Method Options

In Person Face-to-Face

- Any service provided that directly involves the participant and support staff in which both are physically present. This is the most common method.
- Activities must be selected.

Virtual Face-to-Face

- Any service provided that directly involves the participant and support staff which occurs over the internet using a two-way audio-visual technology. Audio-only is NOT permitted.
- Should be used ONLY when the service can be effectuated through verbal prompting and cueing.
- Should NOT be used where a service or support requires the physical presence of a support staff for the health and safety of the participant.
- Requires additional information to be captured, including the technology used, location of both the participant and support staff, names of any additional support staff or circle of support members who attended, and if there were any technical issues.
- Activities must be selected.

Non Face-to-Face

- Any service provided or action taken on behalf of the participant, but without the participant's presence or involvement.
- Requires a description of the service provided.
- Activities must be selected.

Time Off

- Use this method for requesting/submitting all types of time off, then select the appropriate type of time off from the dropdown. Learn more about Requesting/Submitting Time Off.

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