



Nova Scotia Student Information System

Nova Scotia Public Education System

Services Data in TIENET

Quick Reference Guide

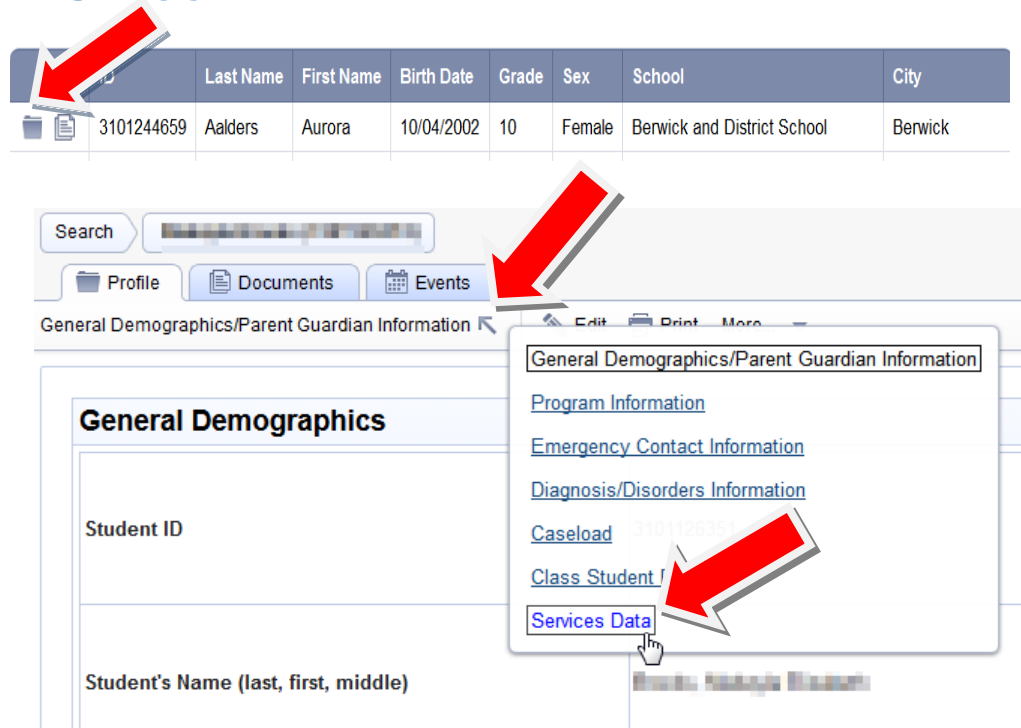
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1 SERVICES Data

Service data entries can be created from 2 sources.. When a Referral for Services document is completed and finalised for a student, a Services Data entry is automatically created. To manually enter service data for a student, search for a student from the **Search** link at the top of the home page or from your Student Case Load. New Services Data cannot be created if a current service already exists.

1.1 ACCESSING STUDENT SERVICES DATA

To access the **Services Data** for a student click on the Profile (File Folder) by the student's name.



Then click on **General Demographics/Parent Guardian Information** and use the drop down menu to choose **Services Data**.

2 ADD AND EDIT STUDENT SERVICES DATA

To add a service to Services Data click on **Set Up** and **Add New Services Data**.



2.1 ADDING SERVICES DATA

Select the service from the drop down menu and indicate if it is a **Direct** or **Indirect Service**. The **Service Referral Date** is optional if you are manually adding a service. When a **Referral for Services** document gets completed it will automatically enter the Service Referral Date. Select the **Service Status** and enter the **Status Effective Date**. **Service Created At** will be automatically entered. There is a **Service Notes** text box which is optional. All red fields are **required** fields. Once all the required fields are completed click **Accept Changes**.

2.2 EDITING SERVICES DATA

To edit an existing **Services Data** click on the magnifying glass icon beside the service and update as needed.

| Service | Service Other | Service Type | Service Ref Date | Service Status | Status Effective Date | Status Of Report | Service Created On | Service Modified On | Service Notes |
|--------------------|---------------|--------------|------------------|--|-----------------------|------------------|----------------------|----------------------|---------------|
| External Agency: | Good Agency | Direct | 03/11/2012 | Parent/Guardian Consented, Receiving Service | 04/04/2012 | N/A | 03/12/2012, 01:53 PM | 06/03/2013, 10:14 AM | |
| APSEA Services/BVI | | Direct | 03/12/2012 | Parent/Guardian Consented, Receiving Service | | N/A | 03/12/2012, 03:02 PM | 03/19/2012, 06:00 PM | |

Click on **Edit** to change or update information in the service.