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SUNGARD SCT HIGHER EDUCATION

SCT Banner Student Support Services Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to support services for students. This workbook is divided into four sections:

- Introduction
- Set-up
- Day-to-day Operations
- Reference

Intended audience

Staff of the Office of the Registrar and personnel from offices responsible for maintaining Support Services for students

Objectives

At the end of this workbook, you will be able to

- establish the validation and rule forms for student services
- establish goals, needs, and services associated with a specific service group
- assign goals, needs, and services to a person individually or by using a service group
- associate comments and attributes to a person on a specific goal, need, or service
- review and track the fulfillment of goals, needs, or services that have been assigned to an individual.

Prerequisites

To complete this workbook, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Admissions training workbook
- completed the Student training workbook
- completed the Population Selection training workbook.

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Section A: Introduction

Lesson: Process Introduction

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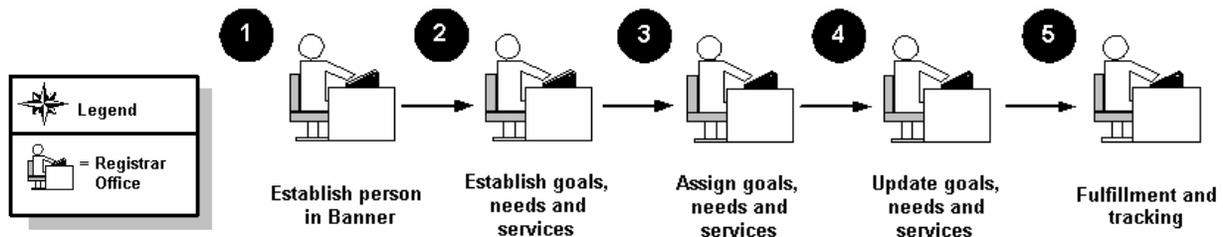
Introduction

The Student Support Services validation forms and rule forms helps you

- establish people in the system
- establish goals, needs or services
- assign goals, needs, or services
- update goals, needs, or services
- track goals, needs, or services.

Flow diagram

This flow chart highlights the Student Support Services process.



What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Establish the person (recruit, applicant, student, or instructor) into the system
2	Establish goals, needs or services
3	Assigns goals, needs and services
4	Goals, needs and services are updated
5	Review and track fulfillment of goals, needs and assigned services



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

Goals

An academic end point.

Examples: Obtain a bachelor's degree, earn a Ph.D., and earn a Child Care Certificate.

Needs

Items required for assistance in obtaining a goal.

Examples: Financial aid, health services, peer tutoring, and child care.

Services

Items provided to meet needs and goals.

Examples: Financial aid package, part-time employment, and child care.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your SCT Banner system to enable students to submit information about their needs to your institution.

Intended audience

Personnel responsible for setting up student support services

Objectives

At the end of this section, you will be able to establish the validation and rule forms for student services.

Prerequisites

To complete this workbook, you should have completed

- the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- the Student Overview, Admissions and Population Selection training workbooks.

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Section B: Set Up

Lesson: Validation Forms That Control Support Services

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Types of validation and rule forms needed

The following are some of the validation and rule forms used in the Support Services module. Review and add values to the forms listed. Create the necessary codes needed to complete this module by using your initials.

Once you have practiced with these, you may select other rules tables from the module lists to review and plan the values you may want to add for your organization.

Some of these forms may be previously established through other modules. Review these forms to see how they relate to the Student Catalog module.

Form Description	SCT Banner Name
Goal Validation	STVGOAL
Need Validation	STVNEED
Service Validation	STVSSER
Goal Attribute Validation	STVGATT
Need Attribute Validation	STVNATT
Service Attribute Validation	STVSATT
Service Group Validation	STVSSGP
Originator Code Validation	STVORIG
Service Result Validation	STVSSRS
Student Service Status Validation	STVSSST
Services Exemption Validation	STVSSEP
Need Referral Validation	STVNDRF
Student Service Provider Validation	STVSPRV
Service Group Rules	SEASSGP



Section B: Set Up

Lesson: Goal Validation Form

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Purpose

The Goal Validation Form (STVGOAL) is used to create goal codes and descriptions.

Examples: Obtain bachelor's degree, earn Child Care certificate.

SCT Banner form

Code	Description	Activity Date
A	Bachelor after associate degree	04-NOV-1991
AAS	Applied Science Degree	05-NOV-1991
ACAD	Academic Success	21-JUL-1994
CADM	Full College Admission	05-NOV-1991
CERT	Certificate	05-NOV-1991
CHIL	Certificate - Child Care	16-OCT-1991
COMP	Degree/Certificate Completion	21-JUL-1994
DRVR	Driver's License	16-OCT-1991
EC01	English Competency Certificate	24-JAN-1992
EMUP	Employment Upgrade	05-NOV-1991
FC01	French Competency Certificate	08-OCT-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Goal Validation Form (STVGOAL).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Need Validation Form

◀ Jump to TOC

Purpose

The Need Validation Form (STVNEED) is used to create, update and delete need codes and descriptions required for assistance in obtaining a goal.

Examples: Childcare assistance, transportation, and tutoring.

SCT Banner form

Code	Description	Activity Date
CHIL	Child care	17-OCT-1991
FINA	Financial Assistance	21-JUL-1994
HLTH	Health Services	21-JUL-1994
MENT	Mental Health Services	21-JUL-1994
MONI	Academic monitoring	05-NOV-1991
PEER	Peer Tutoring	05-NOV-1991
RMMT	Remedial Math	26-NOV-1991
RMRD	Remedial Reading	05-NOV-1991
TEST	Testing Skills	21-JUL-1994
TRAN	Transportation	05-NOV-1991
TUTR	Tutoring	17-OCT-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Need Validation Form (STVNEED).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Validation Form

◀ Jump to TOC

Purpose

The Service Validation Form (STVSSER) is used to create, update and delete service codes and descriptions that are provided to meet the needs and goals.

Examples: Hourly childcare, Financial Aid, and part-time employment.

SCT Banner form

Code	Description	Service Type	Activity Date
ACAD	Academic Advising Follow-up	<input type="checkbox"/>	07-NOV-1991
ADLT	Adult Literacy	<input type="checkbox"/>	06-NOV-1991
APTA	Aptitude Assessment	<input type="checkbox"/>	18-NOV-1991
ASMT	Assessment Service	<input type="checkbox"/>	07-NOV-1991
BABY	Babysitting hourly	<input type="checkbox"/>	07-NOV-1991
BAEM	Basic Employment	5	06-NOV-1991
BMI	Black Male Initiative	<input type="checkbox"/>	21-JUL-1994
BSSK	Basic Skills	6	06-NOV-1991
CHCR	Child Care	2	06-NOV-1991
CNAD	Counseling/Advising Service	<input type="checkbox"/>	07-NOV-1991
CRPL	Career Planning/Interest	<input type="checkbox"/>	07-NOV-1991
DISA	Disabled Student Services	3	06-NOV-1991
DRUG	Drug Counseling	<input type="checkbox"/>	21-JUL-1994
EOPS	EOPS	9	06-NOV-1991
ESL	ESL	8	06-NOV-1991
FINA	Financial Aid	1	06-NOV-1991
JOBP	Job Placement	<input type="checkbox"/>	21-JUL-1994
JUDI	Judicial Affairs	<input type="checkbox"/>	21-JUL-1994
LSTY	Learning/Study Skills Service	<input type="checkbox"/>	07-NOV-1991
MINO	Minority Student Services	<input type="checkbox"/>	21-JUL-1994
OREN	Orientation Service	<input type="checkbox"/>	07-NOV-1991
SPEC	Specialized Service	<input type="checkbox"/>	18-NOV-1991
SSKE	Study Skills Evaluation	<input type="checkbox"/>	22-NOV-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Validation Form (STVSSER).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Enter a code in the Service Type field.
5	Repeat steps 2, 3 and 4 to enter all your codes.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Goal Attribute Validation Form

◀ Jump to TOC

Purpose

The Goal Attribute Validation Form (STVGATT) is used to create, update and delete goal attribute codes and descriptions.

Examples: Early Childhood Certificate, Teacher Assistant, etc.

SCT Banner form

Code	Description	Activity Date
ACAD	Academic Success	21-JUL-1994
ADM	Admission Acceptance	21-JUL-1994
DATA	Data entry training	21-OCT-1991
DEGR	Degree/Certificate Completion	21-JUL-1994
GERI	Geriatric Care	21-OCT-1991
MATH	Pass Math Placement Test	21-JUL-1994
PEDS	Pediatric Care	21-OCT-1991
RET	Retention	21-JUL-1994
WORD	Word processing training	21-OCT-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Goal Attribute Validation Form (STVGATT).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Need Attribute Validation Form

◀ Jump to TOC

Purpose

The Need Attribute Validation Form (STVNATT) is used to create, update and delete need attribute codes and descriptions.

Examples: Infant care evening hours, after school childcare, academic monitoring, etc.

SCT Banner form

Code	Description	Activity Date
INFD	Infant Care - day hours	06-JAN-1995
INFE	Infant Care - evening hours	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Need Attribute Validation Form (STVNATT).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Attribute Validation Form

◀ Jump to TOC

Purpose

The Service Attribute Validation Form (STVSATT) is used to create, update and delete service attribute codes and descriptions.

Examples: Federal Grant, State Aid, Single Parent Scholarship, etc.

SCT Banner form

Code	Description	Activity Date
PVR	Vocational Rehabilitation Grnt	05-NOV-1991
GRNT	Federal grant	21-OCT-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Attribute Validation Form (STVSATT).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Group Validation Form

◀ Jump to TOC

Purpose

The Service Group Validation Form (STVSSGP) is used to create, update and delete codes and descriptions for groups that will have a standard set of goals, needs, and services.

Examples: Single Parent or Adult Literacy.

SCT Banner form

Code	Description	Activity Date
ADLT	Adult Literacy Program	15-NOV-1991
BRID	Bridge Student Group	28-MAY-1992
CONT	Continuing Education Group	26-NOV-1991
DISB	Disabled Student Group	04-SEP-1991
FORE	Foreign Student Group	28-MAY-1992
HSIC	High School in College Group	05-NOV-1991
SP	Single Parent	22-JUL-1994

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Group Validation Form (STVSSGP).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Originator Code Validation Form

◀ Jump to TOC

Purpose

The Originator Code Validation Form (STVORIG) is used to create, update and delete originator codes.

Examples: Student Accounts Office, Dean of Students, and Registrar's Office.

SCT Banner form

Code	Description	Activity Date
ACCT	Student Accounts Office	26-MAR-1987
ADMS	Admissions Office	26-MAR-1987
ALDR	Director of Alumni Relations	05-JUN-1990
ANFD	Annual Fund Office	03-JUN-1990
APIO	API Test Code	16-JUN-2004
AUTO	Generated Automatically	31-MAR-1988
BUSO	Bursar's Office	09-OCT-1987
CART	College of Arts and Sciences	09-DEC-2003
CCON	Capital Consultant	03-JUN-1990
CORG	Corporate Giving Office	03-JUN-1990
COUN	Counseling Center	01-MAY-1987
DEVD	Director of Development	05-JUN-1990
DOFI	Dean of Instruction	01-MAY-1987
DOFS	Dean of Students	01-MAY-1987
EDFL	Sch Ed Fellowship Office	09-DEC-2003
EDUC	School of Education	09-DEC-2003
FAID	Financial Aid Office	01-NOV-1989
FINO	Finance and Billing	03-MAR-1992
KM	Dept of Music	02-AUG-2004
LIBR	Library Circulation Area	12-MAR-1987
MAJG	Major Gifts Office	03-JUN-1990
MATH	Department of Mathematics	12-MAR-1987
PHY1	Physical Education - Football	12-MAR-1987

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Originator Code Validation Form (STVORIG).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Result Validation Form

◀ Jump to TOC

Purpose

The Service Result Validation Form (STVSSRS) is used to create, update and delete codes and descriptions to define the results of the provided services.

Examples: Goal reached, goal not reached, in progress, unknown, etc.

SCT Banner form

Code	Description	Activity Date
GE	Goal exceeded	06-JAN-1995
GR	Goal reached	06-JAN-1995
IP	In progress	26-NOV-1991
NR	Goal not reached	06-JAN-1995
UN	Unknown	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Result Validation Form (STVSSRS).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Student Service Status Validation Form

◀ Jump to TOC

Purpose

The Student Service Status Validation Form (STVSSST) is used to create, update and delete codes and descriptions to define the status of the service.

Examples: In progress, Completed, referred to provider, refused service, etc.

SCT Banner form

Code	Description	Activity Date
DC	Delivery completed	06-JAN-1995
IP	In progress	06-JAN-1995
RF	Service refused	06-JAN-1995
RP	Referred to provider	06-JAN-1995
SR	Service recommended	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Service Status Validation Form (STVSSST).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Exemption Validation Form

◀ Jump to TOC

Purpose

The Service Exemption Validation Form (STVSSEP) is used to create, update and delete codes and descriptions to define the reason for exemption of services.

Examples: Obtained own provider, used resources outside the university, etc.

SCT Banner form

Code	Description	Activity Date
OWN	Obtained Own Provider	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Exemption Validation Form (STVSSEP).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Need Referral Validation Form

◀ Jump to TOC

Purpose

The Need Referral Validation Form (STVNDRF) is used to create, update and delete codes and descriptions to define from where the student was referred for services.

Examples: Advisor referral, instructor referral, high school counselor, etc.

SCT Banner form

Code	Description	Activity Date
ADV	Advisor Referral	21-JUL-1994
CNSC	Referred by Counseling Center	21-JUL-1994
DVR	Referred by Vocational Rehab	05-NOV-1991
HSC	High School Counselor Referral	21-JUL-1994
INST	Need referred by instructor	04-SEP-1991
VA	Referred by Veterans Admin	05-NOV-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Need Referral Validation Form (STVNDRF).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Student Service Provider Code

◀ Jump to TOC

Purpose

The Student Service Provider Code (STVSPRV) is used to create, update and delete codes and descriptions to define the provider of services to the student.

Examples: Tutoring Center, ABC Day Care, Single Parent Support group, etc.

SCT Banner form

Code	Description	Activity Date
AA	Alcoholics Anonymous	21-JUL-1994
CFF	Center for the Family	21-JUL-1994
CH	Community Hospital Ed Center	21-JUL-1994
MD	Munchkin Daycare	21-JUL-1994
MHS	Math Honor Society	21-JUL-1994
NA	Narcotics Anonymous	21-JUL-1994
TLC	The Learning Center	21-JUL-1994
UCC	University Counseling Center	21-JUL-1994
UTS	University Transportation Svc	21-JUL-1994

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Service Provider Code (STVSPRV).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 to enter all your codes.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Service Group Rules Form

◀ Jump to TOC

Purpose

The Service Group Rules Form (SEASSGP) is used to enter and maintain goals, services, and needs associated with a service group code and term. The Service Group must be defined on the Service Group Validation Form (STVSSGP) before it can be accessed using SEASSGP.

SCT Banner form

The screenshot shows the SEASSGP 7.0 banner form. At the top, the 'Service Group' is set to 'ADLT' (Adult Literacy Program) and the 'Term' is '200610' (Fall 2006). Below this are three main sections: 'Goal Codes', 'Need Codes', and 'Service Codes'. Each section has a 'From Term' (200610), a 'Maintenance' icon, and a 'To Term' (999999). The 'Goal Codes' section lists 'COMP' (Degree/Certificate Completion) with an activity date of 15-FEB-2005. The 'Need Codes' section lists 'RMRD' (Remedial Reading) and 'PEER' (Peer Tutoring), both with activity dates of 15-FEB-2005. The 'Service Codes' section lists 'ADLT' (Adult Literacy) and 'TUTR' (Tutorial/Supplementary Instruct), both with activity dates of 15-FEB-2005. The 'TUTR' service code is highlighted in green.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Group Rules Form (SEASSGP).
2	Enter a code in the Service Group field.
3	Enter a term in the Term field.
4	Perform a Next Block function.
5	Select a goal in the Goal field.
6	Select a need in the Need field.
7	Select a service in the Service field.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What form is used to define goals?

Question 2

Where can a group code be created?

Question 3

A service is something provided to the student so they can achieve a defined goal.

True or False



Section B: Set Up

Lesson: Answer Key for Self Check

◀ [Jump to TOC](#)

Question 1

What form is used to define goals?

STVGOAL

Question 2

Where can a group code be created?

STVSSGP

Question 3

A service is something provided to the student so they can achieve a defined goal.

True



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to explain the regular process and detail the procedures to create the rules and set the parameters used to maintain Support Services for students.

Intended audience

Staff of the Office of the Registrar and personnel from offices responsible for maintaining Support Services for students.

Objectives

At the end of this section, you will be able to

- assign goals, needs, and services to a person individually or by using a service group
- associate comments and attributes to a person on a specific goal, need, or service
- review and track the fulfillment of goals, needs, or services that have been assigned to an individual.

Prerequisites

To complete this workbook, you should have completed

- the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- the Student Overview, Admissions, and Population Selection training workbooks.

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Section C: Day-to-Day Operations

Lesson: Processing Support Services Data

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Introduction

After a person has been established in the SCT Banner system, he/she may begin to have information associated with his/her goal and need requirements, as well as any services, which are provided to him/her and are maintained.

Goals, needs, and services may be maintained separately or may be grouped together to create services.

A service group is a combination of goals, needs, and/or services that may be assigned together. These service groups consist of a specified set of goals, needs, and/or services. The service group may then be assigned to persons existing in the database either online or through Population Selection and a batch load process. Service groups are optional.

A person may be associated with a service group or with multiple service groups. A person may be associated with a single service without having a service group.

Goals, needs, and services are all independent of each other. A person may have a goal without a need, or have a need without a goal, or have a service without a need or a goal.

The successful completion of goals and needs met, and the provision of services can be tracked.

Example

An example of a service group may be an Adult Literacy Program where all of the participants have the same goal, a reading certificate; the same needs, a remedial reading level and academic monitoring; and the same services are provided, tutoring, counseling, and skills assessment.

Individuals in the Adult Literacy Program could then be assigned to the service group via the Service Group Assignment Form (SEAASGN). Service groups may also be assigned in batch using a user-defined Population Selection and the Support Services Load Process (SERLOAD).



Section C: Day-to-Day Operations

Lesson: Processing Support Services Data (Continued)

◀ [Jump to TOC](#)

Methods for adding Support Service data

Three methods may be used to add Support Service data for an individual. They are as follows.

When large volume processing is required, create a set of individuals through Population Selection, then run the Support Services Load Process (SERLOAD) which assigns that set of goals, needs, and services associated with the service group.

When working with individuals, use the Service Group Assignment Form (SEASSGP) to create goals, needs, and services based on Service Groups, then go to the Support Service Detail Form (SEADETL) to view and modify the details.

Go directly to the Support Service Detail Form (SEADETL) goals, needs, and services. These may be associated with a service group or may be independent of a service group.



Section C: Day-to-Day Operations

Lesson: Assigning Support Service Groups via Batch Processing

◀ Jump to TOC

Purpose

The Support Services Load Process (SERLOAD) is used to automatically create needs, goals, and services for a group of people based on a user-defined service group. This process accepts an input file from the Population Selection process to create the support services information.

Note: The SERLOAD process involves a Population Selection, which is covered in another workbook. Refer to the *Student – Population Selection Training Workbook* to review the method used to create a population selection.

SCT Banner form

Process Submission Controls GJAPCTL 7.1

Process: SERLOAD Support Services Load Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Pop. Selection Identifier	
02	Pop. Selection Application	
03	Pop. Selection Creator ID	
04	Report Term	
05	Effective Term	
06	Service Group Code	

LENGTH: 30 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to assign support service groups via batch processing.

Step	Action
1	Access the Support Services Load Process (SERLOAD).
2	Enter the desired printer name in the Printer field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



Section C: Day-to-Day Operations

Lesson: Assigning Support Service Groups via Batch Processing (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action														
3	Enter these parameter values.														
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01: Pop. Selection Identifier</td> <td>Enter the population selection identifier code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection identifier code.</td> </tr> <tr> <td>02: Pop. Selection Application</td> <td>Enter the population selection application code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection application code.</td> </tr> <tr> <td>03: Pop. Selection Creator ID</td> <td>Select the User ID of the person who created the population selection codes.</td> </tr> <tr> <td>04: Report Term</td> <td>Enter the report heading term.</td> </tr> <tr> <td>05: Effective Term</td> <td>Enter the effective term of the service group rules to be used to build support services.</td> </tr> <tr> <td>06: Service Group Code</td> <td>Enter the service group codes to be loaded for the selected population.</td> </tr> </tbody> </table>	Parameter	Description	01: Pop. Selection Identifier	Enter the population selection identifier code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection identifier code.	02: Pop. Selection Application	Enter the population selection application code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection application code.	03: Pop. Selection Creator ID	Select the User ID of the person who created the population selection codes.	04: Report Term	Enter the report heading term.	05: Effective Term	Enter the effective term of the service group rules to be used to build support services.	06: Service Group Code	Enter the service group codes to be loaded for the selected population.
	Parameter	Description													
	01: Pop. Selection Identifier	Enter the population selection identifier code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection identifier code.													
	02: Pop. Selection Application	Enter the population selection application code. <u>Note:</u> You can also use the Search icon next to Values to search for a population selection application code.													
	03: Pop. Selection Creator ID	Select the User ID of the person who created the population selection codes.													
	04: Report Term	Enter the report heading term.													
05: Effective Term	Enter the effective term of the service group rules to be used to build support services.														
06: Service Group Code	Enter the service group codes to be loaded for the selected population.														
4	Click the Save Parameter Set as checkbox.														
5	Enter a name and description in the Name and Description fields.														
6	Click the Submit radio button.														
7	Click the Save icon to execute the report.														
	<u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.														
8	Select Review Output on the <u>Options</u> menu to review the report.														
9	Click the Exit icon.														



Section C: Day-to-Day Operations

Lesson: Assigning Service Groups to an Individual

◀ Jump to TOC

Purpose

The Service Group Assignment Form (SEAASGN) is used to assign a services group to an individual.

SCT Banner form

The screenshot shows the 'Service Group Assignment' form (SEAASGN 7.0). At the top, there are fields for 'ID' (a dropdown menu) and 'Term' (a dropdown menu with '200610' selected). Below this is a section titled 'Service Group Assignments'. It contains a 'From Term' field, a 'Maintenance' icon, and a 'To Term' field. The main area is a table with columns for 'Service Group' (a dropdown menu), 'Description', and 'Activity Date'. The 'Service Group' column has a list of 12 empty dropdown boxes. The 'Activity Date' column has a list of 12 empty text boxes. A vertical scrollbar is on the right side of the table.

Procedure

Follow these steps to assign support service groups to an individual.

Step	Action
1	Access the Service Group Assignment Form (SEAASGN).
2	Select the student's ID in the ID field.
3	Select a term in the Term field.
4	Double-click the Service Group field and select a service group.
5	Click the Save icon.
6	Select <u>View Details Assignments</u> from the Options menu.
	<u>Result:</u> This takes you to SEADETL, Support Services Detail Form.



Section C: Day-to-Day Operations

Lesson: Modifying Support Service Details

◀ Jump to TOC

Purpose

The detail information about each individual's progress can be reviewed or modified on the Support Services Detail Form (SEADETL) for those persons who may have additional goals, needs, and services.

The Support Service Detail Form (SEADETL) is used to enter any combination of goals, needs, and services. These may be associated with a service group or may be independent of a service group.

SCT Banner form

Goal	Description	Group	Priority Number	Time	Estimated Completion Date	Actual Completion Date	Result	Review
COMP	Degree/Certificate Completion	ADLT	1	4Y	22-MAY-2009			

Procedure

Follow these steps to modify support service details.

Step	Action
1	Access the Support Service Detail Form (SEADETL).
2	Select the student's ID in the ID field.
3	Select a term in the Term field.
4	Select a service group in the Service Group field.
5	Perform a Next Block function.
6	Select additional goals in the Goal field if needed.
7	Enter number in the Priority Number field.



Section C: Day-to-Day Operations

Lesson: Modifying Support Service Details (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Enter an estimated time requirement in the Time field. <u>Example</u> : One year or four years.
9	Enter a date in the Estimated Completion Date field.
10	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Goal

◀ Jump to TOC

Purpose

Once a goal, need, or service has been assigned to a person, it may be further enhanced by creating information in the form of attributes or comments about the goal, need, or service.

The Goal Attributes and Comments Form (SEAGDTL) is used to allow assignment of attributes and comments for a goal to a person. The person must be defined to the system, and the goal must be assigned to the person on the Support Services Detail Form (SEADETL), before accessing this form.

Those attributes or comments specific to a goal for a person may be defined using the Goal Attributes and Comments Form (SEAGDTL).

SCT Banner form

Goal Attributes and Comments SEAGDTL 7.0

ID: 00010297 Student, Michael W.
Term: 200610 Fall 2006 Goal: []

Goal Attributes

From Term: [] Maintenance [?] To Term: []

Attribute	Description	Activity Date
[]	[]	[]
[]	[]	[]
[]	[]	[]

Goal Comments

From Term: [] Maintenance [?] To Term: []

Goal Comments [] [?]

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Goal Attributes and Comments Form (SEAGDTL) by selecting <u>Assign Goal Attributes and Comments</u> from the Options menu on the Service Attributes and Comments Form [SEASDTL].
2	Select a goal in the Goal field.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Goal (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
3	Perform a Next Block function.
4	Select an attribute in the Attribute field.
5	Enter comments in the Goal Comments field.
6	Click the Save icon
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Need

◀ Jump to TOC

Purpose

The Need Attributes and Comments Form (SEANDTL) is used to allow assignment of attributes and comments of a need to a person. The person must exist on the system, and the need must be assigned to the person in the Need Assignment window of the Support Services Detail Form (SEADTL), before entering data on the Need Attribute and Comments Form.

Attributes or comments specific to a need for a person may be defined using the Need Attributes and Comments Form (SEANDTL).

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Need Attributes and Comments Form (SEANDTL) by selecting <u>Assign Need Attributes and Comments</u> from the Options menu on the Service Attributes and Comments Form [SEASDTL].
2	Select a need in the Need field.
3	Perform a Next Block function.
4	Select an attribute in the Attribute field.
5	Enter comments in the Need Comments field.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Need (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
6	Click the Save icon.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Service

◀ Jump to TOC

Purpose

The Service Attributes and Comments Form (SEASDTL) is used to allow assignment of attributes and comments of a service to a person. The person must be defined to the system, and the service must be assigned to the person in the Service Assignment window of the Support Services Detail Form (SEADETL), before accessing this form.

Attributes or comments specific to a service for a person may be defined using the Service Attributes and Comments Form (SEASDTL).

SCT Banner form

The screenshot shows the SEASDTL 7.0 form. At the top, there are fields for ID (set to @00010297), Student Name (Michael W.), Term (200610), and Fall 2006. A Service dropdown menu is also present. Below this is the 'Service Attributes' section, which includes 'From Term', 'Maintenance' (with a lock icon), and 'To Term' fields. It also features a table with columns for 'Attribute', 'Description', and 'Activity Date'. The 'Service Comments' section below has 'From Term' and 'To Term' fields, and a text area for entering comments with a checkmark icon.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Attributes and Comments Form (SEASDTL) by selecting <u>Assign Service Attributes and Comments</u> from the Options menu on the Service Attributes and Comments Form [SEASDTL].
2	Select a service in the Service field.
3	Perform a Next Block function.
4	Select an attribute in the Attribute field.
5	Enter comments in the Service Comments field.



Section C: Day-to-Day Operations

Lesson: Associating Attributes and Comments for a Service (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
6	Click the Save icon.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using the Support Services Query Form

◀ Jump to TOC

Purpose

Support Services Query Form (SEAQGNS) is a stand-alone query form used to display all persons who have been assigned the combination of goal, need, and service for the effective term specified.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Support Services Query Form (SEAQGNS).
2	Select a goal code in the Goal Code field.
3	Select a need code in the Need Code field.
4	Select a service code in the Service Code field.
5	Perform a Next Block function to view results.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using the Goal Query Form

◀ Jump to TOC

Purpose

The Goal Query Form (SEAGQRY) is used to display the goals associated with a person within an effective term. A service group may also be specified so that all goals within a service group may be display.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Goal Query Form (SEAGQRY).
2	Enter an ID in the ID field.
3	Enter a term in the Term field.
4	Select a service group in the Service Group field.
5	Perform a Next Block function to view results.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using the Need Query Form

◀ Jump to TOC

Purpose

Need Query Form (SEANQRY) is used to display the needs associated with a person within an effective term.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Need Query Form (SEANQRY).
2	Enter an ID in the ID field.
3	Enter a term in the Term field.
4	Select a service group in the Service Group field.
5	Perform a Next Block function to view results.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using the Services Query Form

◀ Jump to TOC

Purpose

The Service Query Form (SEASQRY) is used to display the services associated with a person within an effective term.

SCT Banner form

Service Query SEASQRY 7.0

ID:

Term: 200610 Fall 2006

Service Group: CONT Continuing Education Group

Services Assignment Query

From Term: To Term:

Service Code	Description	Group Code
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
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<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Service Query Form (SEASQRY).
2	Enter an ID in the ID field.
3	Enter a term in the Term field.
4	Select a service group in the Service Group field.
5	Perform a Next Block function to view results.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Service Groups are assigned to students who have different goals, needs, and services.

True or False

Question 2

Additional goals, needs, services can be assigned to a person that is part of a Service Group.

True or False

Question 3

It is required that attributes and comments be added to goals, needs, and services.

True or False

Question 4

I can enter a Need attribute and comment on SEASDTL.

True or False

Question 5

I can view the goals, needs and services for the individual on SEASQRY.

True or False

Question 6

I can add a need to an individual using SEANQRY.

True or False

Question 7

Using SEAQGNS I can view all persons who have been assigned the combination of a specific, goal, need, and service for the Term Code specified.

True or False



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 8

A goal, need, and service can be assigned to an individual using one form.

True or False



Section C: Day-to-Day Operations

Lesson: Answer Key

◀ Jump to TOC

Question 1

Service Groups are assigned to students who have different goals, needs, and services. (True or False)

False. Service Groups are assigned to students with the same goals, needs, and services.

Question 2

Additional goals, needs, services can be assigned to a person that is part of a Service Group. (True or False)

True.

Question 3

It is required that attributes and comments be added to goals, needs, and services. (True or False)

False. You do not need to add attributes or comments.

Question 4

I can enter a Need attribute and comment on SEASDTL. (True or False)

False. You would use the Need Attributes and Comments form (SEANDTL).

Question 5

I can view the goals, needs and services for the individual on SEASQRY. (True or False)

False. You can only view services on the Service Query Form (SEASQRY).

Question 6

I can add a need to an individual using SEANQRY. (True or False)

False. You cannot add a need using a query form. You must use the Support Service Detail Form (SEADETL).



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

◀ [Jump to TOC](#)

Question 7

Using SEAQGNS I can view all persons who have been assigned the combination of a specific, goal, need, and service for the Term Code specified. (True or False)

True.

Question 8

A goal, need, and service can be assigned to an individual using one form.

True.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Goal Validation	STVGOAL	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Support Services Query Form	SEAQGNS
		Goal Attributes and Comments Form	SEAGDTL
		Goal Query Form	SEAGQRY
Need Validation	STVNEED	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Support Services Query Form	SEAQGNS
		Need Attributes and Comments Form	SEANDTL
		Need Query Form	SEANQRY
Service Validation	STVSSER	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Support Services Query Form	SEAQGNS
		Service Attributes and Comments Form	SEASDTL
		Service Query Form	SEASQRY



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Goal Attribute Validation	STVGATT	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Goal Attributes and Comments Form	SEAGDTL
Need Attribute Validation	STVNATT	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Need Attributes and Comments Form	SEANDTL
Service Attribute Validation	STVSATT	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Service Attributes and Comments Form	SEASDTL
Service Group Validation	STVSSGP	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
Originator Code Validation	STVORIG	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Service Result Validation	STVSSRS	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
Student Service Status Validation	STVSSST	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
Services Exemption Validation	STVSSEP	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
Need Referral Validation	STVNDRF	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
Student Service Provider Validation	STVSPRV	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Service Group Rules	SEASSGP	Support Services Load Process	SERLOAD
		Service Group Assignment Form	SEASSGP
		Support Service Detail Form	SEADETL
		Support Services Query Form	SEAQGNS
		Goal Attributes and Comments Form	SEAGDTL
		Need Attributes and Comments Form	SEANDTL
		Service Attributes and Comments Form	SEASDTL
		Goal Query Form	SEAGQRY
		Need Query Form	SEANQRY
		Service Query Form	SEASQRY



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Support Services Load Process (SERLOAD)	<ul style="list-style-type: none"> • Service Group Rules (SEASSGP) • Goal Validation (STVGOAL) • Need Validation (STVNEED) • Service Validation (STVSSER) • Goal Attribute Validation (STVGATT) • Need Attribute Validation (STVNATT) • Service Attribute Validation (STVSATT) • Service Group Validation (STVSSGP) • Originator Code Validation (STVORIG) • Service Result Validation (STVSSRS) • Student Service Status Validation (STVSSST) • Services Exemption Validation (STVSSEP) • Need Referral Validation (STVNDRF) • Student Service Provider Validation (STVSPRV)
Service Group Assignment Form (SEASSGP)	<ul style="list-style-type: none"> • See above •
Support Service Detail Form (SEADETL)	<ul style="list-style-type: none"> • See above •
Support Services Query Form (SEAQGNS)	<ul style="list-style-type: none"> • Service Group Rules (SEASSGP) • Goal Validation (STVGOAL) • Need Validation (STVNEED) • Service Group Validation (STVSSGP)
Goal Attributes and Comments Form (SEAGDTL)	<ul style="list-style-type: none"> • Service Group Rules (SEASSGP) • Goal Validation (STVGOAL) • Goal Attribute Validation (STVGATT)
Need Attributes and Comments Form (SEANDTL)	<ul style="list-style-type: none"> • Service Group Rules (SEASSGP) • Need Validation (STVNEED) • Need Attribute Validation (STVNATT)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ [Jump to TOC](#)

Day-to-Day Form	Setup Forms Needed
Service Attributes and Comments Form (SEASDTL)	<ul style="list-style-type: none">• Service Group Rules (SEASSGP)• Service Group Validation (STVSSGP)• Service Attribute Validation (STVSATT)
Goal Query Form (SEAGQRY)	<ul style="list-style-type: none">• Service Group Rules (SEASSGP)• Goal Validation (STVGOAL)
Need Query Form (SEANQRY)	<ul style="list-style-type: none">• Service Group Rules (SEASSGP)• Need Validation (STVNEED)
Service Query Form (SEASQRY)	<ul style="list-style-type: none">• Service Group Rules (SEASSGP)• Service Group Validation (STVSSGP)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
STVGOAL	Goal Validation	
STVNEED	Need Validation	
STVSSER	Service Validation	
STVGATT	Goal Attribute Validation	
STVNATT	Need Attribute Validation	
STVSATT	Service Attribute Validation	
STVSSGP	Service Group Validation	
STVORIG	Originator Code Validation	
STVSSRS	Service Result Validation	
STVSSST	Student Service Status Validation	
STVSSEP	Services Exemption Validation	
STVNDRF	Need Referral Validation	
STVSPRV	Student Service Provider Validation	
SEASSGP	Service Group Rules	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 09/01/2005.