Submitting a Test Shift IN THE WEB PORTAL

Caregivers can submit a test shift using either the CareAttend App or the DirectMyCare web portal. All test shifts must be approved by the Participant. If the Participant requires help approving a test shift, training materials are accessible on our website.

Navigate to the Time/Mileage Entry Screen

1. Log in to the DirectMyCare Web Portal.

2. From the My Dashboard screen, select the **Time/Mileage Entry** button to go to your Time Entry Screen (Fig. 01).

Fig. 01

3. If you work with multiple Participants, choose a Participant from the dropdown menu in the top left corner (Fig. 02).

Fig. 02

4. Use the arrows in the top right corner of the screen, or select the calendar icon, to view the weeks of service (Fig. 03).
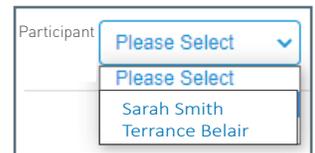

Fig. 03

Creating a Test Shift

1. To enter a test shift, select the cell for the day of the week where you wish to enter a shift, making sure the service code says **Test Shift** (Fig. 04).
    - A black panel will appear on the right side of the screen (Fig. 05).

Fig. 04

2. Enter the **Time In** and **Time Out** for that day (in 15-minute increments). Select the **Submit** button to complete the test shift entry.

3. An attestation window will open after you submit your test shift. Read the attestation and select **OK.**

4. If an adjustment reason is required, another window will open. Choose from the **dropdown menu** and select **yes** for both questions, then select **Submit**. (Fig. 06)

Fig. 06

Fig. 05

EVERY LIFE.   EVERY MOMENT.   EVERY DAY.

Congratulations! Your test shift has been submitted. If you would like to add more test shifts under this Participant, follow steps 1 through 4 above for Creating a Test Shift.

- ➤ Your dashboard will show your test shift with the daily hours next to the TEST symbol. (Fig. 07)
- ➤ Total daily and weekly hours do not populate.

Service Code	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thurs 2/29	Fri 3/1	Sat 3/2	Total Hrs.
Test Shift	0.5 TEST ⬆	2 TEST ⬆	5 TEST ⬆					0.00

Fig. 07

- ➤ When your Participant approves the test shift the icon will turn green. (Fig. 08).

Fig. 08

NOTE: Test shifts will not count towards a Participant's authorized services total. You will not be paid for the time you submit on a test shift.