Banner Student
Support Services Training Workbook

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SUNGARD HIGHER EDUCATION

What can we help you achieve?

Revision History Log

Publication Date	Summary
Original Date	New version that supports Banner 8.0 software.
Revision Date	Initial release Banner 8.0.

Think before you print.

Table of Contents

Introduction

Course 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 these sections:

- Introduction

- Set-up

- Day-to-day Operations

Course objectives

In this course you will learn to

- establish the validation and rule forms for student services

- 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.

Intended audience

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

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

- administrative rights to create and perform the necessary set up in Banner

- completed the Admissions training workbook

- completed the Student training workbook

- completed the Population Selection training workbook.

Process Introduction

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.
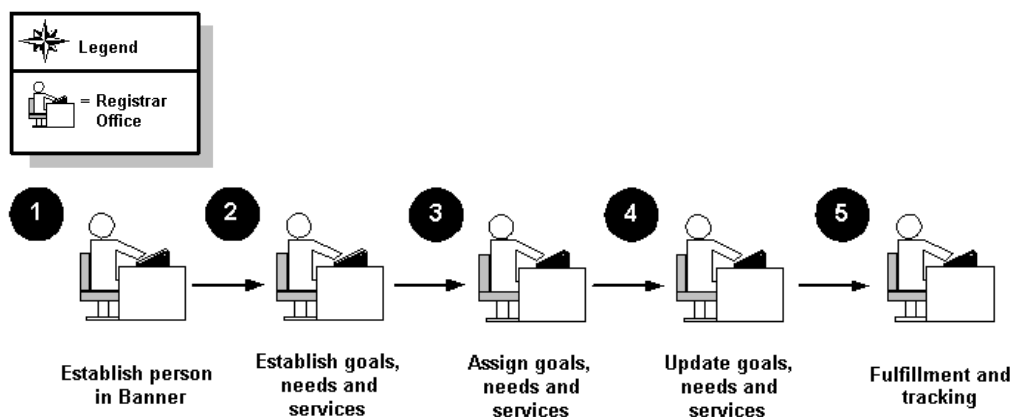
What happens

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

Set Up

Section goal

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

Objectives

In this section you will learn how to establish the validation and rule forms for student services.

Validation Forms That Control Support Services

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	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
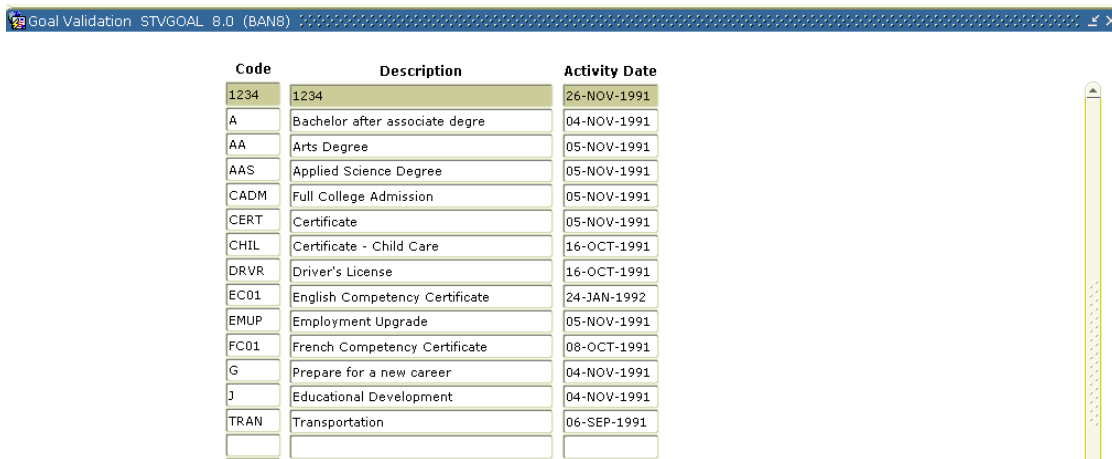
Goal Validation Form

Purpose

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

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

Banner form

Code	Description	Activity Date
1234	1234	26-NOV-1991
A	Bachelor after associate degre	04-NOV-1991
AA	Arts Degree	05-NOV-1991
AAS	Applied Science Degree	05-NOV-1991
CADM	Full College Admission	05-NOV-1991
CERT	Certificate	05-NOV-1991
CHIL	Certificate - Child Care	16-OCT-1991
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
G	Prepare for a new career	04-NOV-1991
J	Educational Development	04-NOV-1991
TRAN	Transportation	06-SEP-1991

Steps

Follow these steps to create a goal code.

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.

Need Validation Form

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.

Banner form

Code	Description	Activity Date
CHIL	Child care	17-OCT-1991
FINA	Financial Aid	26-NOV-1991
MOB	Mobility impaired	23-MAY-2002
MONI	Academic monitoring	05-NOV-1991
PEER	Peer Tutoring	05-NOV-1991
RMMT	Remedial Math	26-NOV-1991
RMRD	Remedial Reading	05-NOV-1991
TRAN	Transportation	05-NOV-1991
TUTR	Tutoring	17-OCT-1991
VIS	Visually impaired	23-MAY-2002

Need Validation STVNEED 8.0 (BAN8)

Steps

Follow these steps to create a need code.

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.
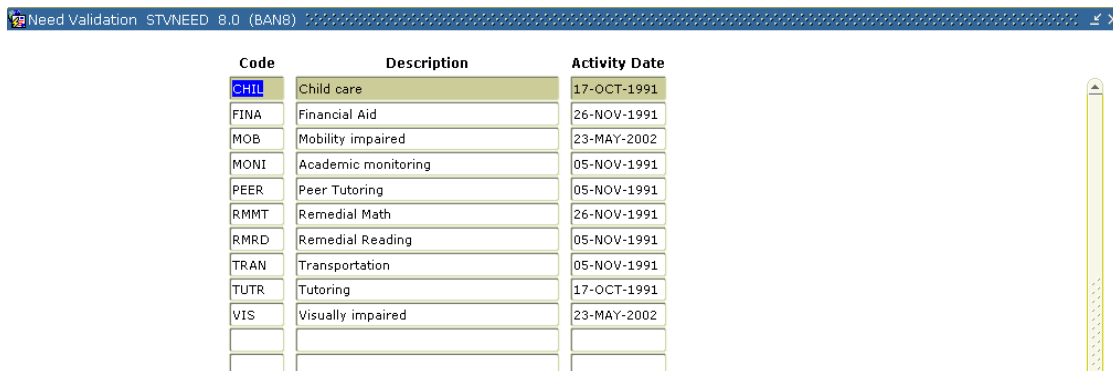
6. Click the **Exit** icon.

Service Validation Form

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.

Banner form

Code	Description	Service Type	Activity Date
ACAD	Academic Advising Follow-up		07-NOV-1991
ADLT	Adult Literacy		06-NOV-1991
APTA	Aptitude Assessment		18-NOV-1991
ASMT	Assessment Service		07-NOV-1991
BABY	Babysitting hourly		07-NOV-1991
BAEM	Basic Employment	5	06-NOV-1991
BSSK	Basic Skills	6	06-NOV-1991
CHCR	Child Care	2	06-NOV-1991
CNAD	Counseling/Advising Service		07-NOV-1991
CRPL	Career Planning/Interest		07-NOV-1991
DISA	Disabled Student Services	3	06-NOV-1991
EOPS	EOPS	9	06-NOV-1991
ESL	ESL	8	06-NOV-1991
FINA	Financial Aid	1	06-NOV-1991
LSTY	Learning/Study Skills Service		07-NOV-1991
OREN	Orientation Service		07-NOV-1991
SPEC	Specialized Service		18-NOV-1991
SSKE	Study Skills Evaluation		22-NOV-1991
SSRF	Special Services Referal		22-NOV-1991
SUPP	Support Service		07-NOV-1991
TAXI	Taxi service		07-NOV-1991
TRNF	Transfer Services	4	06-NOV-1991
TUTR	Tutoring/Supplmentary Instruct	7	06-NOV-1991

Steps

Follow these steps to create a service code.

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.

Support Services

Goal Attribute Validation Form

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.

Banner form

Steps

Follow these steps to create a goal attribute code.

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.

Need Attribute Validation Form

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.

Banner form

Steps

Follow these steps to create a need attribute code.

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.

Service Attribute Validation Form

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.

Banner form

Steps

Follow these steps to create a service attribute code.

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.
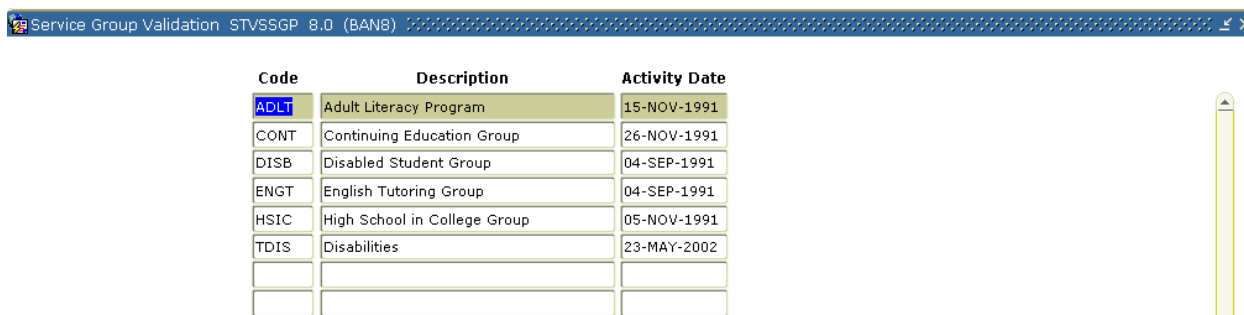
6. Click the **Exit** icon.

Service Group Validation Form

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.

Banner form

Code	Description	Activity Date
ADLT	Adult Literacy Program	15-NOV-1991
CONT	Continuing Education Group	26-NOV-1991
DISB	Disabled Student Group	04-SEP-1991
ENGT	English Tutoring Group	04-SEP-1991
HSIC	High School in College Group	05-NOV-1991
TDIS	Disabilities	23-MAY-2002

Steps

Follow these steps to create a service group code.

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.

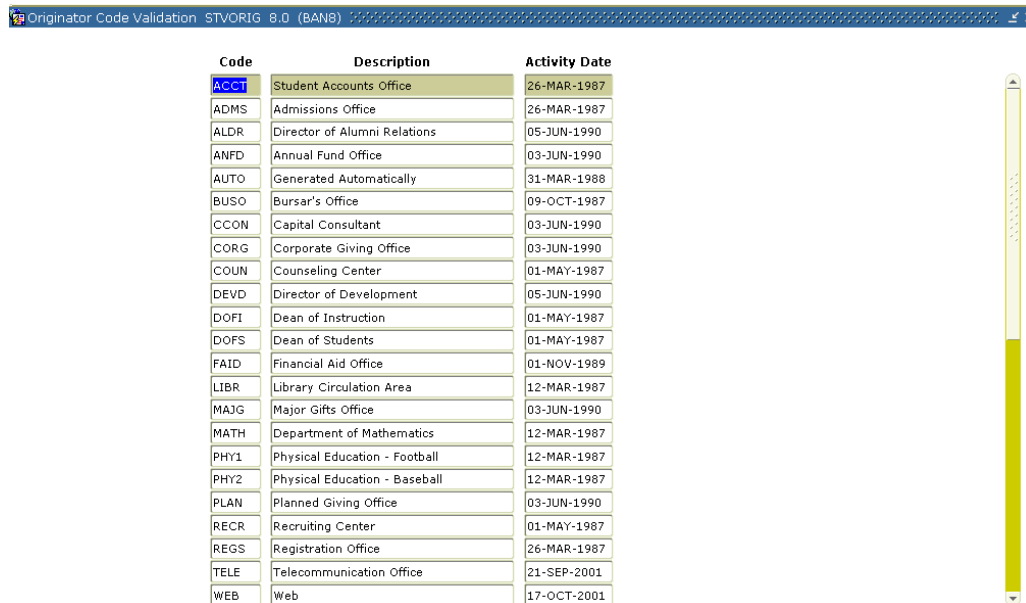5. Click the **Save** icon.

6. Click the **Exit** icon.

Originator Code Validation Form

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.

Banner form

Steps

Follow these steps to create an originator code.

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.

Service Result Validation Form

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.

Banner form

Steps

Follow these steps to create a service result code.

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.

Student Service Status Validation Form

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.

Banner form

Code	Description	Activity Date
0	Not recommended/needed	06-NOV-1991
1	Recommended/needed	06-NOV-1991
2	Needed-identified by student	06-NOV-1991
3	Recommended by staff	06-NOV-1991
4	Needed by student/recom by stf	06-NOV-1991
A	Services provided	07-NOV-1991
B	Received services plus	07-NOV-1991
CM	Completed	26-NOV-1991
H	Participated in other service	07-NOV-1991
IN	In Process	10-SEP-1991
N	Services not provided/received	07-NOV-1991
P	Received Student Educat. Plan	07-NOV-1991
R	Student refused required serv	07-NOV-1991
RJ	Rejected	10-SEP-1991
S	Student Referred	07-NOV-1991
X	Unknown	06-NOV-1991

Steps

Follow these steps to create a student service status code.

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.

Service Exemption Validation Form

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.

Banner form

Steps

Follow these steps to create a service exemption code.

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.

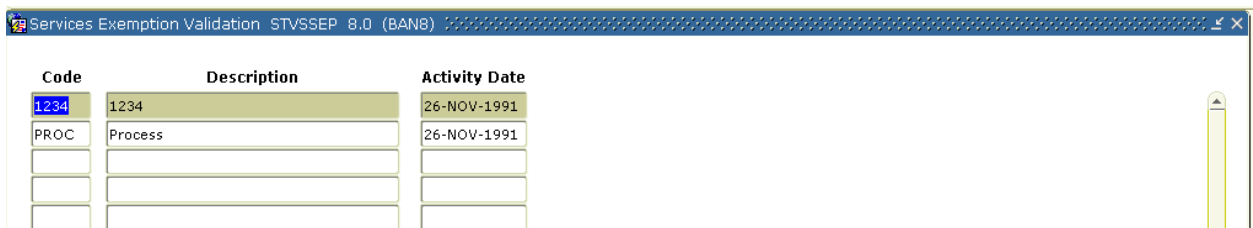5. Click the **Save** icon.

6. Click the **Exit** icon.

Need Referral Validation Form

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.

Banner form

Code	Description	Activity Date
CNSC	Referred by counselor	04-SEP-1991
DVR	Referred by Vocational Rehab	05-NOV-1991
INST	Need referred by instructor	04-SEP-1991
VA	Referred by Veterans Admin	05-NOV-1991

Need Referral Validation STVNDRF 8.0 (BAN8)

Steps

Follow these steps to create a need referral code.

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.
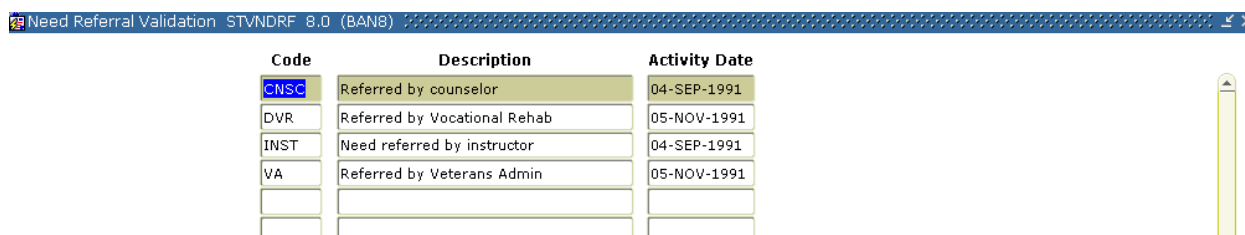
6. Click the **Exit** icon.

Student Service Provider Code

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.

Banner form

Code	Description	Activity Date
ACME	Acme Markets	26-NOV-1991
IBMCOR	IBM CORPORATION	25-NOV-1991
SUNOCO	Sunoco Corporation	26-NOV-1991
TUTOR	Tutoring Center	23-MAY-2002

Service Provider Validation STVSPRV 8.0 (BAN8)

Steps

Follow these steps to create a service provider code.

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.

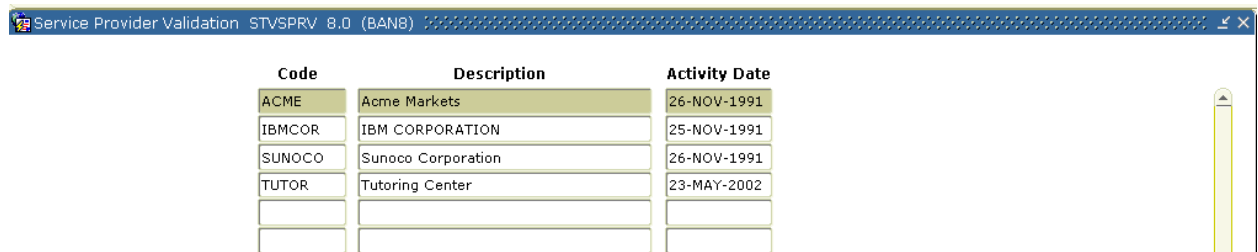5. Click the **Save** icon.

6. Click the **Exit** icon.

Service Group Rules Form

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.

Banner form

Steps

Follow these steps to define a service group.

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.

Self Check

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

Answer Key for Self Check

Question 1

What form is used to define goals?

Goal Validation Form (STVGOAL)

Question 2

Where can a group code be created?

Service Group Validation Form (STVSSGP)

Question 3

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

True

Day-to-Day Operations

Section goal

The goal 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.

Objectives

In this section you will learn how 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.

Processing Support Services Data

Introduction

After a person has been established in the 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).

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.

Assigning Support Service Groups via Batch Processing

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.

Banner form

Steps

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

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.

3. Enter these parameter values.

Parameter	Description
01: Pop. Selection Identifier	Enter the population selection identifier code. Note: 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. Note: 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.

   Result: The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the **Options** menu to review the report.

9. Click the **Exit** icon.

Assigning Service Groups to an Individual

Purpose

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

Banner form

Steps

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

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 **View Details Assignments** from the **Options** menu.

   Result: This takes you to SEADETL, Support Services Detail Form.

Modifying Support Service Details

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.

Banner form

Steps

Follow these steps to modify support service details.

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.

8. Enter an estimated time requirement in the **Time** field.

   Example: One year or four years.

9. Enter a date in the **Estimated Completion Date** field.

10. Click the **Save** icon.

Associating Attributes and Comments for a Goal

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).

Banner form

Steps

Follow these steps to associate an attribute and comment for a goal.

1. Access the Goal Attributes and Comments Form (SEAGDTL) by selecting **Assign Goal Attributes and Comments** from the **Options** menu on the Service Attributes and Comments Form [SEASDTL].

2. Select a goal in the **Goal** field.

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.

Associating Attributes and Comments for a Need

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 (SEADETL), 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).

Banner form

Steps

Follow these steps to associate an attribute and comment for a need.

1. Access the Need Attributes and Comments Form (SEANDTL) by selecting **Assign Need Attributes and Comments** 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.

6. Click the **Save** icon.

7. Click the **Exit** icon.

Associating Attributes and Comments for a Service

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).

Banner form

Steps

Follow these steps to associate an attribute and comment for a service.

1. Access the Service Attributes and Comments Form (SEASDTL) by selecting **Assign Service Attributes and Comments** 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.

6. Click the **Save** icon.

7. Click the **Exit** icon.

Using the Support Services Query Form

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.

Banner form

Steps

Follow these steps to perform a support service query.

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.

Using the Goal Query Form

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.

Banner form

Steps

Follow these steps to perform a goal query.

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.

Using the Need Query Form

Purpose

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

Banner form

Steps

Follow these steps to perform a need query.

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.

Using the Services Query Form

Purpose

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

Banner form

Steps

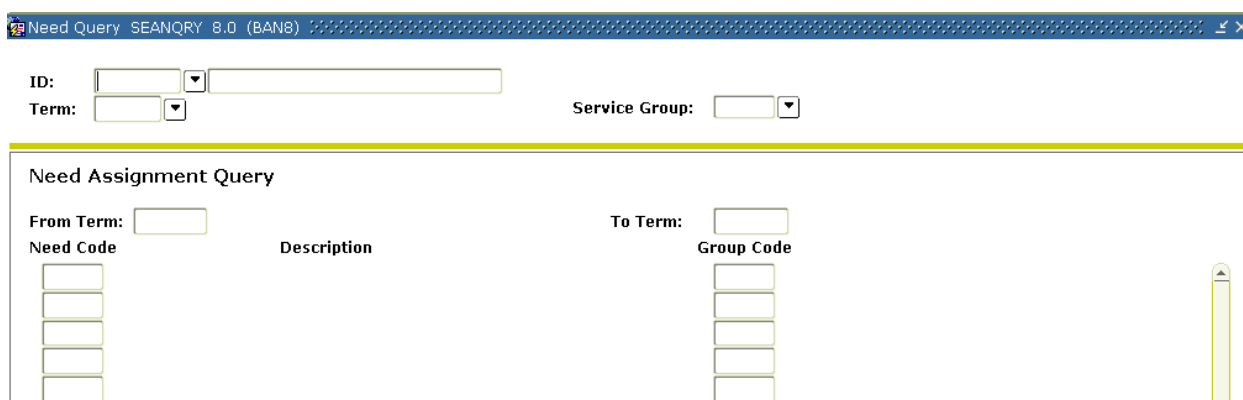Follow these steps to perform service query.

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.

Self Check

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 the Service Attributes and Comments form (SEASDTL).

True or False

Question 5

I can view the goals, needs and services for the individual on the Service Query form (SEASQRY).

True or False

Question 6

I can add a need to an individual using the Need Query form (SEANQRY).

True or False

Question 7

Using the Support Services Query form (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

Question 8

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

True or False

Answer Key

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 the Service Attributes and Comments form (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 the Service Query form (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 the Need Query form (SEANQRY). (True or False)

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

Question 7

Using the Support Services Query form (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.

Appendix

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

Terminology

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.

Forms Job Aid

Form	Full Name	Use this Form to...
SEASSGP	Service Group Rules	enter and maintain goals, services, and needs associated with a service group code and term.
STVGATT	Goal Attribute Validation	create, update, insert, and delete goal attribute codes, such as Degree/Completion Certificate, Geriatric Care, Early Childhood Education, and so on.
STVGOAL	Goal Validation	create, update, insert, and delete goals codes, such as Employment Upgrade, English Competency Certificate, Transportation, and so on.
STVNATT	Need Attribute Validation	create, update, insert, and delete need attribute codes such as Academic Monitoring, Child Care, Financial Assistance, and so on.
STVNDRF	Need Referral Validation	create, update, insert, and delete need referral codes, such as Referred by counselor, Referred by instructor, Referred by Veterans Administration, etc.
STVNEED	Need Validation	create, update, insert, and delete need codes, such as Health Services, Remedial Reading, Transportation, etc.
STVORIG	Originator Code Validation	create, update, insert, and delete originator codes, such as Student Accounts Office, Bursar's Office, Dean of Students, etc.
STVSATT	Service Attribute Validation	create, update, insert, and delete support service attributes such as Covered by Student Insurance, Federal Grant, or No Loans Available.
STVSPRV	Student Service Provider Validation	create, update, and delete the service provider codes, such as Training Center, Counseling Center, Learning Center.
STVSSEP	Services Exemption Validation	create, update, insert, and delete the services exemption codes, such as Process of Transferring, Outside Tutoring Obtained, Obtained Own Provider.

Form	Full Name	Use this Form to…
STVSSER	Service Validation	create, update, insert, and delete service codes such as Day Care, Career Planning, Transportation. The Support Services module uses this form to validate service codes.
STVSSGP	Service Group Validation	create, update, insert, and delete service groups such as Disabled Student Group, English Tutoring Group, or Foreign Student Group.
STVSSRS	Service Result Validation	create, update, insert, and delete student service result codes, such as Promotion Obtained, Job Obtained, Goal Not Met, etc.
STVSSST	Student Service Status Validation	create, update, insert, and delete services status codes, such as In Progress, Service Refused, Referred to Provider.
SEAASGN	Service Group Assignment Form	allow assignment of goals, needs, and services associated with a service group to a person.
SEASSGP	Service Group Assignment Form	enter and maintain goals, services, and needs associated with a service group code and term.
SEADETL	Support Service Detail Form	allow assignment of goals, needs, and services associated with a person. The main window displays the goal assignment descriptions.
SEAGDTL	Goal Attributes and Comments Form	allow assignment of attributes and comments for a goal to a person.
SEANDTL	Need Attributes and Comments Form	allow assignment of attributes and comments of a need to a person.
SEASDTL	Service Attributes and Comments Form	allow assignment of attributes and comments of a service to a person.
SEAQGNS	Support Services Query Form	display all persons who have been assigned the combination of goal, need, and service specified in the Key Information for the effective term requested.
SEAGQRY	Goal Query Form	allow display of all goals associated with a person for an effective term. The person must be defined to the system prior to accessing the Goal Query Form.

SEANQRY	Need Query Form	allow display of all needs associated with a person for an effective term. The person must be defined to the system prior to accessing the Need Query Form.