

Group Jobs for Circle of Support

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Group Jobs Intro Video for Circle of Support

<https://player.vimeo.com/video/949340762>

Created 05/22/24.

Approving a group shift

The process of approving a group shift is very similar to reviewing a regular shift. When reviewing a group shift, you will be looking at the same shift details to make your decision whether to approve or return the shift. See [Reviewing A Shift](#) for more information.

Here are a few things that are different for a group shift:

1. There is a dropdown at the top of the shift details which allows you to navigate between shift participants to view their individual shift details.
 - You can only select the participant(s) that you are the approver for. You can see the names of the other participants, but you cannot click into their individual shift details.
 - If you are the approver for more than one participant in the shift, you will have to review the shift for each participant individually.
2. After you approve a shift, a green checkmark will be added to indicate that no action is needed. However, the shift's status will remain "Pending Circle Review" until it has been reviewed for all participants.
3. There is an approval bar below the shift status that indicates the current approval status for all participants in the shift.
4. If one of the circle approvers or ISS decides to return a shift, all previous approvals will be rescinded and the shift will need to be re-approved by all involved circle approvers.

The cost for a group shift is split between the number of participants. For more information, please contact your Self-Direction coordinator.

Updated 05/10/24.

Why is the shift I already approved still showing as pending circle review?

Why is the shift I have already approved still showing as pending circle review in My Staff Work?

Two reasons:

1. It is still waiting for other circle approvers to review the shift. In this case, the shift will be marked with a green checkmark.
2. The shift was resubmitted after being returned by the other circle or ISS and being corrected by the staff. This shift needs to be reviewed.

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