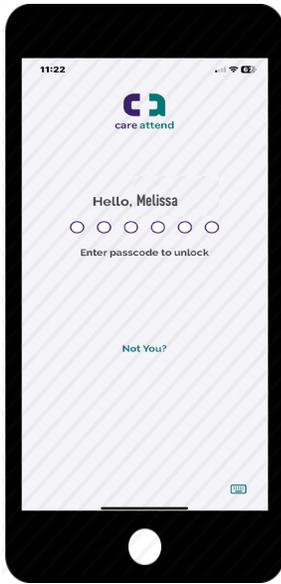


# CareAttend: Starting a shift

## Start a Shift

IPs are responsible for submitting time through the CareAttend app. These instructions are for the IP. Clients do not need to download the CareAttend app.



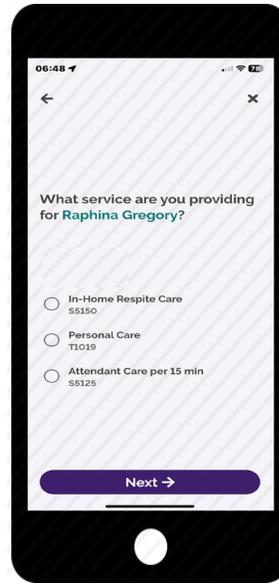
1

Sign into the CareAttend App using your passcode on the unlock screen.



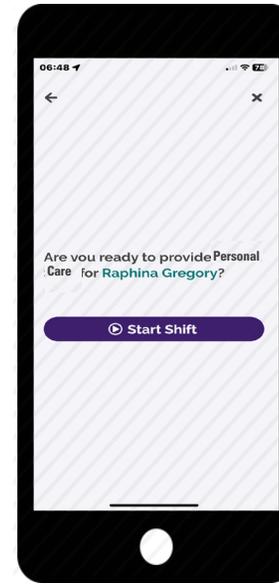
2

Select **"New Shift."**  
If you work with more than one Participant, you will need to select the Participant you are providing services for.



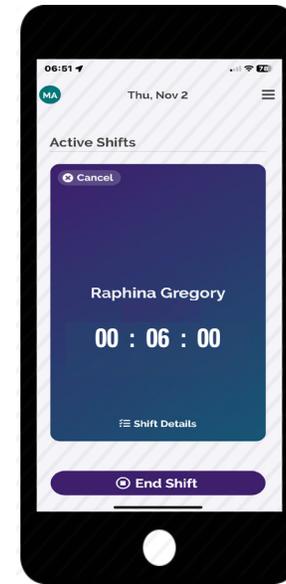
3

Select the type of service you are providing, then select **"Next."**



4

When you are ready to start your shift, select **"Start Shift."**



5

Your shift has started and will record the duration while you work.