

P-2376 Electronic Case Files (continued)

P-2376E Text Messages (B21-08)

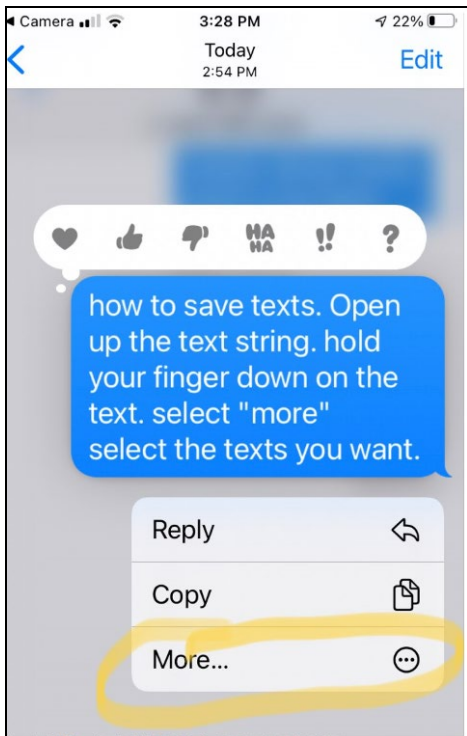
Text messages should be paraphrased in case notes like a phone call or email. However, if the text message provides good cause or verification and documentation (V&D) of hours, the text message itself must be saved.

Case Manager/Supervisor Support

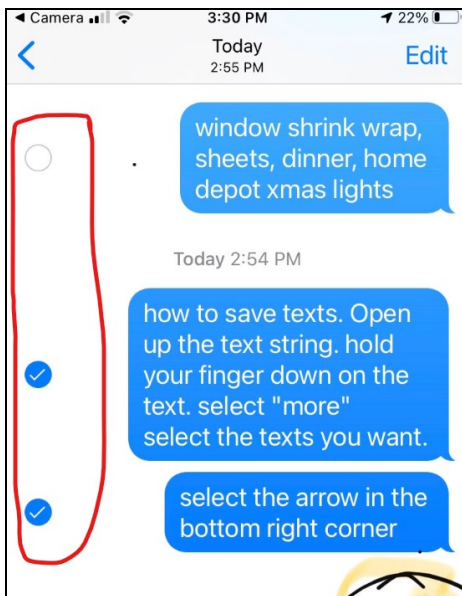
Saving a text message

Select the text string you want to save and hold your finger down on one of the texts.

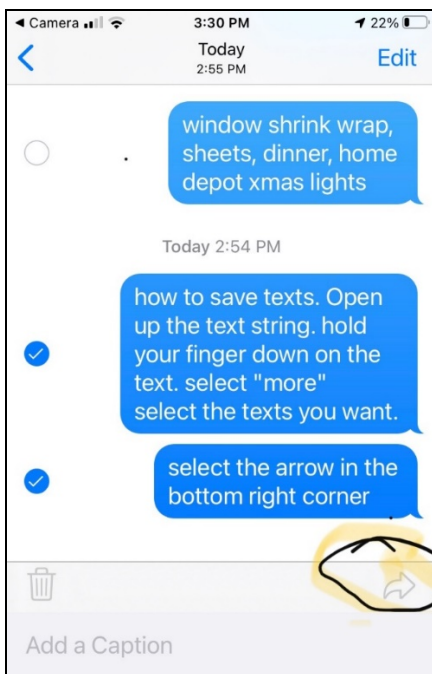
Select More.



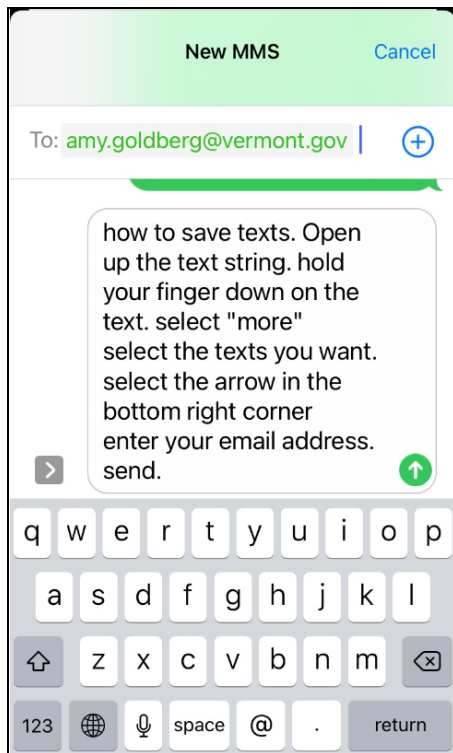
Select all the texts you want to save by selecting the check mark to the left of the message. You will know it is selected when the check is blue.



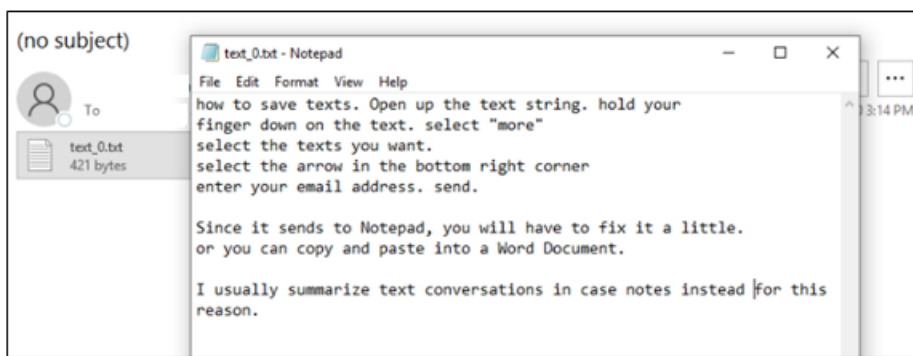
Select the arrow in the bottom right corner.



Enter your email address and send.



You will receive an email with the text messages; they will be in notepad. Organize them in notepad or save them to a Word document.



You can also take a screen shot of the text and send it to yourself via email, then save the document.