CONSUMER DIRECT CARE NETWORK
SOUTH DAKOTA

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).
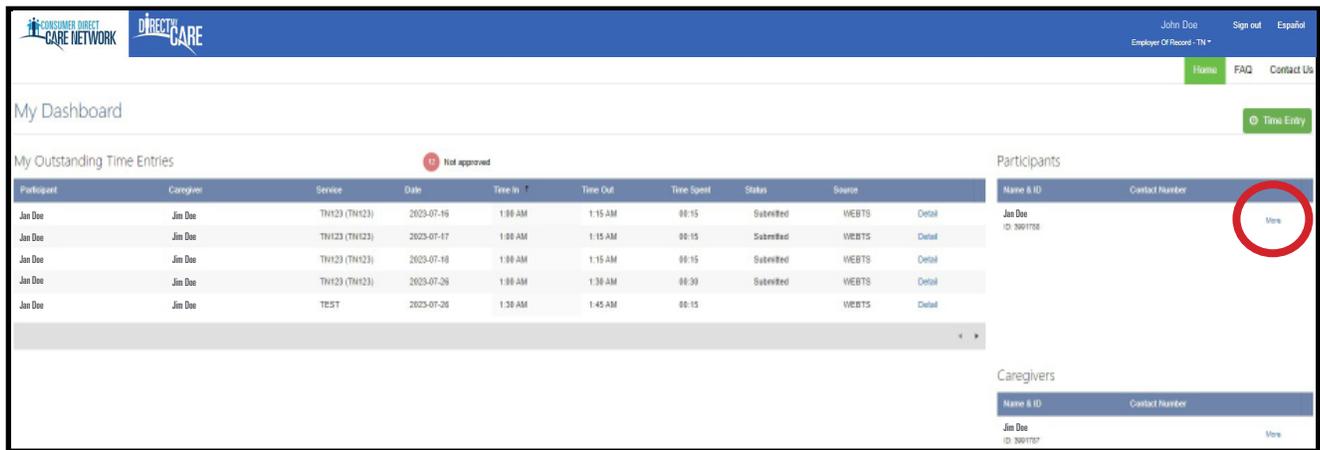
Fig. 01

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).

Fig. 02

EVERY LIFE.   EVERY MOMENT.   EVERY DAY.

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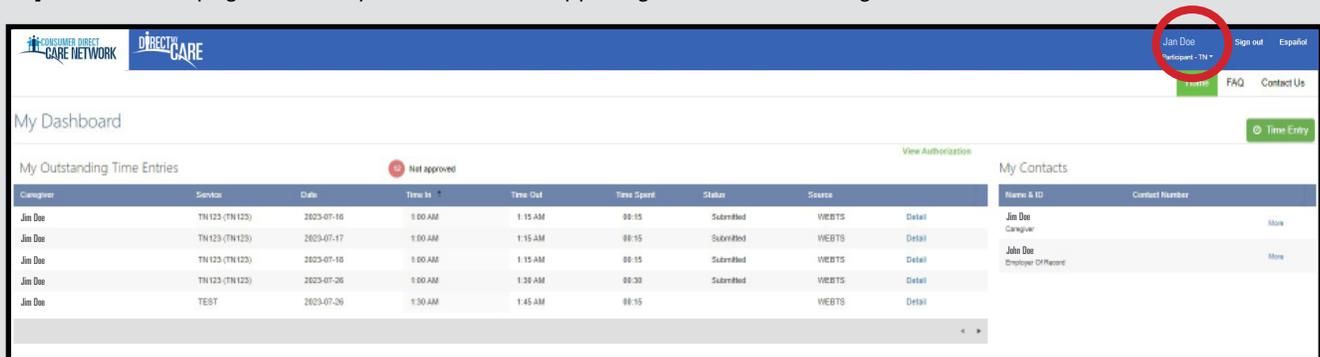
1. From the User Profile, select the green Summary Reports button (Fig. 03).
   - This report shows a summary of authorized services, used amounts, and remaining amounts. (Fig.04)
   - It can help determine if services are being underspent, overspent, or on track to be within the authorized amount at 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)

Fig. 03
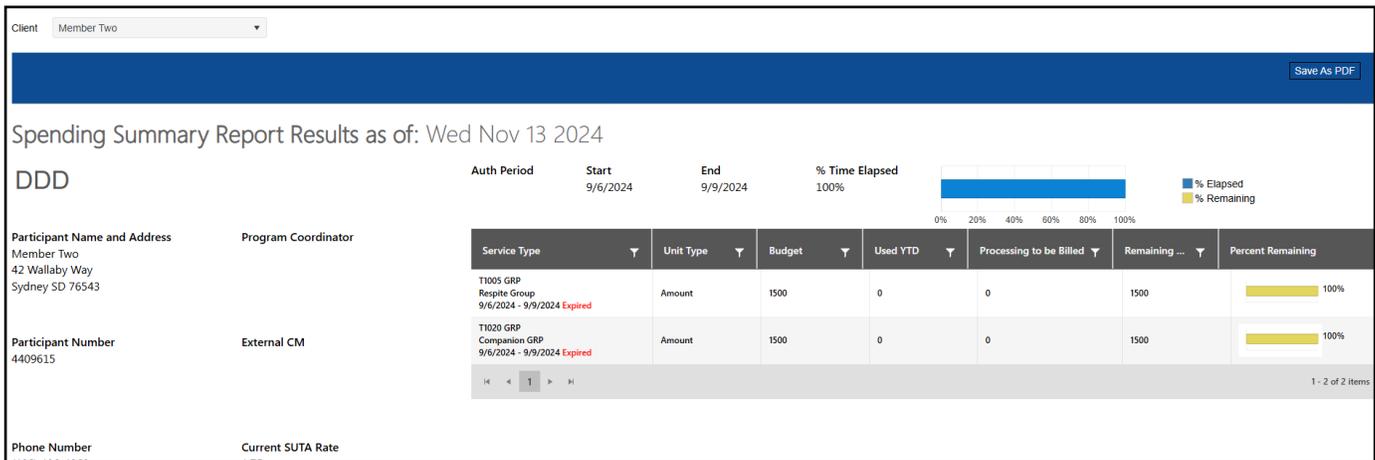
Fig. 04

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.

Fig. 06