

# **REPORTS** IN THE WEB PORTAL

## **Accessing Reports and Documents**

### As a Designated Representative

- 1. Sign into the CDCN web portal, **DirectMyCare.com**, by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
- 2. On the **My Dashboard** page, find the user you would like to review time for. Under the **Participants** column, click **More** next to the participant's name (Fig. 01).

CARE NETWORK	DIRECT										John Dae Employer Of Record - TN *	Sign ou	t Español
											Home	FAQ	Contact Us
My Dashboard	d											0	Time Entry
My Outstanding Ti	ime Entries		📵 Not app	proved						Participants			
Participant	Caregiver	Service	Date	Time in	Time Out	Time Spent	Status	Source		Name & ID	Contact Number		
Jan Doe	Jim Doe	TN123 (TN123)	2023-07-16	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Jan Doe		1	New
Jan Doe	Jim Doe	TN123 (TN123)	2023-07-17	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	ID: SWITTE			
Jan Dee	Jim Doe	TN123 (TN123)	2023-07-18	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail				
Jan Doe	Jim Doe	TN123 (TN123)	2023-07-26	1:00 AM	1:30 AM	00:30	Submitted	WEBTS	Detail				
Jan Doe	Jim Doe	TEST	2023-07-26	1:30 AM	1:45 AM	00:15		WEBTS	Detail				
										*			
										Caregivers			
										Name & ID	Contact Number		
										Jim Dee 10: 3991787			Vore
Fia. 01													

## As a Participant

- 1. Sign into the CDCN web portal, **DirectMyCare.com**, by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
- 2. On the My Dashboard page, click on your name in the upper right of the screen (Fig. 02).

CARE NETWORK	<u>direct</u> äare									Jan Doe ?erticipent - TN ▼	Sign out Españo
										Trouting	FAQ Contact Us
/ly Dashboard											@ Time Entr
Vly Outstanding Time	Entries		Nat approved					View Authorization	My Contacts		
Canogiver	Service	Date	Time in 1	Time Out	Time Spant	Status	Searce		Name 5 ID	Contact Number	
Jim Doe	TN 123 (TN 123)	2023-07-16	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Jim Doe		More
lim Dae	TN123 (TN123)	2023-07-17	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Caregiver		
lim Dae	TN 123 (TN 123)	2023-07-18	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Employer Of Record		More
im Doe	TN 123 (TN 123)	2023-07-26	1:00 AM	1:30 AM	00:30	Submitted	WEBTS	Detail			
lim Dae	TEST	2023-07-26	1:30 AM	1:45 AM	00:15		WEBTS	Detail			
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continued on next page

#### **Accessing Summary Reports**

- **1.** From the User Profile, select the green Summary Reports button (Fig. 03).
  - This report shows a summary of authorized services, used amounts, and remaining amounts. (Fig.04)
  - It can help determine if services are being underspent, overspent, or on track to be within the authorized amount at the end of the authorization period.
  - As a designated representative, to switch to a different client, use the dropdown menu in the top left corner. (Fig. 05)

Summary Reports											
Fig. 03	_										
Client Member Two	¥										
											Save As PDF
Spending Summary R	eport Results as of: Wed	Nov 13 2	024								
DDD		Auth Period	<b>Start</b> 9/6/2024	<b>End</b> 9/9/2	024	% Tir 100%	ne Elapsed	0% :	20% 40% 60% 80%	% El	apsed emaining
Participant Name and Address Member Two	Program Coordinator	Service Type	т	Unit Type	T	Budget	T Used YT	> <b>▼</b>	Processing to be Billed <b>Y</b>	Remaining 🝸	Percent Remaining
Sydney SD 76543		T1005 GRP Respite Group 9/6/2024 - 9/9/2024 E	xpired	Amount		1500	0		0	1500	100%
Participant Number 4409615	External CM	T1020 GRP Companion GRP 9/6/2024 - 9/9/2024 E	xpired	Amount		1500	0		0	1500	100%
		H 4 1 +	H								1 - 2 of 2 items
Phone Number	Current SUTA Rate										
Fig. 04											

Client	Member One	•
_	Member One	
	Member Two	

Fig. 05

#### Save/Download PDF

- **1.** Select the Save as PDF button. (Fig. 06)
  - Your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone.



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