

Service Note Review Checklist

AON/2-hour checks:

- AON worked 11pm-7am: 2-hour checks completed every two hours from 11pm to 7am.
- AON worked 11pm-9am: 2-hour checks completed every two hours from 11pm to 9am.
- 2-hour check start and stop time unchanged from default time.
- Individual attended day program and left during the AON shift: the left for day program check box and the time box is checked for the time the individual left.
- AON clocked in before 11pm or clocked out after 9am: a Daily Activity At Home Activities as needed note has been entered for the time worked outside of 11pm-9am.

Daily Activities At Home Activities:

- The present/absent box is checked.
 - If the absent during the entire shift or present for part of the shift box is checked: A leave/return note has been entered.
 - If the leave time was documented in the 2-hour check: only a return note is needed.
 - If the leave time was not documented in the 2-hour check: a leave/return note must be completed for the time left and time returned.
- The primary individual box is checked (if applicable).
 - If staff was 1:1 with more than one individual per shift: times must be documented in the note box.
- The By/On date and time is during the shift.
 - The By/On date was after the shift: A note is in the note box with an explanation why the note was entered late.
- All services provided during the shift have been checked.
- A note with details about the shift is in the note box.
- The start time of the service note is the time staff clocked in or the time the note split if staff worked a double.
- The stop time of the service note is the time staff clocked out (the stop time can differ by a few minutes) or the time the note split if staff worked a double.

Daily Community Activities with Staff:

- The service note documents an outing with the individual and staff.
- The start time is the time the outing started.
- The stop time is when the outing ended.
- Details are in the note box if the checked box is not specific to the outing.