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Nova Scotia Student Information System

Nova Scotia Public Education System

# Services Data in TIENET

User Guide



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1	SERVICES DATA .....	3
1.1	ACCESSING STUDENT SERVICES DATA .....	3
2	ADD AND EDIT STUDENT SERVICES DATA.....	3
2.1	ADDING SERVICES DATA .....	4
2.2	EDITING SERVICES DATA .....	5

*(Note: Student names appearing in this document are fictitious names)*

## 1. SERVICES DATA

Services Data entries in TIENET 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 My Students Case Load. New Services Data cannot be created if a current entry for the same service already exists and has not yet been Discontinued.

### 1.1 ACCESSING STUDENT SERVICES DATA

To access the **Services Data** for a student, click on the **Profile** icon to the left of the student's name.

The screenshot shows a table of students with columns: Last Name, First Name, Birth Date, Grade, Sex, School, and City. A red arrow points to the profile icon (a person icon) next to the student 'Aalders, Aurora'. Below the table, a 'Program Information' dropdown menu is open, listing options: General Demographics/Parent Guardian Infor, Emergency Contact Information, Diagnosis/Disorders Information, School Counselling Information, SchoolsPlus, and Services Data. A red arrow points to the 'Services Data' option.

	Last Name	First Name	Birth Date	Grade	Sex	School	City	
	31012	Aalders	Aurora	10/04/2002	10	Female	Berwick and District School	Berwick

Then click on **Program Information** and use the drop-down menu to choose **Services Data**.

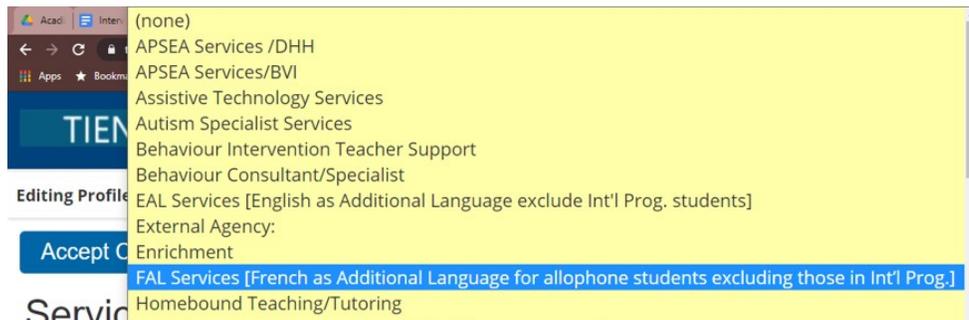
## 2 ADD AND EDIT STUDENT SERVICES DATA

To add a new entry to Services Data, click on **Add New Service Data**.

The screenshot shows the 'Profile' tab selected in a navigation bar. Below the navigation bar, there are two buttons: 'Services Data' with a dropdown arrow and 'Add New Service Data'. A red arrow points to the 'Add New Service Data' button.

## 2.1 ADDING SERVICES DATA

When completing the **Services Data** entry, the red fields are required. First, select the **Service Name** from the drop-down menu.



Indicate the **Service Type** as **Direct** or **Indirect Service** (Direct - professional working face-to-face with student and Indirect - professional consultation, not face-to-face with student). 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

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</small>
Service Referral Date	<input type="text"/>
Service Status	(none)
Status Effective Date	<input type="text"/>
Service Created At	<input type="text"/>
Service Notes	<input type="text"/>

Accept Changes Cancel Editing

the **Service Status** (Referred, Waiting for Service, and enter the **Status Effective Date**. **Service Created At** will be automatically entered. There is a **Service Notes** text box which is optional. Once all the required fields are completed click **Accept Changes**.

## 2.2 EDITING SERVICES DATA

To edit an existing Service Data entry, click on the **pencil icon** beside the service.

The screenshot shows the 'Profile' page with tabs for 'Documents' and 'Events'. Below these are buttons for 'Services Data', 'Add New Service Data', and 'Print'. The main content area is titled 'Services Data for Student:' and contains a table with the following data:

	Service	Service Other	Service Type	Service Created At	Service Ref Date	Ser
	Learning Centre Programming [50% of time, or greater]				10/27/2020	Ref
	Behaviour Consultant/Specialist		Direct		09/24/2020	Ref
	Resource Programming		Direct			Rec Part Adv

Change or update information in the Service Data entry and then **Accept Changes** when complete.

The image shows two buttons: 'Accept Changes' (a dark blue button with white text) and 'Cancel Editing' (a light blue button with dark blue text). A red arrow points from the top right towards the 'Accept Changes' button.

Services Data Management