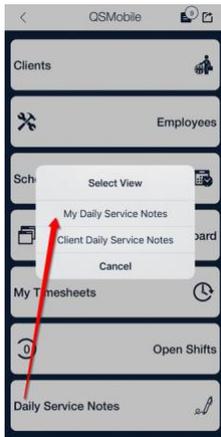


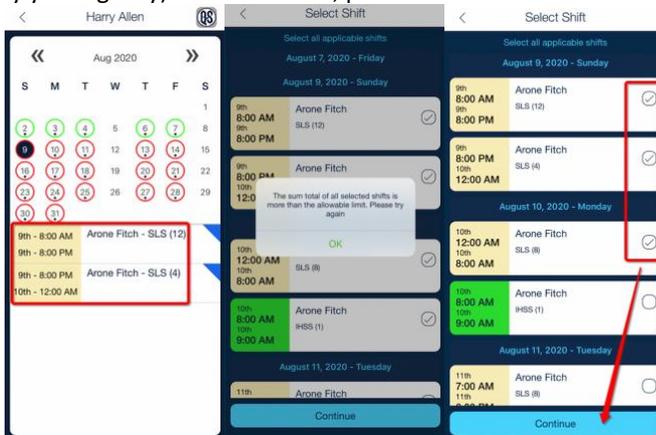
How Employees Use Daily Service Notes (DSN) in QSMobile

- To create a Daily Service Note (DSN), select “My Daily Service Notes”. To view another staff’s completed Daily Service Note select “Client Daily Service Notes” and choose the applicable client and the day/shift desired. A DSN is made up of 4 elements: 1.) Scheduled shifts 2.) Completed DSN Form(s) 3.) A summary 4.) Signatures. When these elements are complete the entire DSN is considered complete.



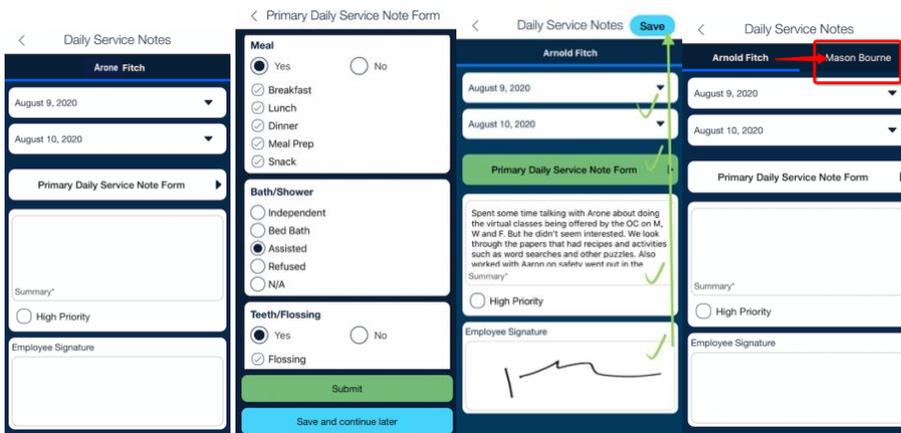
a.

- From “My Daily Service Notes”, tap the day you’d like to create a DSN and then choose one shift in the day that should be included in the DSN. From the Select Shift screen, select all shifts that should make up the DSN being created. If selecting more than one shift, they must be consecutive and with the same client and not exceed a collective total of X hours (as defined by your agency). Once selected, press Continue.



a.

- Next, select and complete the Daily Service Note Form. Every component on the form must have a response. Once finished, select Submit. Or, select “Save and continue later”, which will save it with an orange incomplete status (see more on statuses below). The final steps are to add a Summary and Signature and then press Save. Within the Summary area is a “High Priority” option which, if selected, will send out a notification with the Summary details upon saving. Shifts with linked clients must have a separate DSN completed for each client and all DSN elements must be completed before Saving and being allowed to leave the Daily Service Note screen.



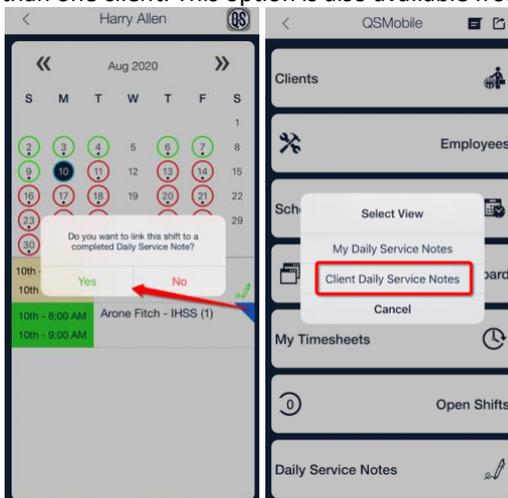
a.

4. The Daily Service Note schedules have daily DSN status indicators which are colored circles around each day. **Green circle:** All shifts in the day have a completed DSN. **Red circle:** No DSNs have been started for any shift in the day. **Blue circle:** Shifts in the day contain a combination of completed, not started and incomplete DSNs. Every individual shift has a DSN status indicator as well. **Green pen icon:** Shift is part of a completed DSN. **Orange pen icon:** Shift contains an incomplete DSN. **No pen icon:** No DSN has been started.



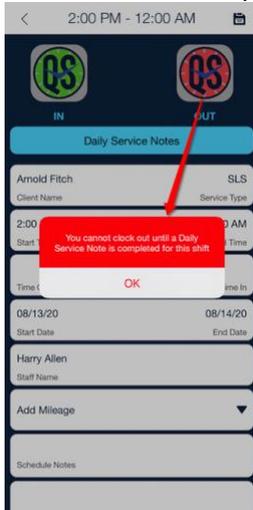
a.

5. A blue flag displays in the corner of every shift where a DSN has not yet been started. It provides the option to link that shift to an already completed DSN (if consecutive and with the same client). This is not available on shifts that are attached to more than one client. This option is also available from the Client Daily Service Notes view.



a.

6. Clocking out is restricted on any shift that does not have a completed Daily Service Note.



a.