CONSUMER DIRECT CARE NETWORK TENNESSEE

Adding Time in the DirectMyCare Web Portal

Time Entry

1. Go to DirectMyCare.com and sign in to the web portal by entering your email address and password. Select **Log In** and you will be taken to the home page.

2. Select **Time Entry**. (Fig. 01)

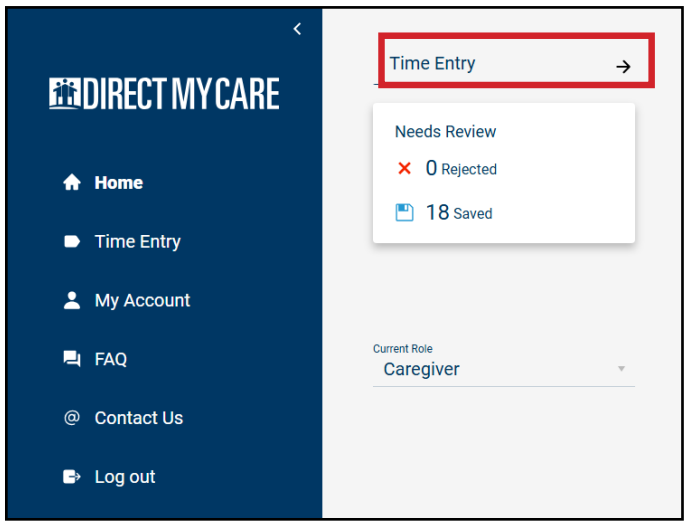

Fig. 01

3. Use the calendar to choose the date, (Fig. 02)

4. Choose **Time Entry** from the dropdown menu.

5. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.

6. Select **+ADD ENTRY** for the chosen service type.

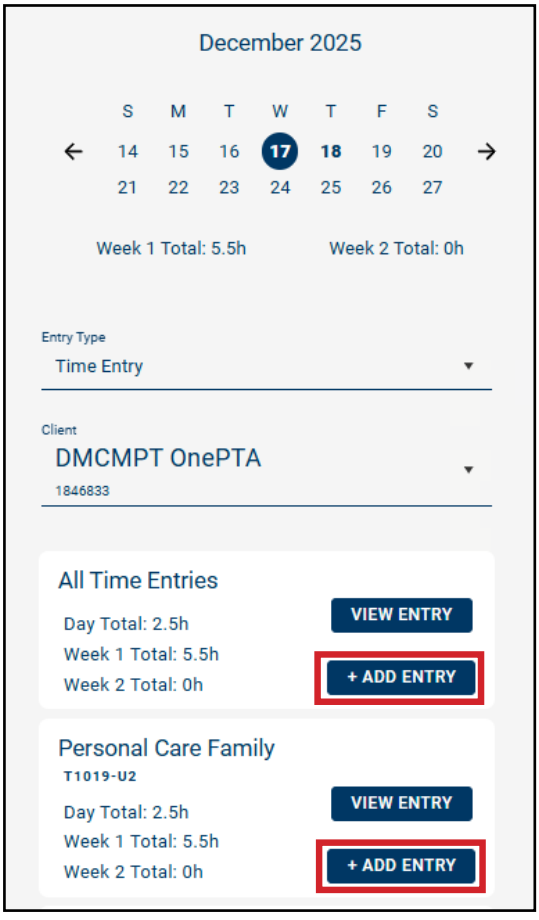

Fig. 02

7. Verify that your Participant and Service Code are correct. If not, you can change them by using the dropdown menu. (Fig. 03)

8. Use the dropdown menu to choose your EVV Exception Reason (adding time in the portal is NOT EVV compliant).

9. Enter time-in and time-out in 15 minute intervals.

10. Select **SUBMIT** to immediately send your entry for approval.

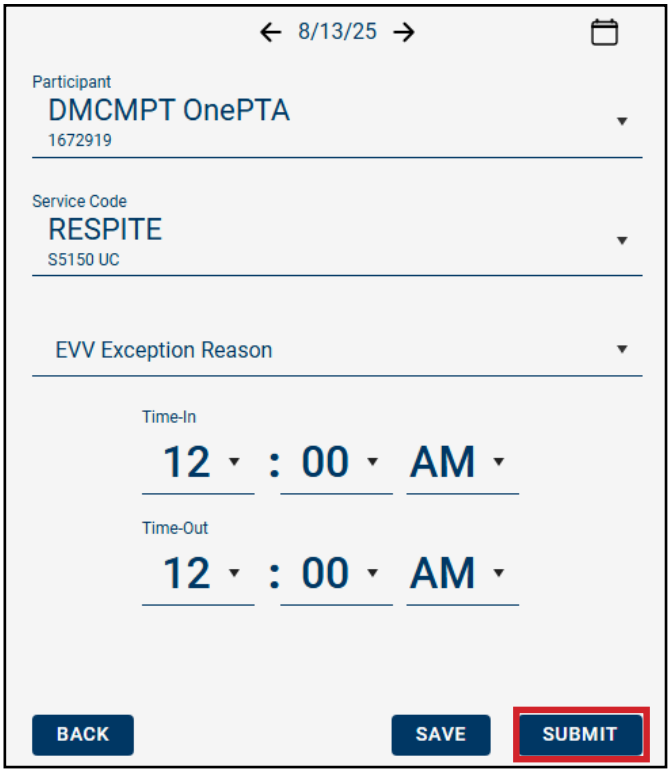

Fig. 03

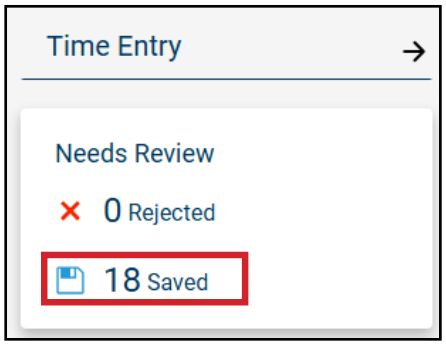

Fig. 04

By selecting **SAVE** you will be able to see it again on your home page. **SAVED** entries will **NOT** be submitted for approval and payment. (Fig. 04)

11. Once your entry is submitted, review the **Attestation** popup then select **OK**. You will receive confirmation of the time submitted.

12. You will see the entry added to your daily total, as well as your running weekly total. (Fig. 05) This will help you track your work week limits.

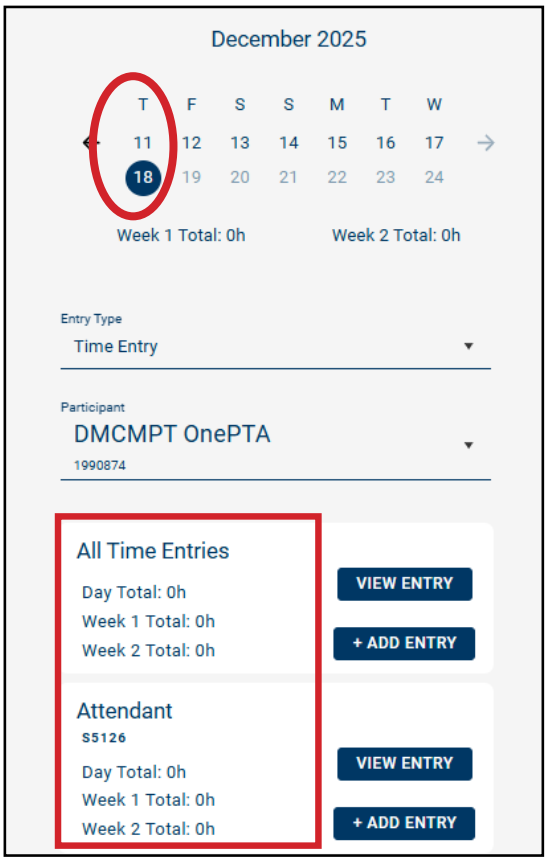

Fig. 05