

Service Capture on a Student not on Caseload

This is the third route for Service Capture

Service Capture is a student profile

1. **Search for Student**
2. **Go to Student Profiles – Service Record Profile**
 - a. Action: Hover over the diagonal arrow to see all profiles
 - b. Action: Go to **Service Records** and click on it
3. **How to work within the Service Records Profile**
 - a. Action: Go to **Setup** on the toolbar
 - b. If you do not have **Setup** on the toolbar go to **Step 5** for further guidance.
 - c. How to open an new Service Record
 - d. Action: Click on the **+** next to “Add New Service Record”
 - e. A Service Record Form should open up
4. **How to work within the Service Record**
 - a. Action: Staff Field – use the lookup link on the right to find yourself
 - b. Action: Service Field – use the drop down to select your role
 - c. Action: Service Date Time: Input Date and Time
 - d. Action: Duration Minutes: Input minutes
 - e. Action: Service Type – Select appropriate type
 - f. Action: Progress Report: Use drop down to select
 - g. Action: Provider Notes – type a summation of services delivered – give a good picture for the next reader
 - h. Action: Has this service been completed – check the box
 - i. Action: Click on Green Action Button – Accept Changes
5. **What to do if the Setup button doesn’t appear on the toolbar**
 - a. If your security group within MIPSE is set for location wide you will need to make sure you have access to the building that your student is attending.
 - b. On your homepage of MIPSE – under your house icon on the toolbar you may find **Select Location**. You will need to select the building your student is attending.