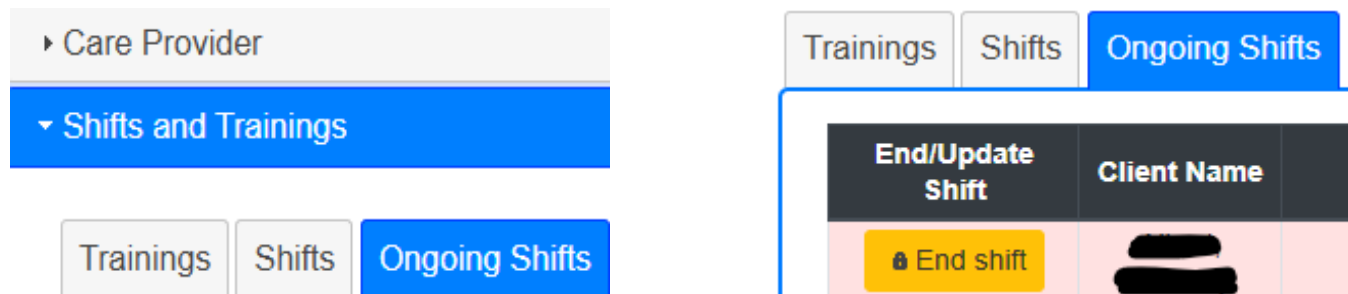


How to Submit Shifts in Sirius Care: Updated Visit Note Layout Instructions

When you are ready to submit your shift, you will click on Ongoing Shifts and then End Shift.



On the next page you will still see a date and time section, but instead of a text box you will find several drop down boxes.

View Notes

Current In Date

6/6/2025 7:23:08 AM

Current Out Date

1/1/0001 12:00:00 AM

In Date

06/dd/2025

In Time (Hour)

12am

Minutes

0

Out Date

06/dd/2025

Out Time (Hour)

12am

Minutes

0

Goals and Tasks Performed

Meaningful Community Involvement

Building Social Networks & Communication

Building Social Communication

Community Navigation & Resource Access

Person Specific Task

Where did this visit take place?

Client's Home

Provider's Home

Community

Observations:

Did an incident happen?

Did Provider administer any medications?

Any Behaviors noted?

Each box is titled with a goal and clicking the arrow on the right will reveal the tasks/activities that may be performed during the shift. Clicking in the checkbox to the left of the goal will select all the tasks listed.

Goals and Tasks Performed

☐ Meaningful Community Involvement ▼

- ☐ Participated in a group or activity based on personal interests (e.g., art, fitness, volunteering)
- ☐ Attended a public or youth-friendly community event and practiced appropriate participation
- ☐ Encouraged involvement in regular community routines (e.g., store, library, park, rec center)
- ☐ Helped the individual plan or choose a community-based activity
- ☐ Talked about likes/dislikes to guide future activity planning
- ☐ Tried a new experience to build confidence and increase exposure to different settings

☐ Building Social Communication ▼

Goals and Tasks Performed

☒ Meaningful Community Involvement ▼

- ☒ Participated in a group or activity based on personal interests (e.g., art, fitness, volunteering)
- ☒ Attended a public or youth-friendly community event and practiced appropriate participation
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- ☒ Helped the individual plan or choose a community-based activity
- ☒ Talked about likes/dislikes to guide future activity planning
- ☒ Tried a new experience to build confidence and increase exposure to different settings

☐ Building Social Communication ▼

You can choose 1 or more goals as well as tasks, but please only choose the ones you are **actively** working on during the current shift.

Goals and Tasks Performed

☒ Meaningful Community Involvement ▼

- ☐ Participated in a group or activity based on personal interests (e.g., art, fitness, volunteering)
- ☒ Attended a public or youth-friendly community event and practiced appropriate participation
- ☐ Encouraged involvement in regular community routines (e.g., store, library, park, rec center)
- ☐ Helped the individual plan or choose a community-based activity
- ☐ Talked about likes/dislikes to guide future activity planning
- ☒ Tried a new experience to build confidence and increase exposure to different settings

☐ Building Social Communication ▼

☒ Empowerment & Self-Advocacy ▼

- ☒ Practiced self-advocacy in public settings (e.g., ordering food, requesting support, stating preferences)
- ☐ Encouraged the individual to initiate an activity or make suggestions for outings
- ☐ Reinforced positive decision-making and acknowledged when the individual spoke up
- ☐ Encouraged the individual to make their own choices during community outings
- ☐ Helped the individual compare and select options based on comfort and interests
- ☐ Practiced saying 'no,' setting boundaries, or asking for space respectfully in public
- ☐ Supported the individual in exploring or searching for employment opportunities

- PARTICIPANT RESPONSE/BEHAVIOR/OUTCOME

- ☐ Participated fully and independently
- ☐ Engaged with minimal prompting
- ☐ Required frequent redirection to remain on task
- ☒ Participated after initial hesitation
- ☐ Refused to engage in some/all activities
- ☐ Completed task with support
- ☐ Completed task independently
- ☐ Lost focus and needed redirection
- ☐ Demonstrated problem-solving skills
- ☐ Followed 2–3 step instructions successfully
- ☒ Initiated conversation with peer/public staff
- ☒ Responded appropriately in peer interactions
- ☐ Required coaching to use appropriate language
- ☐ Displayed socially inappropriate behavior (redirected)
- ☐ Demonstrated improved turn-taking or listening
- ☐ Navigated location independently
- ☒ Asked for help from a community member
- ☐ Observed community norms
- ☐ Appeared overwhelmed in crowded setting (used

You will also see the Participant Response/Behavior/Outcome box. Choose one or more of these items to indicate what the PRS (Person Receiving Services) did during the shift, any progress/setbacks to achieving goal, and how they reacted to their environment, others, and/or yourself.

Please note that these goals and tasks are subject to change at any time e.g., renamed, rearranged, removed, etc.

~~Not shown, but forthcoming, will be the Staff Role drop-down box with items to choose from that show how you provided support to the PRS during the shift.~~

CORRECTION TO PREVIOUS INSTRUCTIONS:

This box is required and will be updated to reflect that ASAP. It will also be renamed to "Summary of Staff Support". This is where Providers will type in how they supported the participant during the shift (modeling, coaching-prompted, encouraged, assisted, etc.)

✓ Person Specific Task

0/200

The last section has you choose where the shift happened and some services can only occur in one (EX. CC/CCLRP/SCC must always be done in the community).

Where did this visit take place?

☐ Client's Home ☐ Provider's Home ☒ Community

Observations:

☒ Did an incident happen?

Please describe:

0/200

☒ Did Provider administer any medications?

Please describe:

0/200

☒ Any Behaviors noted?

Please describe:

0/200

Observations allow for a little more detail to be given, especially in the event of an emergency. As before, click in the check box to the left to open a text box to describe what happened.

Incidents – Briefly describe any instance where you have observed or been told (firsthand) any conduct that will require an Incident Report to be completed.

Medication Administration – **NO PROVIDER CAN ADMINISTER MEDICINES TO THE PARTICIPANT DURING SHIFT HOURS. However**, in the event of an emergency where you must give a rescue medication (for anaphylactic shock/severe allergic reactions, asthma attacks, seizures longer than 5 mins, etc.), you must call 911 before you can give the medicine. You would document the event here.

Behaviors – Use this box to describe anything unusual in the way the PRS is behaving that wasn't occurring before. Briefly describe events prior to behavior, how long the behavior lasts, what de-escalation was tried, and did it work or not and how the behavior continued or stopped.

Click End Shift at the bottom of page to submit your hours.

Clear

End Shift