REPORTS IN THE WEB PORTAL

Accessing Reports and Documents

As an Employer of Record

CONSUMER DIREC

- 1. Go to DirectMyCare.com. Enter your email address and password. Click Sign In.
- 2. Find the user you would like to review time for. Under Participants, click More next to the participant's name (Fig. 01).

CARE NETWOR	RK DIRECT CARE										John Doe Employer Of Record - TN =	Sign out	Español
											Home	FAQ	Contact Us
My Dashboar	rd											0	Time Entry
My Outstanding 1	Time Entries		12 Not ap	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 Dee IC: 3001788		1	More
Jan Doe	Jim Doe	TN123 (TN123)	2023-07-17	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail				
Jan Doe	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 ID: 3991787			More
Fig. 01													

As a Member

- 1. Go to DirectMyCare.com. Enter your email address and password. Click Sign In.
- 2. Click on your name in the upper right of the screen (Fig. 02).

CARE NETWORK	ARE									Jan Doe Participant - TN *	Sign out Españ
My Dashboard										rone	O Time En
My Outstanding Time Entries			12 Not approved					View Authorization	My Contacts		
Caregiver	Service	Date	Time In 🕇	Time Out	Time Spent	Status	Source		Name & ID	Contact Number	
Jim Doe	TN123 (TN123)	2023-07-16	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Jim Dee		More
Jim Doe	TN123 (TN123)	2023-07-17	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	Caregiver		
Jim Doe	TN123 (TN123)	2023-07-18	1:00 AM	1:15 AM	00:15	Submitted	WEBTS	Detail	John Uos Employer Of Record		More
Jim Dee	TN123 (TN123)	2023-07-26	1:00 AM	1:30 AM	00:30	Submitted	WEBTS	Detail			
Jim Dae	TEST	2023-07-26	1:30 AM	1:45 AM	00:15		WEBTS	Detail			
								<.>			

Fig. 02

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continued on next page

Summary Reports

- 1. Select the green Summary Reports button (Fig. 03).
 - This report shows a summary of service amounts (Fig.04).
 - -- It can help determine where you are at with service usage (Fig. 04).
 - The current, previous, and future authorization information is available for authorizations CDTN has received (Fig. 04).

mary Reports	Detai	Reports	View Docur	nents								
← Service Sun	nmary											Save As P
Spending Summa	ry Report	Results as of: F	ri Sep 01 2023									
Jill Doe			Aut	h Period	Start 1/1/2021	End 12/31/2025		% Time Elapsed 53.34%			% Elapsed % Remaining	
Jan 300 Participant Name and AddressCity	Dee (TN 12356	Program Coordinator	si	ervice Type	T Unit Type	Ŧ	Budget	T 4	0% 20% sed YTD T	Frocessing to be Billed 🝸	Remaining Units 🍸	Percent Remaining
			TN TN 1/1	1123 1123 /2021 - 12/31/2025	Unit		4000		•	131	3869	68.72%
Participant Number 3991788		External CM	TN 7/2	1456 1456 23/2023 - 7/25/2023 Expired	Unit		8		2	0	8	-
1000	Current SUTA Rate -1	TN TN 7/2	1456 1456 23/2023 - 7/25/2023 Expired	Amount		2		2	0	2		
Phone Number (330) 345-6789		TN TN 7/1	1456 1456 7/2023 - 7/7/2023 Expired	Unit		4			4	0	-	
			TN TN 7/0	1456 1456 5/2023 - 7/6/2023 Expired	Unit		4			0	4	
			14	< 1 2 → 1	н							1 - 5 of

Fig. 04

Detail Reports

1. Select the green **Detail Reports** button (Fig. 05).

- This report shows a list of each service provided by a Worker, including the number of hours, pay rate, and gross pay amount (Fig. 06).

Summ	ary Reports	Detail Reports	View Documents				
Fig. 05							
Service Deta	ails			Spending Details: 0	8/02/2023 - 09/01/2023		
							Save As PDF
Employee	Service Code	Service Date	Pay Period	Pay Date	Pay Units	Pay Rate	Gross Pay
▼ Employee: Jim Dee	22						
Jim Dee	TN123	08/03/2023	07/30/2023 - 08	/12/2023 08/18/2023	1.00	\$20.00	\$20.00
Jim Dee	TN123	08/04/2023	07/30/2023 - 08	/12/2023 08/18/2023	1.00	\$20.00	\$20.00
Jim Doe	TN123	08/04/2023	07/30/2023 - 08	/12/2023 08/18/2023	1.00	\$20.00	\$20.00
Jim Dee	TN123	08/14/2023	08/13/2023 - 08	/26/2023 09/01/2023	2.00	\$20.00	\$40.00
Jim Dee	TN123	08/24/2023	08/13/2023 - 08	/26/2023 09/01/2023	0.25	\$20.00	\$5.00
					Sum: 5.25		Sum: \$105.00
I4 4 1 > H							1 - 5 of 5 items
Fig. 06							

Documents

- 1. Select the green View Documents button (Fig. 07).
 - Documents CDTN has on file specific to the Member/Employer can be found here.

Summary Reports	Detail Reports	View Documents
Fig. 07		
20230907		