



Winnipeg Regional Health Authority    Office régional de la santé de Winnipeg

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# MEMO

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**Date:** April 7, 2025

**To:** Home Care Direct Service Staff

**From:** Bria Foster  
Director Health Services  
Seven Oaks and Inkster

**Cc:** Director Health Services, Manager  
Health Services, Human Resources,  
Executive Director Health Services

**Subject:** Available Work Period (AWP) Removal (revised)

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This memo is a reminder regarding the AWP removal effective Friday, April 11, 2025. Starting on Friday, DSS will have a defined shift start time and defined shift end time which was previously communicated. With the removal of AWP, DSS are required to check their schedules and ensure they are aware of any client changes or updates and report to the scheduled first visit as updated in the Procura Mobila App.

Updates to schedules may occur throughout the night, so please be mindful of your individual travel time to ensure you are ready and available to be at work for your shift start time. For example, if your shift time is 6:00 a.m. – 2:30 p.m. and when you last checked the App your first client was scheduled for 7:00 am, you need to be ready and prepared to see additional clients that may be added through the night starting at 6:00 a.m. We will remove the thirty (30) minute requirement that was outlined in the previous memo and expect that DSS will check their phone in a reasonable timeline for their individual circumstances for potential changes made to their schedule. When doing so, please make sure you press refresh to ensure all updates are captured.

Please contact your RC directly with any questions you may have.

Thank you,

*B. Foster*