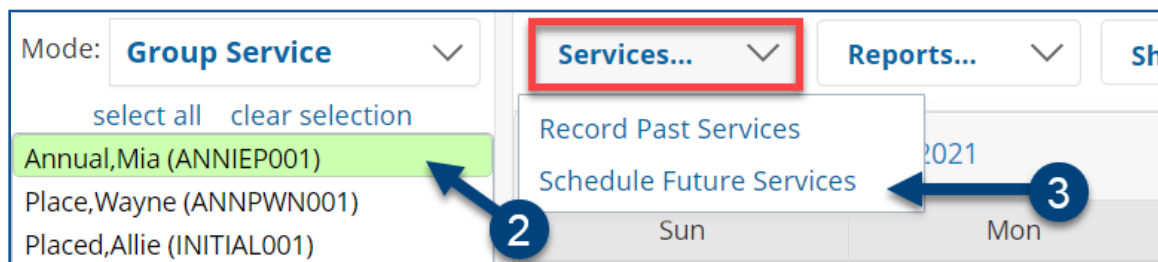
This training guide provides instructions for service providers to schedule a future service for one student on one day and repeat the session for additional weeks in Encounter Attendance.

Scheduling a Future Service for One Student on One Day

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

Completing a Scheduled Service Record for One student 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.

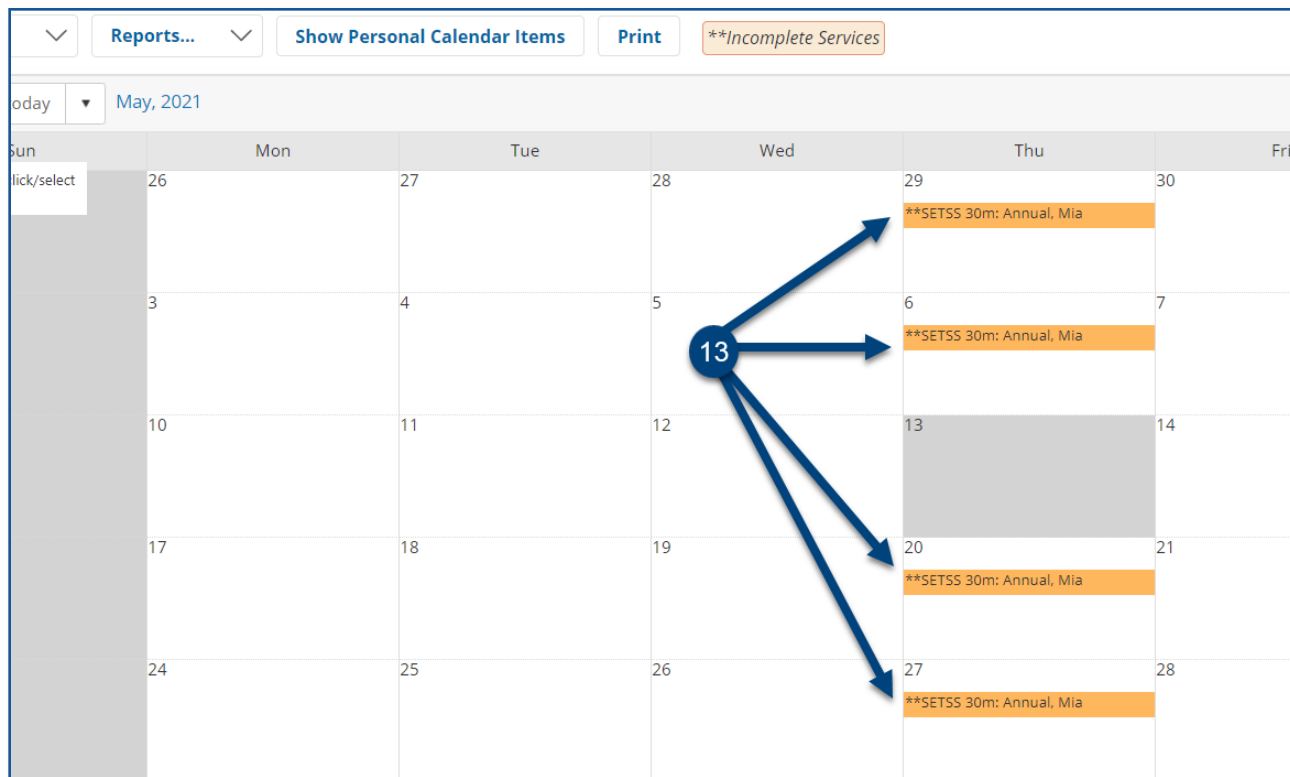
Note: When *Group* is selected, an *Actual Group Size* dropdown menu displays; enter the mandated group size. After providing the service, it is important to enter the actual number of students who attended the group session.

End Time:	9:30 AM		<div>(Select)</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div>
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10. Verify/select the **Service Location** from the dropdown list. Modify if necessary.
11. From the *Additional weeks to repeat schedule* dropdown menu, select the **number of weeks** (up to 20) for which you would like the scheduled service to repeat.
12. Click **Save** to schedule the future services.

	10 →	Service Location:	(Select) ▾
Additional weeks to repeat schedule:	N/A ▾	← 11	
Save	← 12		

13. The scheduled encounters display on the *Service Calendar* in orange. After the session occurs, double click, or right click each record to view the details, modify and certify each 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. If needed, scheduled sessions may be deleted.