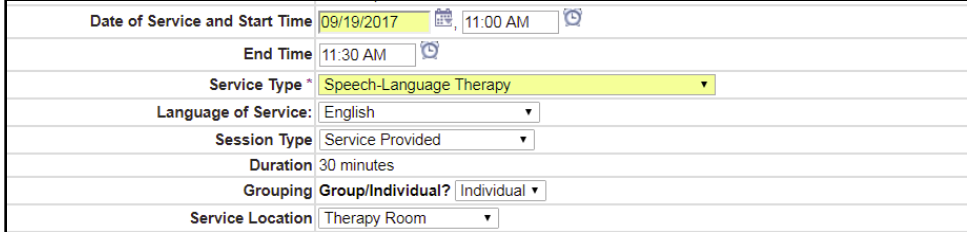
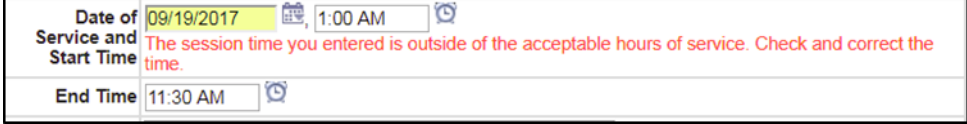
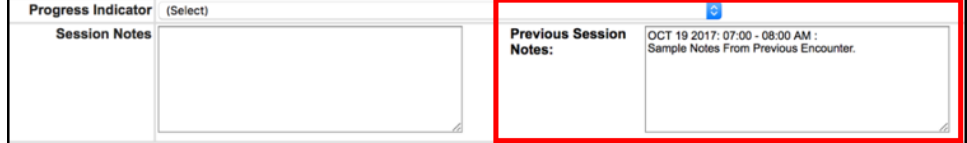
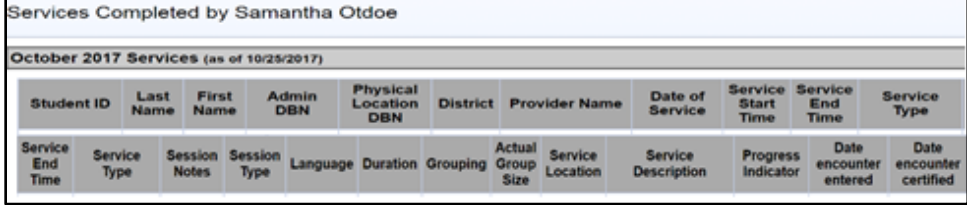
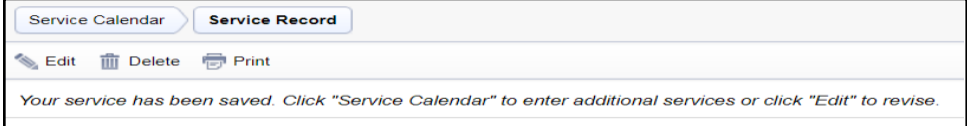


What's New in Encounter Attendance

Topic	Details	Image
1. Pre-population of Fields	SESIS will pre-populate fields on a Service Record. <ul style="list-style-type: none"> For a service record created using Schedule Future Services, the pre-scheduled session will populate with the information that was saved when the session was created. Records created using Record Past Services will pre-populate from the most recently recorded past service. Pre-populated fields can be modified until the record is certified and saved. 	
2. Start/End Time Fields Reflect Hours Within a Regular School Day	<ul style="list-style-type: none"> The Service Capture Start and End Time fields reflect hours within a regular school day. If you enter a time outside of the acceptable hours of service, a message will display. 	
3. View Session Notes from Last Service Record	The Previous Session Notes will populate from the most recent service record if the Service Type, Grouping, Provider and Student all match.	
4. My Completed Services Report	The My Completed Services report has been configured to be more user friendly by reducing the number of columns.	
5. Modify "Saved" but not Certified Service Records	Providers can modify a Service Record that was Saved but not Certified.	

Pre-population of Fields	Details
<ul style="list-style-type: none"> • Start & End Time • Service Type • Language of Service • Grouping • Service Location 	<ul style="list-style-type: none"> • Information can be modified or added on a service record until it is certified and saved. • When recording the service delivery, you must update the times and other pre-populated fields, if necessary, to reflect what actually happened. • Many fields will be blank the first time information is entered for a student. • The Service Type automatically populates based on your role for the first recorded service for a student. Subsequent records for the student will populate from the most recently recorded past service. • Grouping was previously called Group Size.
Start/End Time	
<p>Clock Icon</p>	<p>Providers can click the "Clock icon" to enter Start and End Times.</p> <ul style="list-style-type: none"> • If the actual Start and End times do not match the selectable times on the clock, the provider should manually enter the correct time. • A message will display if a time outside of the acceptable hours of service is entered (6 AM to 10 PM). • SESIS will prevent providers from entering a time outside of the acceptable hours of service.
Warning Messages	
	<p>A warning message will display directly beneath the field:</p> <ul style="list-style-type: none"> • If a provider manually enters a Start or End Time outside of the acceptable hours. • If a provider enters the same Start and End Time, resulting in a duration of zero minutes. • If a provider selects a Service Type for a role which they are not assigned. The message will not prevent the provider from completing the record.
Previous Session Notes	
<p>View Session Notes From Last Service Record</p>	<p>Previous Session Notes display next to the current Session Notes on a Service Record.</p> <ul style="list-style-type: none"> • The Previous Session Notes will populate from the most recent service record if the Service Type, Session Type*, Grouping, Provider and Student all match. • The Previous Session Notes, are read only, and display for reference. • The field will remain empty until a service has been recorded. <p>*Previous Session Notes will not display if Session Type is Indirect Service, Student Absent, Provider Absent or Cancelled.</p>
My Completed Services	
<p>My Complete Services Report</p>	<p>Values entered on completed (Certified and Saved) Service Records will display on "My Completed Services" reports. The report columns have been reconfigured, making it more user-friendly.</p>
Modify "Saved" but not Certified Service Records	
	<p>An Encounter Attendance Service Record that was saved but not certified displays as yellowish on the Service Calendar. To certify, or edit, the "uncertified," "Incomplete," service, double click it, and then click Edit.</p>
Provider Absent or Cancelled	
	<p>When a provider certifies and saves a record with a Session Type of "Provider Absent" or "Cancelled," other service providers will be able to record an encounter on the same date and time as the Provider Absent record.</p>