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## EVV Changes

Starting 12/12, all 245D service line visits in the EVV app will require a shift note. Below is an image of the change. These notes will need to be approved by the Designated Coordinator before the visit can be paid out.



## What is a Shift Note?

A shift note is a form of communication used to document the events observed during a shift. Some other terms you may have heard include daily logs, shift summary, and progress notes.

## What to Include in a shift note?

Shift Notes are the documentation of observations made during a visit. These shift notes are required to be objective and person-centered. As a reminder, these notes are legal documents stored in an individual's record.

Subject	Details
General/Summary	A summary of the shift including what areas of the service were provided and the person's level of interaction.
Changes in condition	This could be an increase/decrease in the level of support needed, changes to cognitive functioning (how do they process information), changes in how a behavior is performed, and an increase/decrease in a targeted behavior.
Illness/Health concerns	Illness, new diagnosis, upcoming procedures, changes in procedures, etc.
Communication	Information shared with you that is also useful to other members of the support team
Notes	Notes in general about information that might be lost if not noted here.

I acknowledge that I have received the above information and understand its contents.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

