



## Lifeworks Daily Shift Notes Requirements

### Shift Note Requirements

The Minnesota Department of Human Services now requires employees working in the **245D Basic Program** to submit **daily shift notes** documenting their services. This applies to:

- Individualized Home Supports
- Night Supervision
- Respite Services

Shift notes must be submitted **with your timesheets** using the **Pavillio platform**.

### What You Need to Know

- **Platform:** Notes must be entered in **Pavillio** alongside timesheets. Internal training shows where to input notes.
- **You will not be able to complete your time entry until shift note is complete.**

### Required Information in Shift Notes

Each shift note must include:

- Activities performed with the participant
- Actions you took
- Specific support you provided
  - Examples: verbal cues, supervision, redirection, safety guidance, preparing meals, gathering supplies
- Documentation for both **community** and **home** if applicable
- Alignment with the:
  - Support Plan Addendum
  - Individual Abuse Prevention Plan

### Shift Note Writing Guidelines

- **Use facts only** – no personal opinions
- **Be respectful** and professional
- **Avoid slang** and abbreviations
- **Do not report incidents here** – use the Maltreatment Reporting Policy

**Support Managers** will review notes weekly before approving timesheets.

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## Example Shift Notes

### **Example 1 – Individualized Home Supports (Home)**

*Assisted participant with daily living skills. Provided verbal cues and step-by-step guidance while preparing lunch. Monitored safety while using kitchen appliances. Supported hygiene routine by prompting handwashing. Helped organize medication following support plan addendum.*

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### **Example 2 – Night Supervision (Home)**

*Monitored participant overnight. Checked in hourly. Assisted with transferring to restroom at 2:15 a.m. Provided redirection and reassurance during restlessness at 3:00 a.m.*

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### **Example 3 – Respite (Community & Home)**

*Supported outing to community center. Supervised and guided social interaction. Monitored safety with transportation. At home, assisted with a craft activity supporting fine motor skills. Provided cues and encouragement. Aligned with support plan addendum.*

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### **Example 4 – Individualized Home Supports (Home)**

*Helped participant complete weekly chores. Offered visual and verbal prompts. Redirected when distracted. Guided meal prep, ensuring safe appliance use. Reinforced positive behavior. Activities aligned with plan.*

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### **Example 5 – Respite (Community)**

*Supervised outdoor play at park. Ensured participant followed safety rules. Offered verbal support during frustration. Used hand-over-hand assistance on playground equipment. Reinforced safety awareness.*