

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)

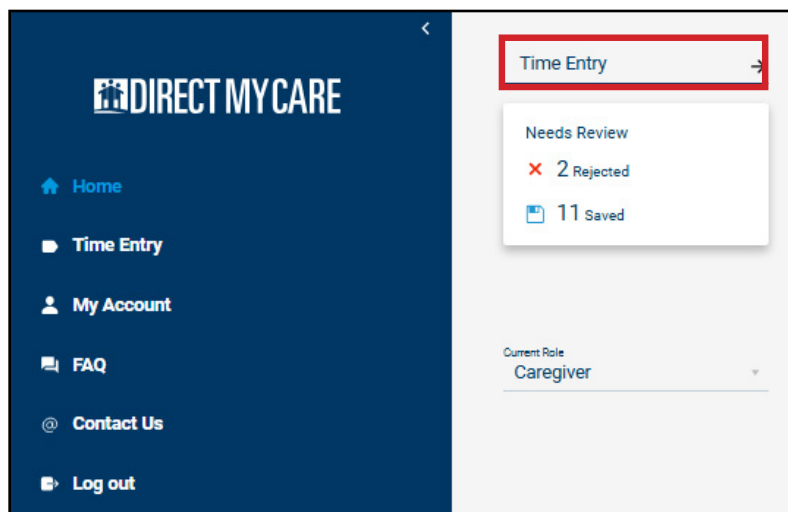


Fig. 01

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.

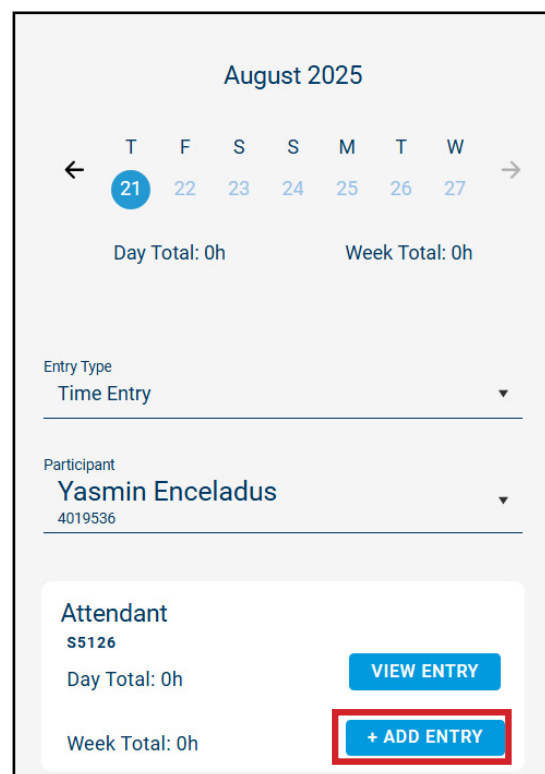


Fig. 02

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

8. If tasking is required, use the dropdown menu to choose the tasks you performed.

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

10. Choose the Service Location by selecting here.

11. Select the notes icon to include notes about your visit.

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

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

The screenshot shows a mobile application interface for entering time. At the top, there's a navigation bar with a back arrow, 'Today', and a calendar icon. Below this, the form is divided into sections: 'Participant' (Yasmin Enceladus, 4019536), 'Service Code' (Attendant, S5126), 'Tasks' (dropdown), 'EVV Exception Reason' (dropdown), 'Service Location' (location icon), and 'Additional Information' (document icon). At the bottom, there are three buttons: 'BACK', 'SAVE', and 'SUBMIT' (highlighted with a red box). The time-in and time-out fields are set to 12:00 AM.

Fig. 03

The screenshot shows a 'Time Entry' summary screen. It has a header 'Time Entry' with a right arrow. Below the header, there's a 'Needs Review' section with '0 Rejected' (indicated by a red X icon). At the bottom, there's a '2 Saved' section with a document icon, which is highlighted with a red box.

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)

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

15. 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.

The screenshot shows a mobile application interface for reviewing time entries. At the top, there's a calendar for August 2025. The date '21' is circled in red. Below the calendar, there's a 'Day Total: 3h' and a 'Week Total: 3h'. The form is divided into sections: 'Entry Type' (Time Entry), 'Participant' (Yasmin Enceladus, 4019536), and 'Attendant' (S5126). At the bottom, there are two buttons: 'VIEW ENTRY' and '+ ADD ENTRY'.

Fig. 05

Adding Sick Time

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)

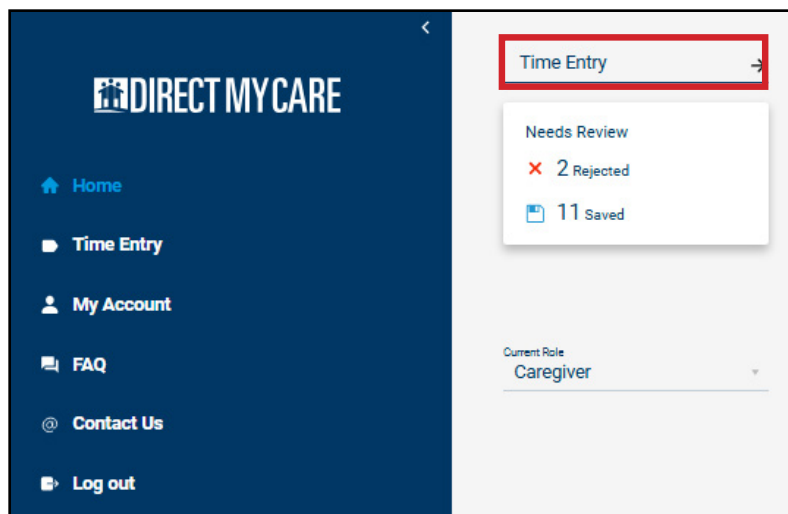


Fig. 01

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**.

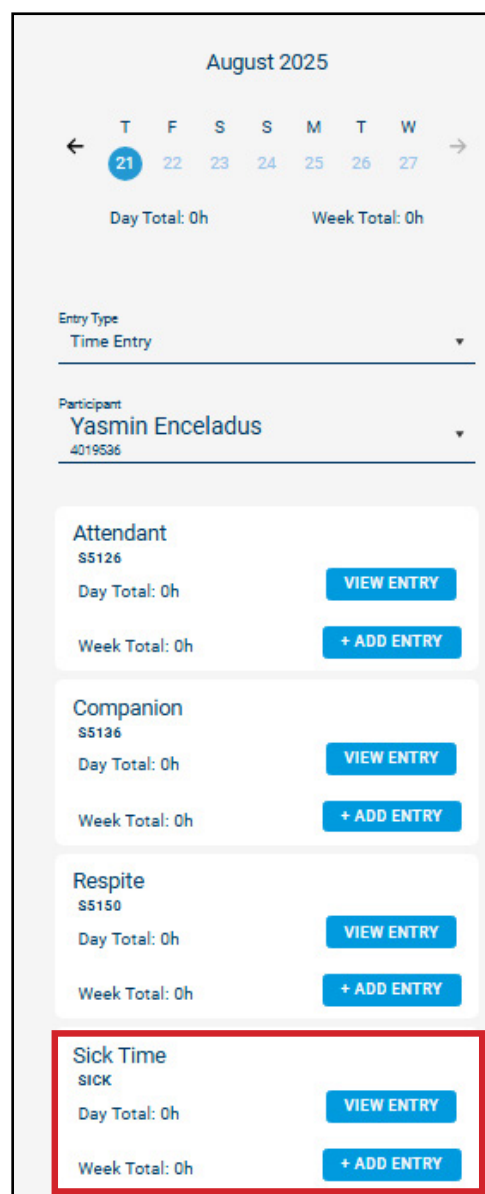





Fig. 06

6. Select **+ADD ENTRY** for Sick Time.



7. Verify that your Participant is correct. If not, you can change it by using the dropdown menu. (Fig. 07) 
8. Use the dropdown menu to choose "Non compliant shift" as your EVV Exception Reason. 
9. Enter time-in and time-out in 15 minute intervals. 
10. Select **SUBMIT** to immediately send your entry for approval.

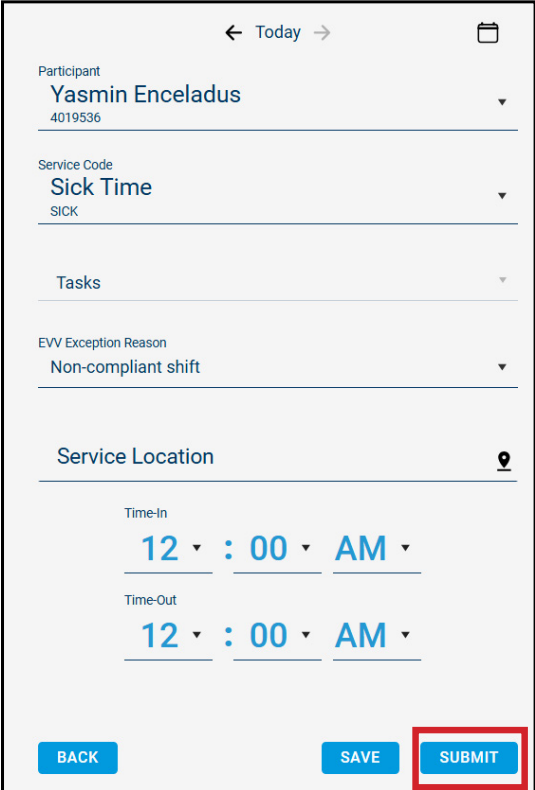
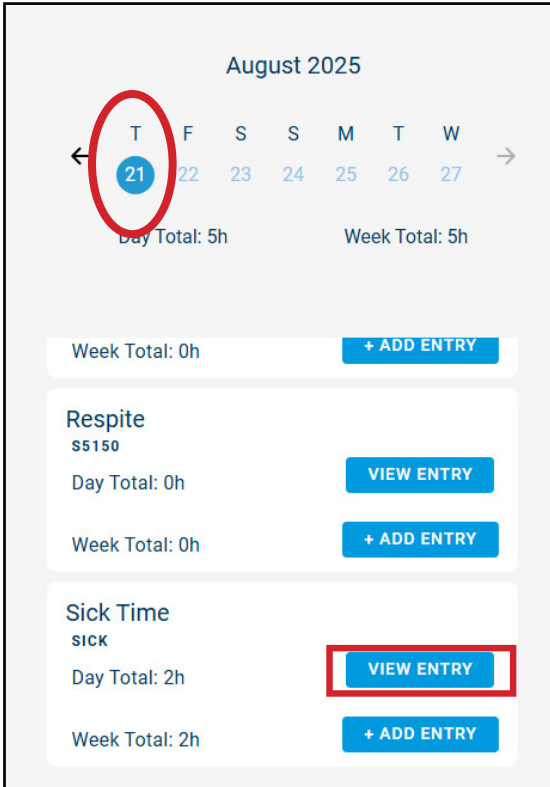
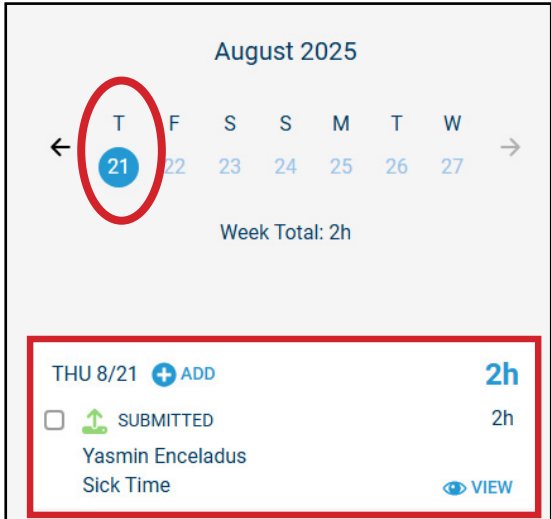


Fig. 07

11. To verify that your time was submitted, select **VIEW ENTRY**.

Viewing Entries

By selecting **VIEW ENTRY**, you'll see all shifts for the week for that service, along with each shift's status and the total hours (Fig. 03).

Attendant
S5126

Day Total: 3h

Week Total: 3h

VIEW ENTRY

+ ADD ENTRY

Total entered for the week.

To see more details, select the **VIEW** link.

Instead using the back button, you can add a time entry directly from this screen by using the **+ADD** button.

September 2025

S M T W T F S

21 22 23 24 25 26 27

Week Total: 8.5h

MON 9/8 + ADD 1.5h

READY TO BE PAID 1.5h

DMCMPT OnePTA

Attendant VIEW

SUN 9/7 + ADD 2h

SUBMITTED 2h

DMCMPT OnePTA

Attendant VIEW

FRI 9/5 + ADD 1h

READY TO BE PAID 1h

DMCMPT OnePTA

Attendant VIEW

Fig. 06