Reading the Legend Icons
In the DirectMyCare Web Portal

Approved: The time has been sent to CDTN for processing.

Deleted: The Worker deleted the shift.

Denied: CDTN denied the shift. The denial reason can be seen by clicking on the shift.

Edited: The shift was edited to be in compliance with the member's service authorization.

In Progress: CDTN received the shift and is prepping it for pay.

Paid: Pay has been issued to the Worker.

Ready to be paid: The time is ready to be paid according to the payroll schedule.

Rejected: The time has been rejected by the Member. The Worker will need to submit a new shift.

Removal in Progress: Worker has submitted a Ready to be paid shift for removal.

Saved: The shift has been entered by the Worker. It has not been submitted to the member for approval.

Submitted: The Worker sent the shift to the member for review and approval.

Suspended: The shift has an issue that is preventing it from being processed. The suspended reason can be seen by clicking on the shift.

Test Submitted: This is a test shift that has been submitted to the member for approval.

Test Approved: This is a test shift that has been approved by the member.

Not Ok to Work: The Worker's qualifications have not been met or have expired. The Worker is not authorized to work until they have the minimum qualifications to perform the services.

Legend

- ✔ Approved
- 🗑 Deleted
- ⛔ Denied
- ✏ Edited
- » In Progress
- [PAID] Paid
- 👍 Ready to be paid
- ✖ Rejected
- « Removal In Progress
- 💾 Saved
- ⬆ Submitted
- 🚫 Suspended
- [TEST] ⬆ Test Submitted
- [TEST] ✔ Test Approved
- ⚠ Not Ok to Work

Need More Information?

20230717