CONSUMER DIRECT CARE NETWORK FLORIDA

United Healthcare

Reports and Documents in the DirectMyCare Web Portal

Go to DirectMyCare.com and sign in. Sign in with your email and password. Press **Log In** to go to the home page.

Accessing Reports

1. If you are the Member, press **My Account** on the left menu.
2. From the drop-down list, choose the report you want to see. (Fig. 01).
   - Note: The choices may be different depending on your program.

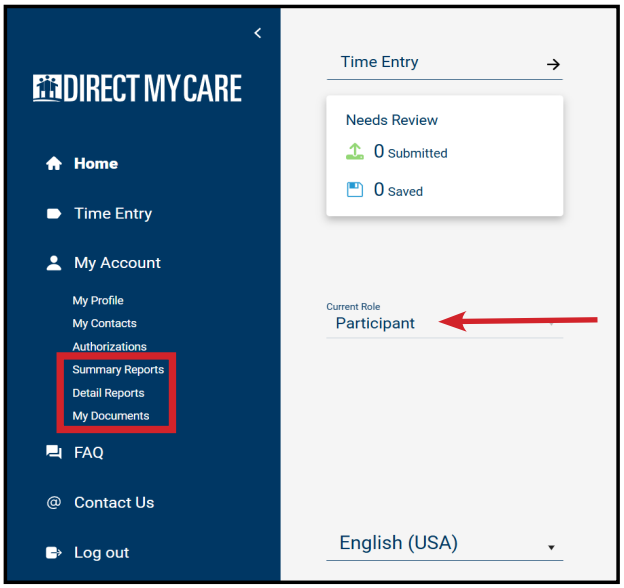

Fig. 01

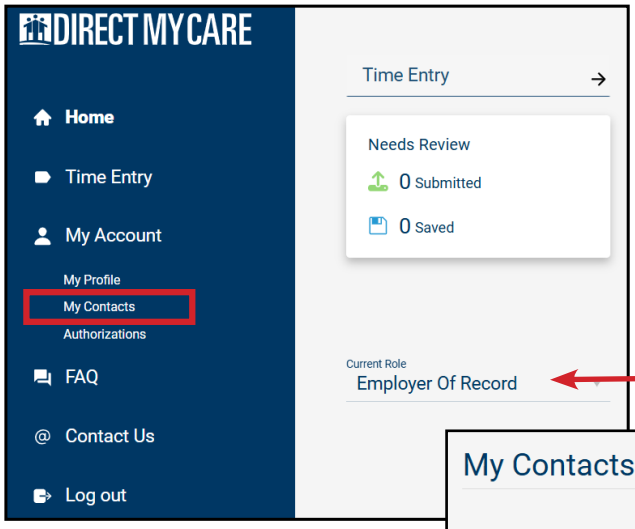

Fig. 02

3. If you are the Employer of Record or a Representative, press **My Contacts** under the My Account menu. (Fig. 02).

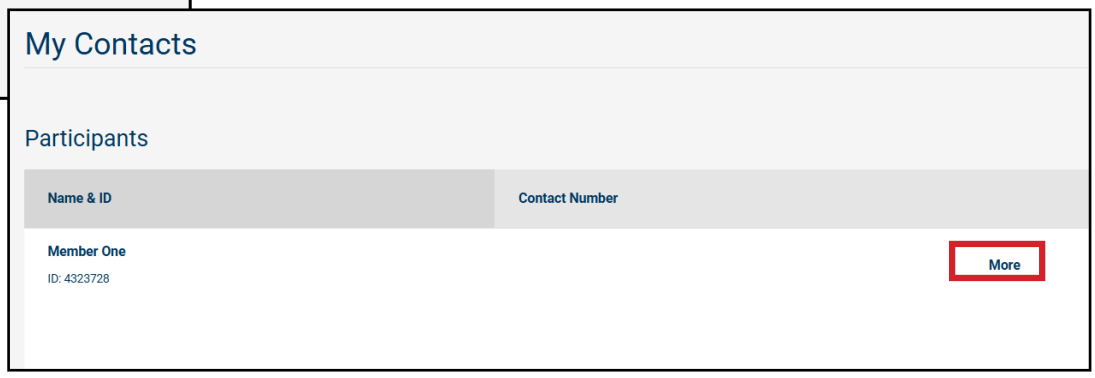

Fig. 03

4. Find the correct person and press **More** (Fig. 03).

5. At the top of the page, choose the report you want to see. (Fig. 04).

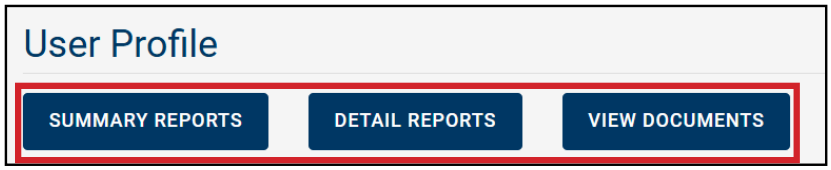

Fig. 04

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Summary Report

- This report shows approved services, how much time has been used, and how much is left (Fig. 03).
- It helps you see if services are being used too little, too much, or are on track within the approved amount.

- The column headings (Fig. 05) are defined as:
  - » **Service Type:** The service you can use and the dates you can use it
  - » **Unit Type:** How the service is tracked, such as dollars or units
  - » **Budget:** The total amount approved for that time period
  - » **Used YTD:** The amount already used
  - » **Processing to be billed:** Costs that are being processed for payment
  - » **Remaining Units:** The amount you still have left to use
  - » **Percent Remaining:** The percent of your total budget you still have

Service Type	Unit Type	Budget	Used YTD	Processing to be Billed	Remaining Units	Percent Remaining
PSS Personal Support Services 10/30/2025 - 10/29/2026	Amount	121991.08	98451.24	$8,664.29	$14,875.55	12.19%
SBS Support Broker Service 10/30/2025 - 10/29/2026	Amount	1063.4	715.64	$10.20	$337.56	31.74%
TSS Transportation Support Service 10/30/2025 - 10/29/2026	Amount	1206	616.4	$0.00	$589.60	48.89%
FEA_FEE Monthly Fee 10/30/2025 - 09/30/2026	Amount	1296	0	$1,080.00	$216.00	16.67%

Fig. 05

- Press **Save as PDF** (Fig. 03) to save the report on your computer. You can then open it, print it, or email it.

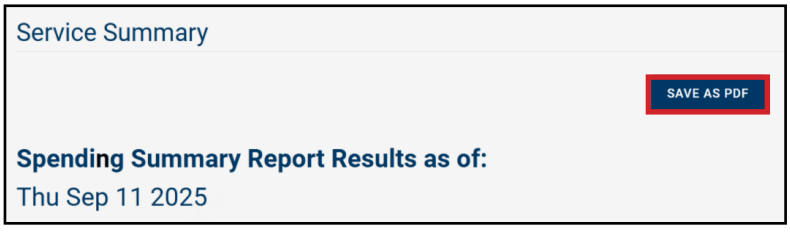

Fig. 06

Detail Reports

- This report shows each service provided. It lists the hours, pay rate, and total pay (Fig. 07).
- Press **Save as PDF** (Fig. 07) to save the report on your computer. You can then open it, print it, or email it.

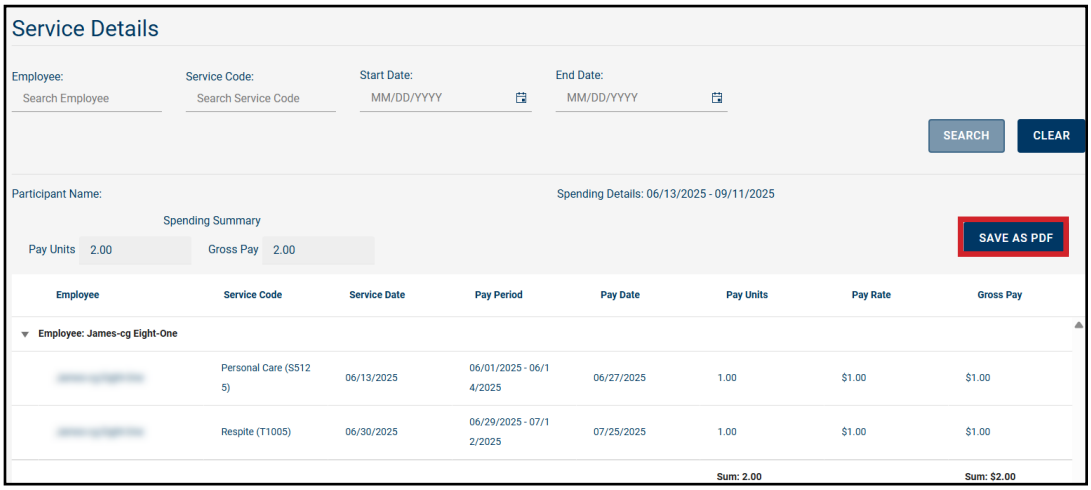

Fig. 07

My Documents

- If your program has My Documents in the menu, you can open them as shown below (Fig. 08).
- Press the **View** button (Fig. 08) to save your document to your computer. You can then open it, print it, or email it.

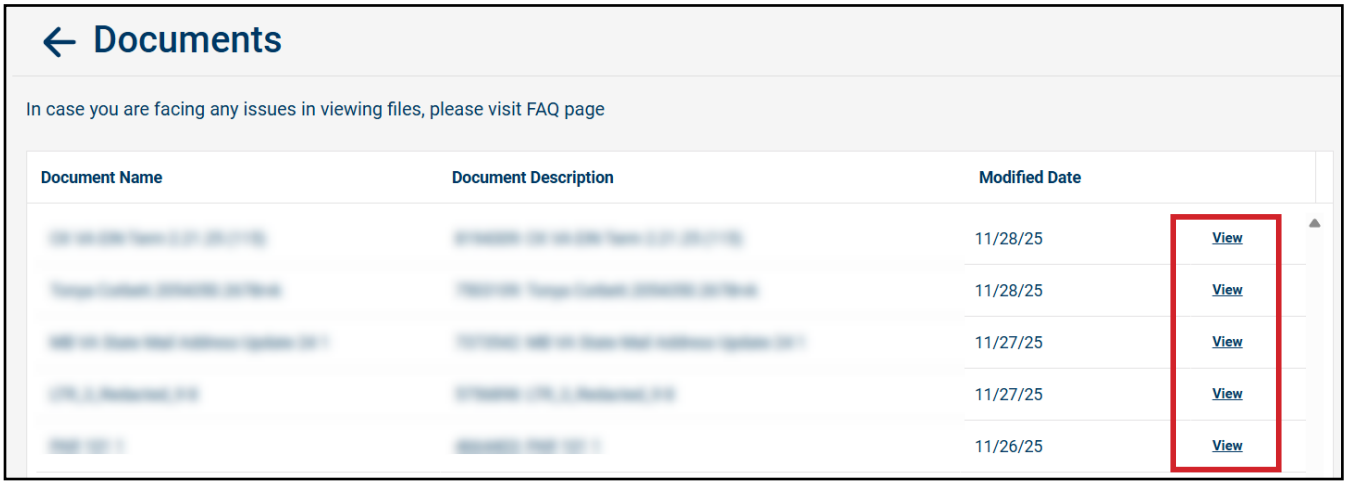

Fig. 08