

Recording a Virtual Face to Face Shift

<https://player.vimeo.com/video/912728067?title=0&byline=0>

Certain jobs can be worked using the virtual method. Virtual Face to Face should be used **ONLY** when the service can be effectuated through verbal prompting and cueing.

Virtual Face to Face 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.

Audio-only is not permitted, meaning that a virtual shift cannot be done via a normal phone call.

Examples of two-way audio-visual technology:

- Skype
- FaceTime
- Zoom
- WhatsApp
- Google Duo

To record a virtual shift:

1. Log into eTime and click **Start Shift**
2. Select the employer, the job, choose **Virtual Face to Face** as the method.
3. Click **Add** in the top right corner
4. Click the shift that was just created
5. Fill in the required information for Virtual Face to Face shifts:
 - Software Used
 - Additional Attendees
 - Staff Location
 - Participant Location
 - Technical Issues

Note - Once the shift has ended, you will be able to fill these details on the Finalize Details screen
6. Once finished, click **Update** in the top right corner

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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