## CARE NETWORK

## Approving Time in the DirectMyCare Web Portal

If your Caregiver enters an exception or makes an adjustment to their shift, you can use the DirectMyCare web portal to approve or reject their adjusted shift.

## Participant: Time Approval

- If you are the Participant, go to <u>DirectMyCare.com</u> and sign in to the web portal by entering your email address and password. Select **Sign In** and you will be redirected to the dashboard.
- **2.** On the dashboard, click the **Time Entry** button in the upper right of the screen and you will be redirected to the time entry approval screen (Fig. 01).
- 3. From the dropdown, select the **Caregiver** whose time you are reviewing (Fig. 02).
- You can choose to approve one shift at a time, a row at a time, or an entire week at a time.
   To approve one shift, select a cell where time has been submitted. (Fig. 03) The cell color will change and you will see a pane on the right side of the screen. Review all information in the pane and if correct and select the Approve button. (Fig. 04)



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	<b>x c₀se</b> Emery Brown				
	Service Code Respite (TN456)				
	Date 02/05/2024	Time Out			
	05:15 PM Time In (Actual) 05:15 PM	07:30 PM Time Out (Actual) 07:30 PM			
J	Source WEBTS				
	Caregiver's Comments				
	Adjustments Cancel Reject Approve				
	Fig. 04				

 After selecting the Approve button an attestation will open where you agree that shift details are true and accurate. Click I Understand to agree that the information entered is accurate (Fig. 06).

Attention ×				
Once the shift has been approved no changes can be made. To verify the times are correct or reject the shift please select the Go Back button. To proceed with approving the shift select the I Understand button.				
I Understand Go Back				

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## To approve an entire row or week, select the appropriate checkbox on the left side of the grid. (Fig. 05) Select Approve in the lower right of the screen. Triza Triza Zet 1 th Triza Zet Triza Zet Zet

EVERY LIFE. EVERY MOMENT. EVERY DAY.

Fig. 06

- If you are the Participant, go to <u>DirectMyCare.com</u> and sign in to the web portal by entering your email address and password. Select Sign In and you will be redirected to the dashboard.
- **2.** On the dashboard, click the **Time Entry** button in the upper right of the screen (Fig. 07).
- **3.** From the dropdown, select the **Caregiver** whose time you are reviewing (Fig. 08).
- **4.** To reject a shift, click in the cell where time has been submitted (Fig. 09). Make sure only the shifts that you want to reject are selected. When you click in the cell, the cell color changes and a pane will appear on the right side of the screen (Fig. 10).
- 5. Select the **Reject** button (Fig. 10).
- 6. In the comments text box, enter the reason for rejecting the shift, then click **Reject** (Fig. 11).
- 7. The rejected shift will be returned to the Caregiver and marked with a red X. After a shift is rejected, only the time in and time out can be adjusted by the Caregiver. To adjust any other details about the shift, the Caregiver will need to submit a new shift.

**Note:** If a shift submitted in CareAttend needs to be changed, it is important that the Participant reject the shift in the web portal. The rejected shift will be returned to the Caregiver.



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X Close

Mon, 05 Comments





Fig. 09		X Close		
sure only the lor changes		Emery Brown Service Code		
<b>ect</b> (Fig. 1	1).	Date 02/05/2024 Time In 05:15 PM	Time Out 07:30 PM	
egiver. To shift.		Time In (Actual) 05:15 PM Source WEBTS Caregiver's Com	Time Out (Actual) 07:30 PM ments	
Brown Feb		Adjustments Cancel Reject	t Approve	
			Fig. 10	

Fig. 11