



Nova Scotia Student Information System

Nova Scotia Public Education System

Services Data

Quick Reference Guide

Revision Date:
July 8, 2013

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1 SERVICES DATA

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.

Note: When a **Referral for Services** document is completed and set to **Final** status the service will automatically populate in the **Services Data** section.

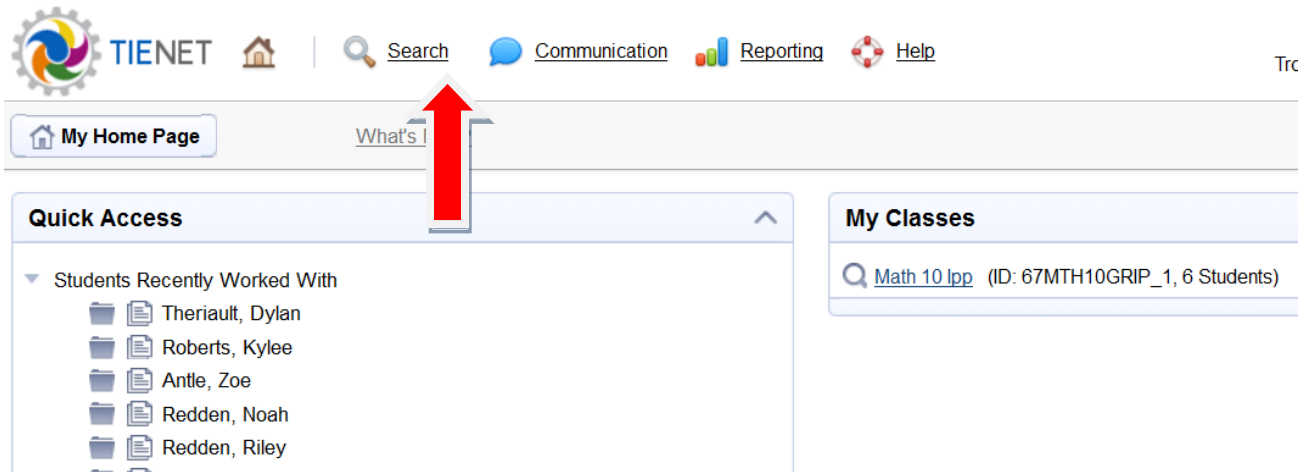


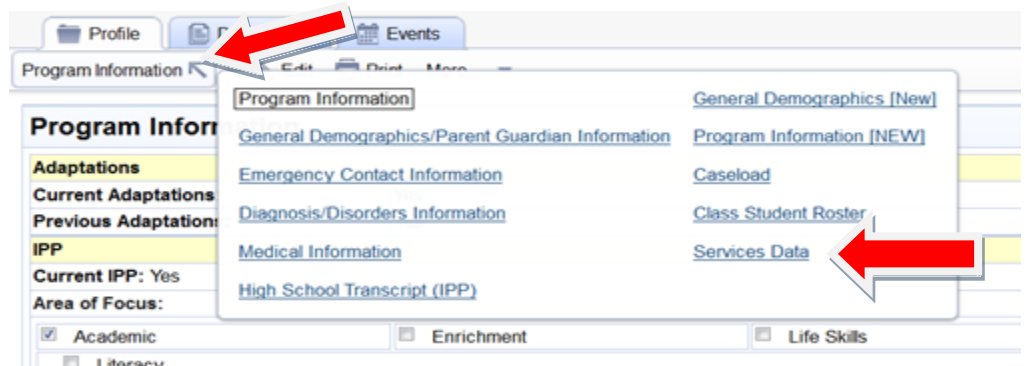
Figure 1: TIENET Home Page

1.1 ACCESSING STUDENT SERVICES DATA

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

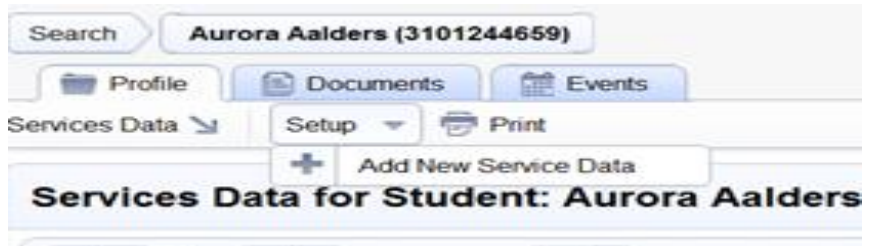
ID	Last Name	First Name	Birth Date	Grade	Sex	School	City
3101244659	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick

Then click on **Program Information** and then **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**. There is a **Services Notes** text box which is optional. All red fields are **required** fields. Once all the required fields are completed click **Accept Changes**.

Accept Changes Cancel Editing

Services Data Management	
Service Name	(none)
Service Type	(none) <small>Direct service - professional working face to face with student Indirect service - professional consultation, not face to face with stu</small>
Service Referral Date	
Service Status	(none)
Status Effective Date	
Service Notes	

Accept Changes Cancel Editing

2.2 EDITING SERVICES DATA

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

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.

Search
Aurora Aalders (3101244659) > Services Data
Service Data

Edit
 Add Service Data
 Print
More... ▾

Services Data Management

Service Name	Speech-Language Pathology Services
Service Type	Indirect
Service Referral Date	03/11/2012
Service Status	Referred for Services, Parent/Guardian Advised
Status Effective Date	
Status of Report/Recommendations	
Service Notes	