THE SESIS TEAM | Ensuring all students have access. Together we can!

NYC Department of Education

# Scheduling a Future Service for One Student on Multiple Days

Contents

Introduction

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

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.
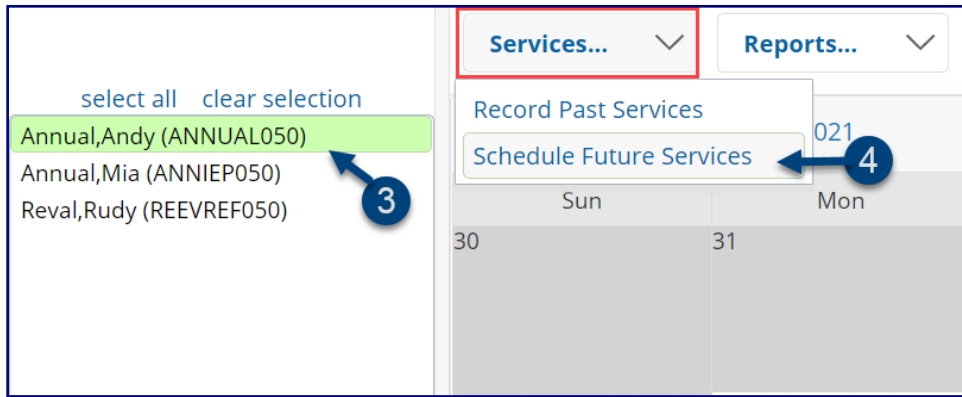
Scheduling a Future Service

1. **Log in** to SESIS.

2. From the *Top Navigation Bar* on your homepage, click **Service Capture,** and select **Service Calendar**.
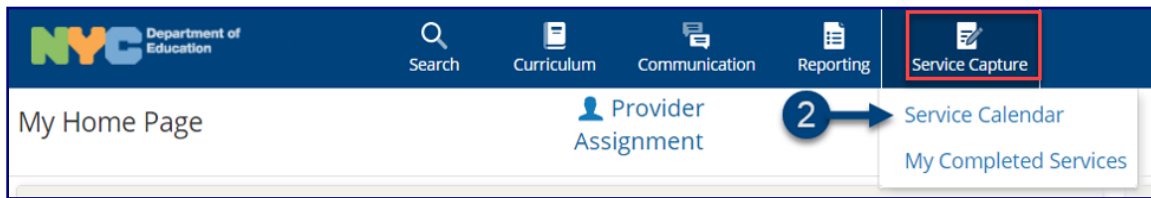
Select Student and Verify/Select Mandate

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

5. Select the **dates** of the planned session for the student on the *Schedule Future Services* calendar.

6. Click **OK**.

Note: Since you are scheduling future services, past calendar days are grayed out.
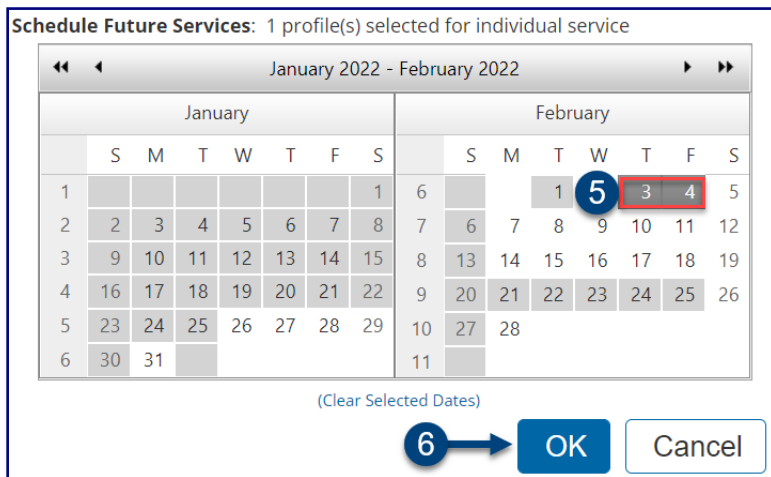
Note: If the student has multiple mandates for the same service type, the *Select Mandate* pop-up window may display, and you need to select the appropriate mandate.

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	Da
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

Note: When multiple days are selected, a *Select Record* dropdown menu displays with the student's name and the date of the record for which you are scheduling the service.

Schedule Future Services:

Select Record: Annual, Andy (ANNUAL050) - 02/03/2022 ⌄   # Records Saved: 0   of 2

7. Verify/enter the scheduled **Start Time** and **End Time** for the session.

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

Student:	Andy Annual		ID:	ANNUAL050	Provider	Bruce Speechdoe	Provider Type:	Speech-Language Therapy
Date of Service:*	02/03/2022 📅		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 ☐

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):
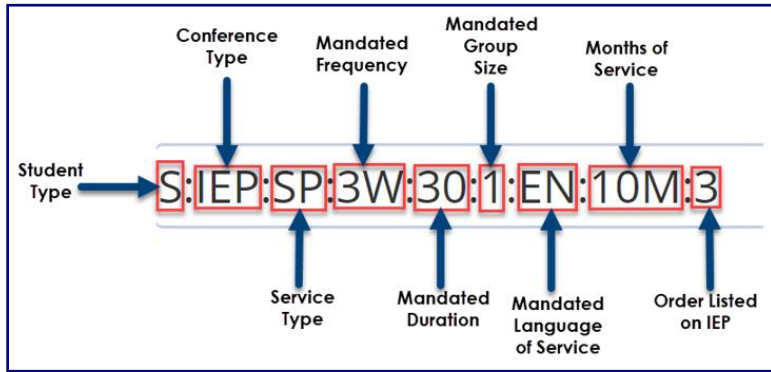☑ Mandated Service (IEP/IESP/SP/CSP) ☐ Compensatory Services
☐ Add All Service Types ☐ Add Expired/Outside Term Mandates ☐ Add Mandates Without/Pending IEP Consent

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 SESIS InfoHub.

9. 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.

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.

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 ☑ per week
Mandated Duration:*	30 Minutes
Mandated Language of Service:	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.

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.

Save Service Record

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

12 → Mandated Max. Group Size:	Individual	**Actual:** (Select) ☑	
13 → Mandated Service Location:	Separate Location Therapy Room	**Actual:** (Select)	☑
Save Cancel **14**			

15. From the top of the page, select the next date from the **Select Record** dropdown menu.

Schedule Future Services:

Select Record: Annual, Andy (ANNUAL050) - 02/03/2022 (SAVED) ⌄ | # Records Saved: 1 of 2

Annual, Andy (ANNUAL050) - 02/03/2022 (SAVED)
Annual, Andy (ANNUAL050) - 02/04/2022 ←

Review the reco ... record ... k ✏ **Edit** to revise this record. **15**

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.

16. Repeat steps 7 -14 for all remaining (unsaved) records from the *Select Record* dropdown menu.

Note: After all dates have been saved, a dropdown menu for *Additional weeks to replicate schedule* will display.

17. 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 services.

18. Click **Replicate Records Now**.

19. The scheduled encounters are displayed on the *Service Calendar* in orange. After each 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.