

Adding Events to a Shift

<https://player.vimeo.com/video/670801240?title=0&byline=0>


Events are explicitly recorded timeframes within a shift. Events within a shift must be recorded because they effect what can be billed to Medicaid. They can be added to shifts of most job and method types. There is no limit to the number of events that can be added to a shift. An event can also span a fraction of a shift or the entire shift, as might be the case with training.

There are three (3) types of events, though not all available in all circumstances:


- **Meeting** - a meeting with the circle of support
- **Training** - the staff being trained, possibly at the same time as other staff
- **Participant Absent** - a period of time during the shift that the participant is absent
 - *Example: The staff person drives the participant to a doctor's appointment, waits in the lobby while the participant is in with the doctor, and then drives the participant home. This entire scenario is recorded as one shift, and a Participant Absent event is added to the shift for the time the participant was in the with doctor.*


To add one or more events to a shift:

1. When selecting activities, the events types at the top will be listed as default options in addition to the job-specific activities. Select the appropriate event checkbox to add it to the current shift.
 - Not all events will be listed for every job and method combination. For instance, a Job Developer job will not have the Participant Absent option since it is not applicable.

ISS eTime 

Home

Shift Data 

Staff Activities * 

Events (Optional)

- Meeting (circle of support meeting, etc.)
- Training (support staff training, etc.)
- Participant Absent (doctor appointment, etc.)

2. Once an event is selected, you will be taken to the Shift Event Details form. Fill in the details of the event and then click **Update**.


- If recording a training for a participant with IDGS Non Direct Clinician in his/her budget, see [Special Cases](#).

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Cancel Update

Shift Start Time
03/25/2021 7:45 PM


Event Type 
Meeting

Entire shift was the event? 
No

Event Start Time 
03/25/2021 07:45 PM

Event End Time 
03/26/2021 11:55 AM

Participant Absent? 
No

Reason 
Discussed new Staff Action Plan with Evan and
Maxine.

3. To add additional events, click on the **Shift Events** section to expand it and then select **Add Event**.



Cancel

Update Details

Update

| |
|--|
| Shift ID 258621 |
| Employer Owen Ellis |
| Job COMHAB |
| Start Time 03/25/2021 7:45 PM |
| Start Location <i>EW Valid</i> Home 14901 Quorum Drive Dallas, TX 75254 |

| | |
|------------|--|
| Shift Data | |
|------------|--|

| | |
|--------------|--|
| Shift Events | |
|--------------|--|

| |
|---------------------|
| EVENT |
| Meeting |
| START |
| 03/25/2021 07:45 PM |
| END |

4. As before, the Shift Event Details form is shown. Simply select the desired **Event Type** and fill out the form as you previously did earlier and then click **Add** in the top right corner once finished.

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

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🔄Revision #25

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