Scheduling a Future Service for One Student on One Day

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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.
4. Select the next date within one week that the student has a regularly scheduled session.

5. Click **OK**.

![Select Date(s)](image)

Completing a Scheduled Service Record for One student on One Day

6. Verify/enter the scheduled **Date of Service and Start Time** and **End Time** for the session. Modify if necessary.

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

![Encounter Attendance](image)

**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.

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.
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.