

Submitting a Shift in the DirectMyCare Web Portal

Caregivers may submit a shift using the DirectMyCare web portal. Follow the instructions below to learn how to submit a shift and manage a shift that has already been submitted in the DirectMyCare web portal.

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




Participant

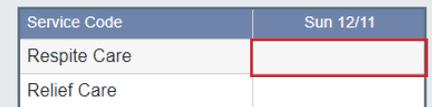
- Please Select
- Please Select
- Sarah Smith
- Terrance Belair

Fig. 02



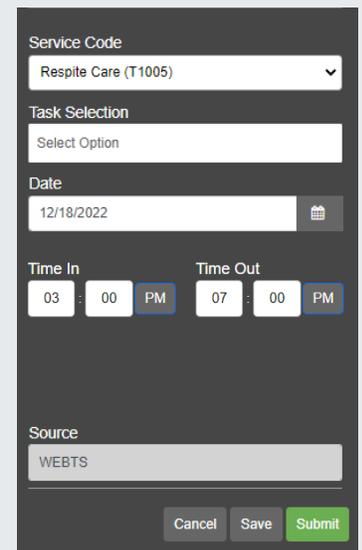
Create & Submit a New Shift

1. To enter a new shift, select the cell for the day of the week/service being provided where you wish to enter time (Fig. 04).
 - A black panel will appear on the right side of the screen (Fig. 05).
2. Fill in the information
 - Ensure the correct Service Code & Date of Service are showing
 - If required, select tasks performed that day.
 - Enter Time In and Time Out (in 15-minute increments)
3. Select the **Save** or **Submit** button.



Service Code	Sun 12/11
Respite Care	
Relief Care	

Fig. 04



Service Code
Respite Care (T1005)

Task Selection
Select Option

Date
12/18/2022

Time In: 03 : 00 PM Time Out: 07 : 00 PM

Source
WEBTS

Cancel Save Submit

Fig. 05

***If you select **Save**, your shift will **NOT** be submitted to your Participant/Designated Representative for approval & payment. Select **Submit** to immediately send your shift to your Participant/Designated Representative for approval.

4. Review the Attestation popup then select **OK**.
5. If an adjustment reason is required, another window will open. Choose your adjustment reason in the **Adjustments** popup window (Fig. 06).
 - If you do not see the exact reason for the adjustment, choose the option closest to the adjustment reason.
6. When you are finished, select **Submit**.

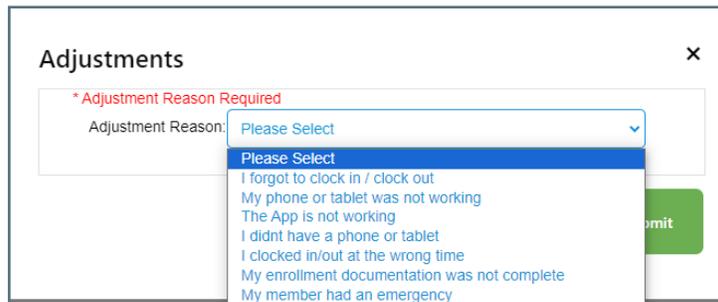


Fig. 06

Submit/Adjust Saved Shifts

1. Select the cell for the day of the week where you have a **saved**, but not submitted, shift (Fig. 07).
2. A black panel on the right side of the screen will appear. Review/adjust the time entry for accuracy.
 - If there is a yellow triangle with an exclamation mark icon, complete the required action prior to submitting (Fig. 08).
3. Select the **Submit** button.
4. A pop up will appear with an attestation. Click **OK** to agree that the information entered is true and accurate.

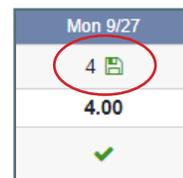


Fig. 07

All Caregivers have 24 hours to make adjustments to shifts submitted through the CareAttend App.



Fig. 08