

Scheduling One Student on One Day to Repeat Schedule

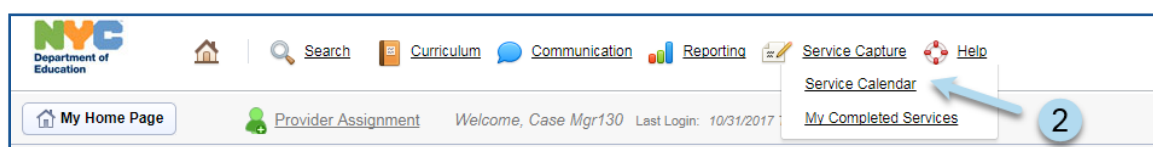
Introduction

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

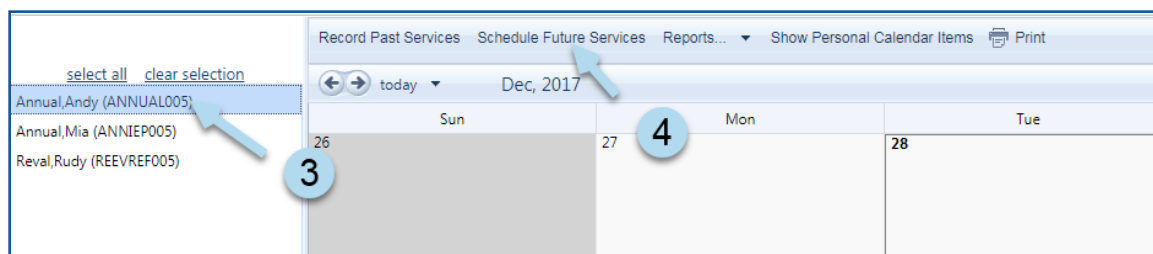
Overview

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

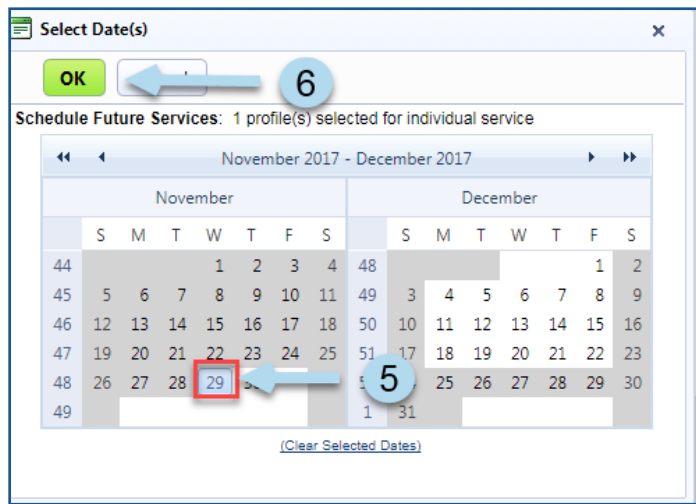


4. Click **Schedule Future Services**.

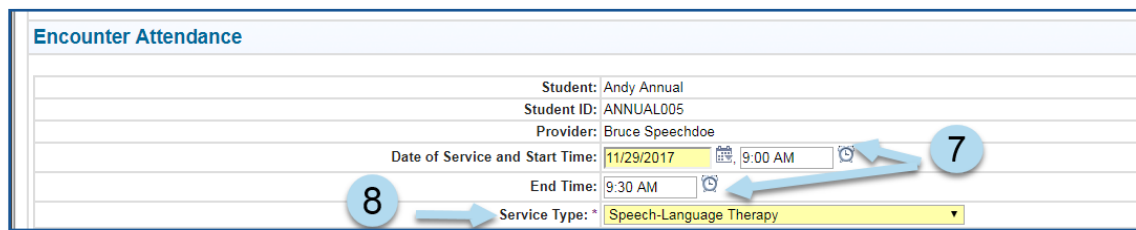
The *Schedule Future Services* pop-up calendar opens on top of the *Service Calendar*.

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

5. Select the next date within one week that the student has a regularly scheduled session.
6. Click **OK**.



7. Verify / enter the actual **Start Time** and **End Time** for the session. Modify if necessary.

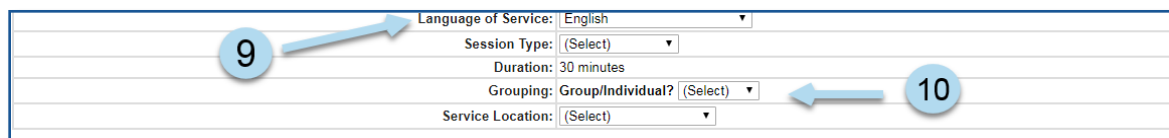


8. **Service Type** will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

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 record.

9. Verify the **Language of Service**. Modify if necessary.

10. Verify / select the **Grouping** value (*Individual* or *Group*). Modify if necessary.



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.

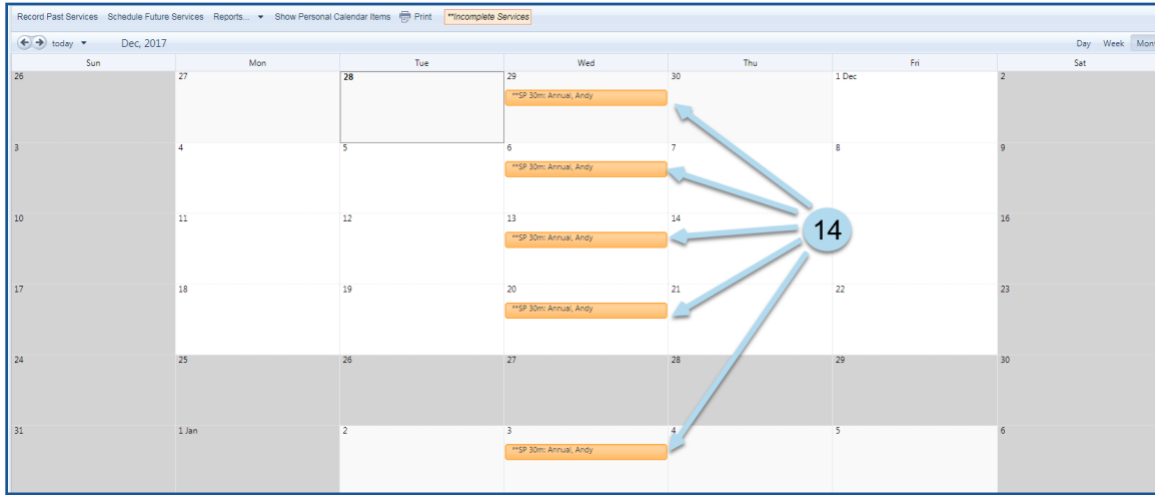
11. Verify / select the **Service Location** from the dropdown list. Modify if necessary.

12. 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.

Session Type: (Select) ▾
 Duration: 30 minutes
 Grouping: Group/Individual? Individual ▾
 Service Location: Therapy Room ▾ **11**
 Additional weeks to repeat schedule: 12 Weeks (02/21) ▾ **12**
 Save **13**

13. Click **Save** to schedule the future services.

14. The scheduled encounters will display on the *Service Calendar* in orange. After the session occurs, double click, or right click on the 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.