

# Scheduling Multiple Students on Multiple Days to Replicate Schedule

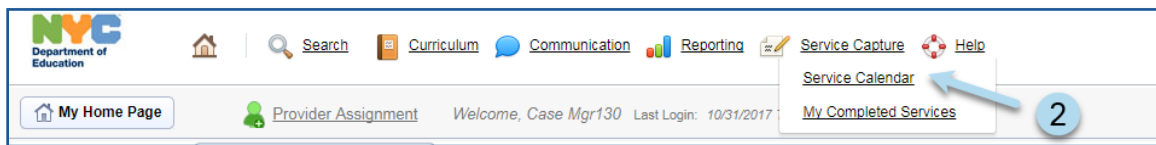
## Introduction

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

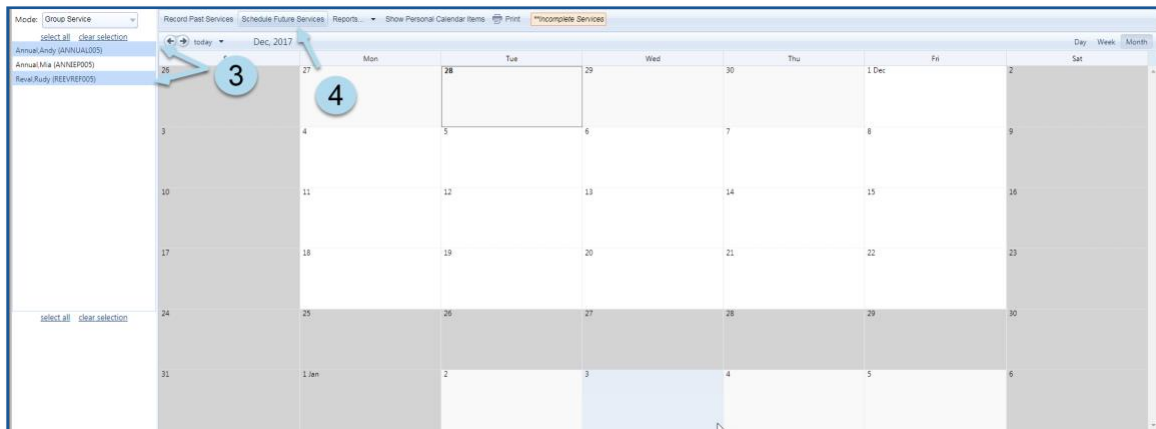
## Overview

Follow the steps below to schedule future services for multiple students 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 students (click to highlight and hold the CTRL key to choose multiple students) from your caseload on the left side of the screen for whom you want to schedule future services.
4. Click **Schedule Future Services**.



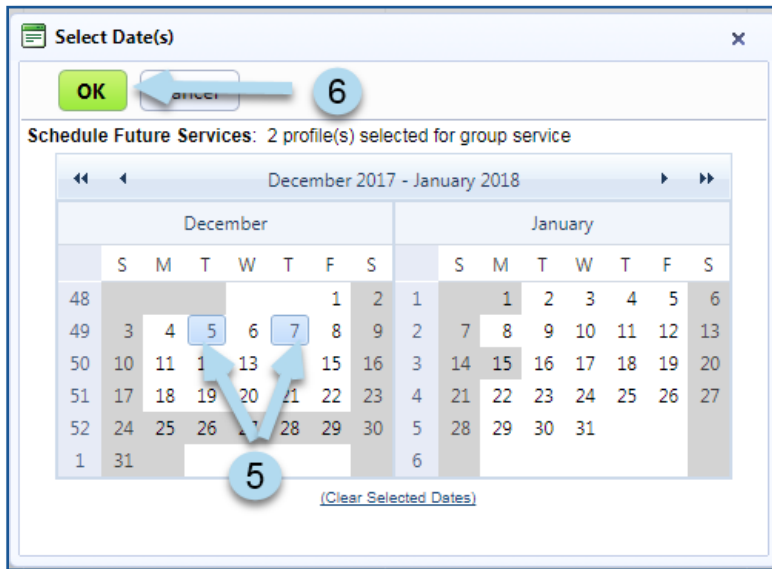
The *Schedule Future Services* pop-up calendar opens on top of the *Service Calendar*.

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

5. Select the next dates within one week that the students have regularly scheduled

sessions.

6. Click **OK**.



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

The screenshot shows the 'Schedule Future Services' form. At the top, there is a dropdown menu for 'Select Record' with the value 'Annual, Andy (ANNUAL005) - 12/05/2017'. Below the dropdown, there is a section for 'Encounter Attendance' with fields for Student, Student ID, Provider, Date of Service and Start Time, End Time, Service Type, Language of Service, Session Type, Duration, Grouping, and Service Location. The 'Save' button is highlighted in green.

7. Verify / enter the scheduled **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.

**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

**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.

Language of Service: English  
 Session Type: (Select)  
 Duration: 30 minutes  
 Grouping: Group/Individual? Group \*Actual Group Size: (Select)  
 Service Location: Therapy Room

Save Cancel

**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.


Session Type: (Select)  
 Duration: 30 minutes  
 Grouping: Group/Individual? Group \*Actual Group Size: 2  
 Service Location: (Select)

Save


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

**Schedule Future Services:**

Select Record: Annual, Andy (ANNUAL005) - 12/05/2017 (SAVED) # Records Saved: 1 of 4

Review the record: Annual, Andy (ANNUAL005) - 12/05/2017 (SAVED) Select record or click  Edit to revise this record.

**Encounter**

- Annual, Andy (ANNUAL005) - 12/07/2017  **13**
- Reval, Rudy (REEVREF005) - 12/05/2017
- Reval, Rudy (REEVREF005) - 12/07/2017

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:	Group of 2
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 sessions 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: N/A

Replicate Records Now

Select Record: Reval, Rudy (REEVAVED) Records Saved: 4 of 4

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

**Encounter Attendance**

1 Week (12/12-12/14)
2 Weeks (12/19-12/21)
3 Weeks (12/26-12/28)
4 Weeks (01/02-01/04)
5 Weeks (01/09-01/11)
6 Weeks (01/16-01/18)
7 Weeks (01/23-01/25)
8 Weeks (01/30-02/01)
9 Weeks (02/06-02/08)
10 Weeks (02/13-02/15)
11 Weeks (02/20-02/22)
12 Weeks (02/27-03/01)
13 Weeks (03/06-03/08)
14 Weeks (03/13-03/15)
15 Weeks (03/20-03/22)
16 Weeks (03/27-03/29)
17 Weeks (04/03-04/05)
18 Weeks (04/10-04/12)
19 Weeks (04/17-04/19)
20 Weeks (04/24-04/26)

Student:	Rudy Reval
Student ID:	REEVREF005
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:	Group of 2
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.

Record Past Services | Schedule Future Services | Reports... | Show Personal Calendar Items | Print | Incomplete Services

today | Dec, 2017

Day	Week	Month
26	Sun	27
27	Mon	28
28	Tue	29
29	Wed	30
30	Thu	1 Dec
31	Fri	2
1	Sat	3
2	Sun	4
3	Mon	5
4	Tue	6
5	Wed	7
6	Thu	8
7	Fri	9
8	Sat	10
9	Sun	11
10	Mon	12
11	Tue	13
12	Wed	14
13	Thu	15
14	Fri	16
15	Sat	17
16	Sun	18
17	Mon	19
18	Tue	20
19	Wed	21
20	Thu	22
21	Fri	23
22	Sat	24
23	Sun	25
24	Mon	26
25	Tue	27
26	Wed	28
27	Thu	29
28	Fri	30
29	Sat	31
30	Sun	1 Jan
31	Mon	2
1	Tue	3
2	Wed	4
3	Thu	5
4	Fri	6

**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.

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