



Scheduling a Future Service for a Student

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Introduction

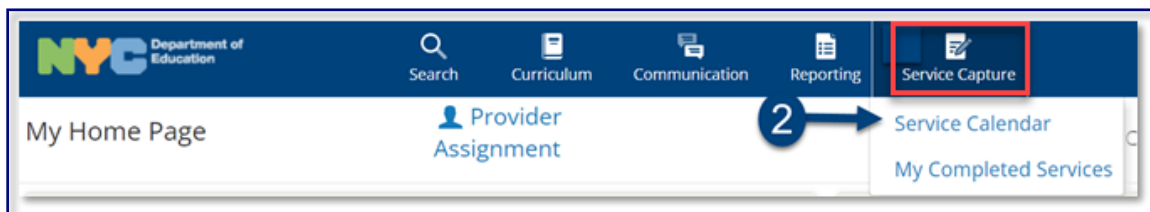
This training guide provides instruction for service providers to schedule future services for a student using the Encounter Attendance module in SESIS.

Note: Effective February 2022, several enhancements were made to the Encounter Attendance Service Record in SESIS. Refer to the What's New in Encounter Attendance [video](#) and [guide](#) to learn more.

Pre-Scheduling a Future Service

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

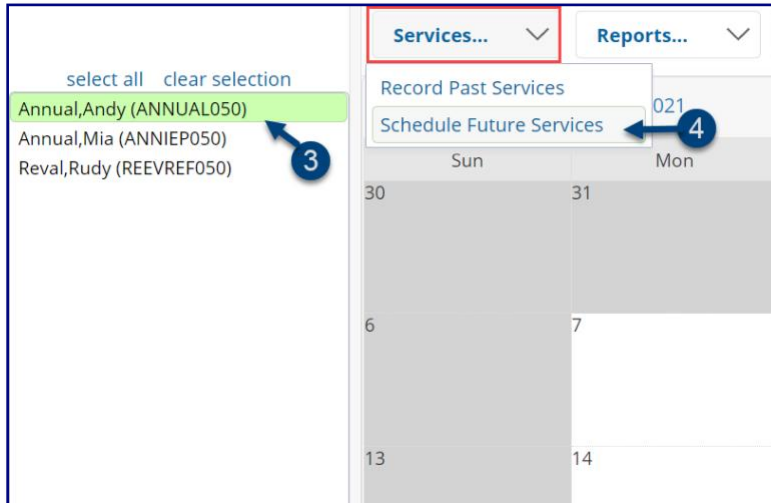
1. Log in to SESIS.
2. From the *Top Navigation Bar* on your homepage, click **Service Capture**, and select **Service Calendar**.



Select Student and Verify/Select Mandate

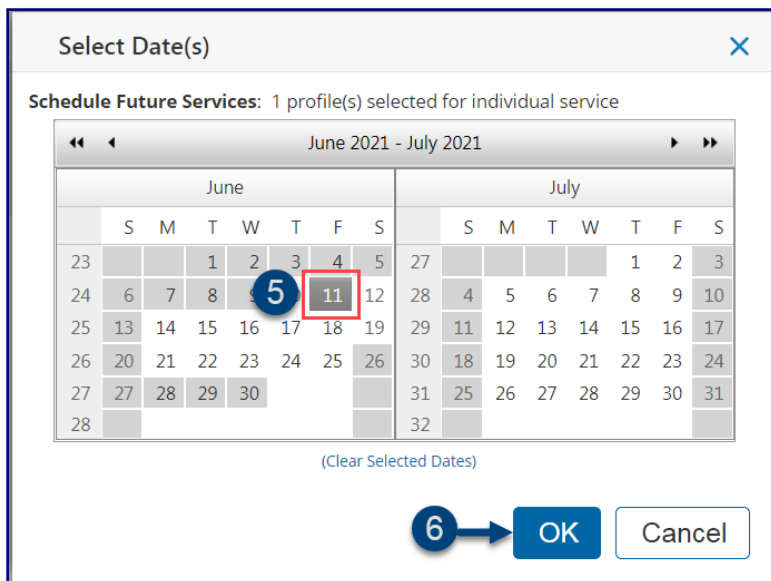
3. On the left side of the screen, click to highlight the **student** from your caseload for whom you want to schedule future services.
4. Click the **Services** dropdown menu and select **Schedule Future Services**.

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



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

5. Select the **date** of the planned session for the student on the *Schedule Future Services* calendar.
6. Click **OK**.



Note: If the student has multiple mandates for the same service type, the *Select Mandate* pop-up window may display, and you need to select the appropriate mandate.

Mandate Short Description	Mandate Term	Service Type	Mandated Language of Service	Mandated Frequency	Mandated Duration	Mandated Max. Group Size	Mandated Service Location	Mandate Start Date	Mandate End Date	Di
S:IEP:SP:1W:30:1:EN:10M:2	10M	Speech-Language Therapy	English	1/week	30 Minutes	Individual	Separate Location Therapy Room	11/12/2021		1
S:IEP:SP:2W:30:4:EN:10M:3	10M	Speech-Language Therapy	English	2/week	30 Minutes	Group of 4	Separate Location Therapy Room	11/12/2021		1

- Verify/enter the scheduled **Start Time** and **End Time** for the session.
- Service Type will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

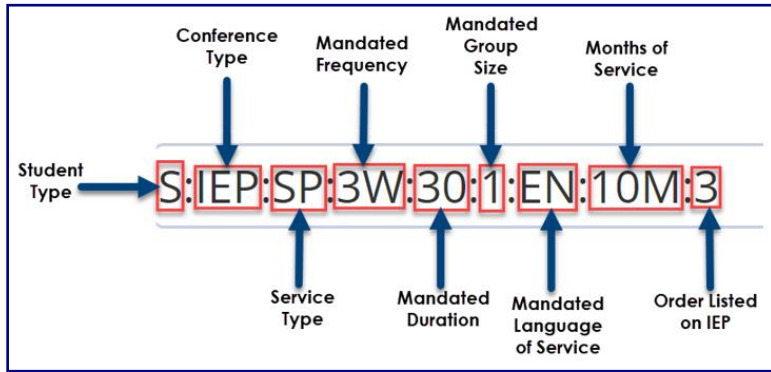
Student: Andy Annual	ID: ANNUAL049	Pr 7	Bruce Speechdoe	Provider Type: Speech-Language Therapy
Date of Service*: 12/01/2021	Start Time*: []	End Time*: []	Service Duration:	
Service Type*: Speech-Language Therapy				

Note: A warning message will display if you select a Service Type for a role you are not assigned. However, the message will not prevent you from scheduling the service.

Service Type*: Special Education Teacher Support Services (SETSS)	Temporary Service: <input type="checkbox"/>
Mandate Short Description*: S:IEP:SETSS:3W:1P:8:EN:10M:1	lookup
Add Mandates to the list (Check all that apply and click lookup to view Mandates list): <input checked="" type="checkbox"/> Mandated Service (IEP/IESP/SP/CSP) <input type="checkbox"/> Compensatory Services <input type="checkbox"/> Add All Service Types <input type="checkbox"/> Add Expired/Outside Term Mandates <input type="checkbox"/> Add Mandates Without/Pending IEP Consent	
The selected service type doesn't match your SESIS role.	

Mandate Short Description

The *Mandate Short Description* is broken down as follows:



Note: For more information, please refer to the [Understanding the Mandate Short Description guide](#) on the [SESIS InfoHub](#).

9. Verify/Select the **Mandate Short Description**.

The screenshot shows a form field for 'Mandate Short Description:*' containing the text 'S:IEP:SP:1W:30:1:EN:10M:2'. A blue circle with the number '9' and an arrow points to the '2' at the end of the string. To the right of the field is a 'lookup' button. Below the field is a section titled 'Add Mandates to the list (Check all that apply and click lookup to view Mandates list):'. It contains three checkboxes: 'Mandated Service (IEP/IESP/SP/CSP)' (checked), 'Compensatory Services' (unchecked), 'Add All Service Types' (unchecked), 'Add Expired/Outside Term Mandates' (unchecked), and 'Add Mandates Without/Pending IEP Consent' (unchecked).

Note: If the mandate you served is not displayed in the *Mandate Short Description* field, check the *Add All Service Types*, *Add Expired/Outside Term Mandates*, and/or *Add Mandates Without/Pending IEP Consent* boxes and click the **lookup** link to display additional mandates.

10. The **Session Type** can be left blank unless you know you will be absent for the session, then select 'Provider Absent.'

Note: If the mandate you plan on serving is not displayed in the *Mandate Short Description*, use the *lookup* link to search for additional mandates, including those not current or expired at the time of service.

The screenshot shows a dropdown menu for 'Session Type:'. The text '(Select)' is visible in the dropdown box. A blue circle with the number '10' and an arrow points to the dropdown menu.

Note: "Mandated" fields (e.g., *Mandated Frequency*, *Mandated Duration*) auto-populate from the conference document.

Claimed Frequency

11. Verify/select the **Claimed Frequency**.

	Mandated Frequency:*	1 per week
11	Claimed Frequency:*	1 <input checked="" type="checkbox"/> per week
	Mandated Duration:*	30 Minutes

Note: The *Claimed Frequency* is the portion of the mandate for which you will be providing service to the student. It doesn't need to be changed if you're providing the full service. Claiming does not impact the ability of other providers to enter encounters for the same mandate which is shared by more than one provider.

12. Verify/select the **Actual group size** value (*Individual or Group*). Modify if necessary.

Note: After providing the service, it is important to enter the actual number of students in the group session.

13. Verify/select the **Actual Service Location** from the dropdown menu.

14. Optional, 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.

Save Service Record

15. Click **Save** to schedule the future service.

12	Mandated Max. Group Size:	Individual	Actual:	(Select) <input checked="" type="checkbox"/>
13	Mandated Service Location:	Separate Location Therapy Room	Actual:	(Select) <input checked="" type="checkbox"/>
	Additional weeks to repeat schedule:	N/A		14
	Save	Cancel		15

16. The scheduled encounter 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 the actual encounter and then certify and save the record.

	11	12
	**SP 30m: Annual, Andy	16

Note: Pre-scheduled sessions will skip (not appear on) non-school days. Confirm the scheduled sessions in SESIS do not go beyond the date you are assigned to provide services. If needed, scheduled sessions may be deleted.