



# Scheduling a Future Service for Multiple Students on One Day

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## Introduction

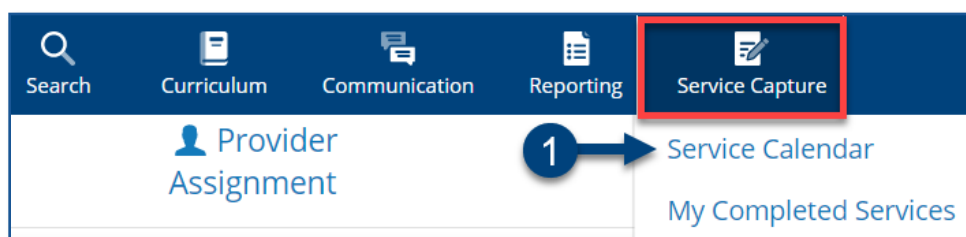
This training guide provides instructions for service providers to schedule a future service for multiple students on multiple days using the Encounter Attendance Service Record in SESIS.

**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.

## Scheduling a Future Service for Multiple Students on One day

Follow the steps below to pre-schedule a future service for multiple students on one day.

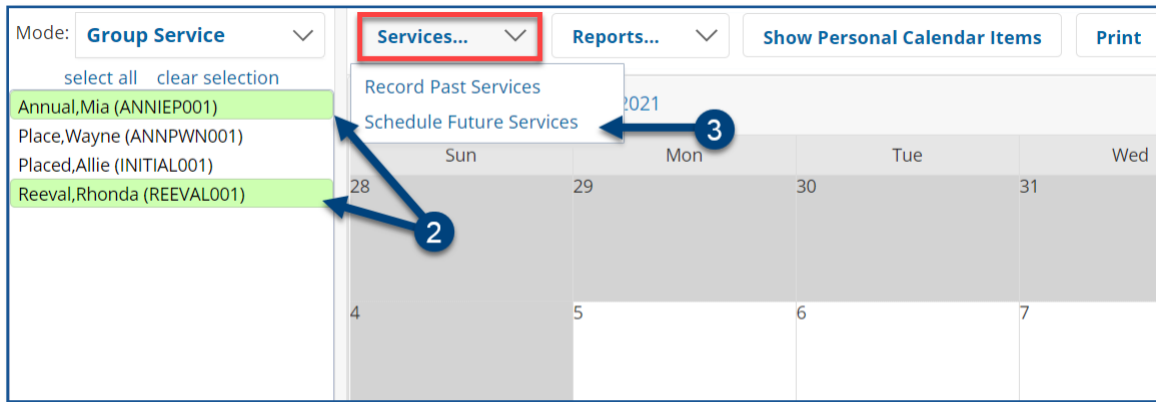
1. From the *Top Navigation Bar* on your homepage, click **Service Capture**, then select **Service Calendar**.



## Select Students and Verify/Select Mandate

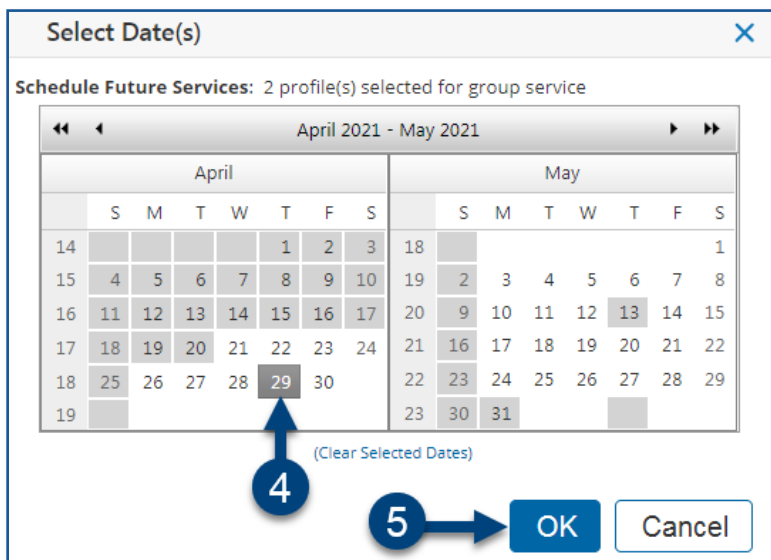
2. On the left side of the screen, click to highlight the **students** (hold down the CTRL key to choose multiple students) from your caseload for whom you want to schedule future services.
3. Click the **Services** dropdown menu and select **Schedule Future Services**.

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



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

4. Select the **date** on the *Schedule Future Services* calendar.
5. Click **OK**.



**Note:** If the student has multiple IEP mandates for the same service type, the *Select Mandate* pop-up window may display, and you must 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	D
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.
- The *Service Type* will be pre-populated. If it is not correct, select the correct service type from the dropdown menu.

• Each student must have one Speech-Language Referral completed per calendar year. Complete the Speech-Language Referral as soon as possible upon se

### Encounter Attendance

Student:	Andy Annual	ID:	ANNUAL046	Provider:	Bruce Speechdoe
Date of Service:*	01/25/2022	Start Time:*		End Time:*	
Service Type:*	Speech-Language Therapy				

Arrows 6 and 7 point to the Start Time and Service Type fields respectively.

**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 session.

Service Type:*	Special Education Teacher Support Services (SETSS) ▾	Temporary Service	<input type="checkbox"/>
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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):**

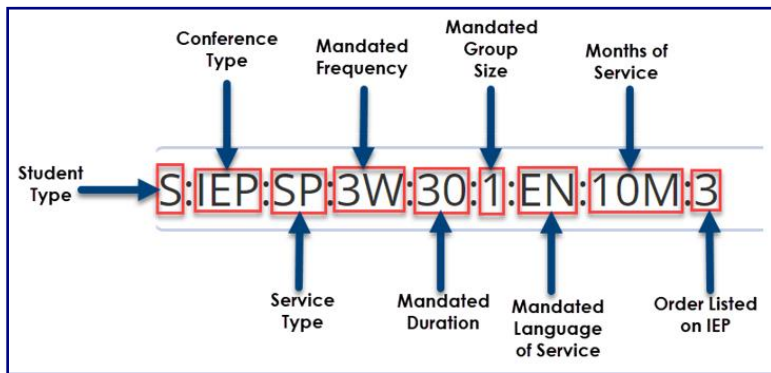
Mandated Service (IEP/IESP/SP/CSP)  Compensatory Services

Add All Service Types  Add Expired/Outside Term Mandates  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 [SE SIS InfoHub](#).

8. Verify/select the **Mandate Short Description**.

**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.

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

	S:IEP:SP:2W:30:4:EN:10M:3	lookup
<b>Mandate Short Description:*</b>	<b>Add Mandates to the list (Check all that apply and click lookup to view Mandates list):</b>	
	<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	
<b>Session Type:</b>	(Select)	

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

## Claimed Frequency

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

<b>Mandated Frequency:*</b>	2 per week
<b>10</b> <b>Claimed Frequency:*</b>	2  per week
<b>Mandated Duration:*</b>	30 Minutes
<b>Mandated Language of Service:</b>	English

**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.

11. 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.

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

### Save Service Record

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

The screenshot shows a form with two rows. The first row is labeled 'Mandated Max. Group Size' with a value of 'Group of 4' and an 'Actual:' dropdown menu set to '(Select)'. The second row is labeled 'Mandated Service Location' with a value of 'Separate Location Therapy Room' and an 'Actual:' dropdown menu set to '(Select)'. At the bottom left, there are 'Save' and 'Cancel' buttons. Callout 11 points to the 'Mandated Max. Group Size' field, callout 12 points to the 'Mandated Service Location' field, and callout 13 points to the 'Save' button.

### Select and Save Next Service Record

14. From the top of the page, select the next record from the *Select Record* dropdown menu. Verify/edit the selected record, then click **Save**.

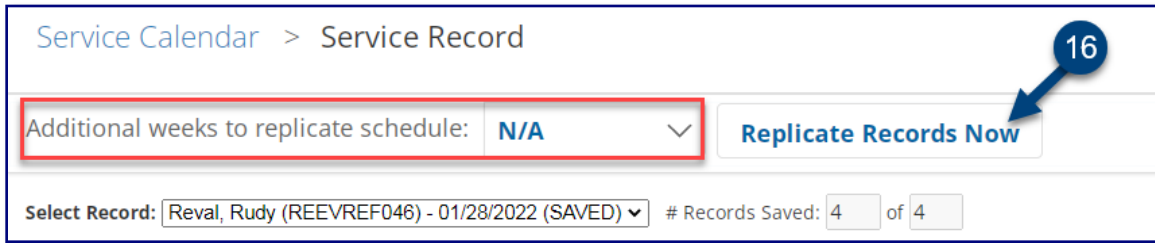
The screenshot shows a dropdown menu titled 'Schedule Future Services:'. The 'Select Record:' dropdown is open, showing a list of records. The first record is 'Annual, Andy (ANNUAL044) - 01/26/2022 (SAVED)'. To the right of the dropdown, there is a box that says '# Records Saved: 1 of 6'. Below the dropdown, there is a 'Review the record' button and a link that says 'Edit to revise this record.' Callout 14 points to the first record in the dropdown menu.

**Note:** Saved future service record dates display (SAVED) to the right of the date. The *# Records Saved* displays the number of saved sessions for the dates selected.

15. Repeat steps 6 -13 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 to replicate the scheduled future services. Click **Replicate Records Now**.

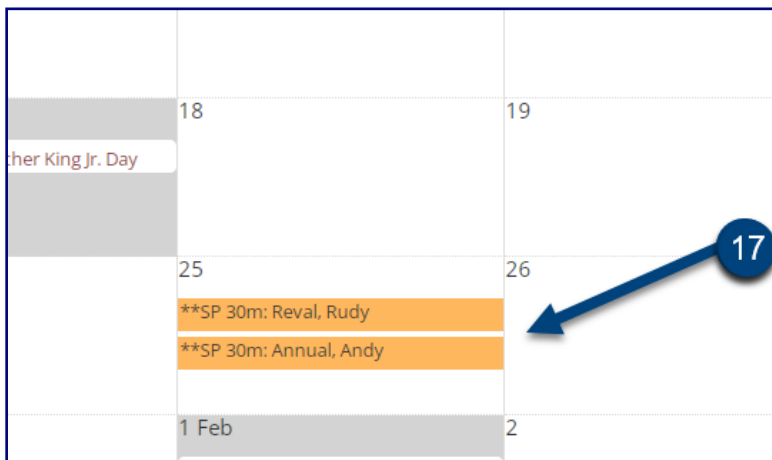


Service Calendar > Service Record

Additional weeks to replicate schedule: N/A

Select Record: Reval, Rudy (REEVREF046) - 01/28/2022 (SAVED) # Records Saved: 4 of 4

17. The scheduled encounter will display on the *Service Calendar* in orange. After the session, 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.



	18	19
ther King Jr. Day		
	25	26
	**SP 30m: Reval, Rudy	
	**SP 30m: Annual, Andy	
	1 Feb	2

**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 to provide services. If needed, scheduled sessions may be deleted.