DirectMyCare.com

Agency Admin Budget Management Guide

LOG IN TO DIRECTMYCARE.COM

Log in to DirectMyCare.com using your **email address** and **password** (Fig. 01).

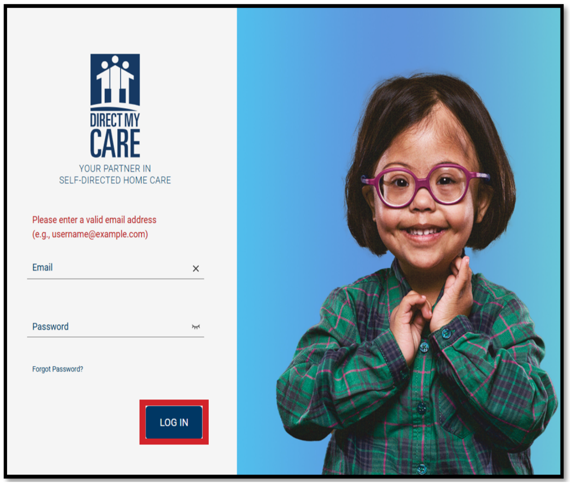

Fig. 01

VIEWING YOUR REPORTS

Acessing Reports as a Supports Broker

1. Change your **Current Role** to **Agency Admin** (Fig. 02).
2. Select **Participants** from the menu (Fig. 02).

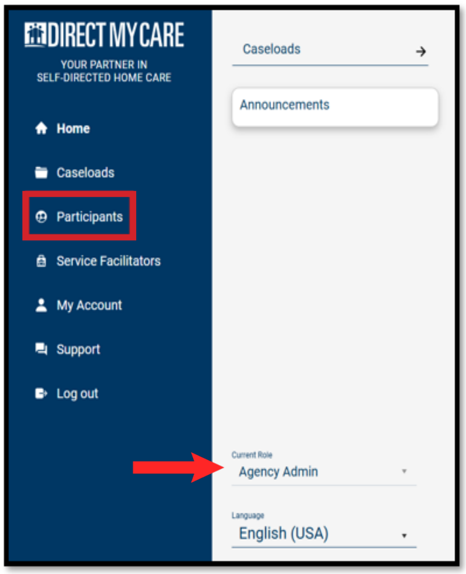

Fig. 02

3. **Search** for the Participant by name or by scrolling. You can sort from A-Z or Z-A by clicking on the top of the column (Fig. 03).
4. **Select** the Participant you wish to view. You will see:
   - Demographics and contact information
   - Caregiver list
   - Service summary
   - Service details
   - Authorization
   - Shift Summary

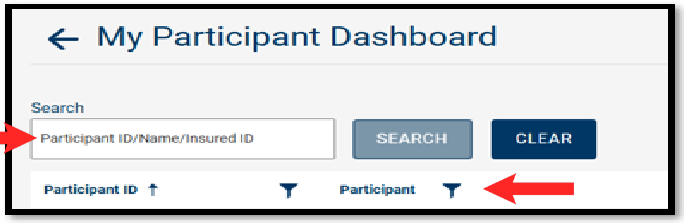

Fig. 03

SERVICE SUMMARY REPORT

Fig. 04

- The **Service Summary** report shows a summary of authorized services, used amounts, and remaining amounts (Fig. 04).
- It can help determine if services are being underspent, overspent, or on track to be within the authorized amount at the end of the authorization period.
- Select the **Save as PDF** button and your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone (Fig. 04).

SERVICE DETAILS REPORT

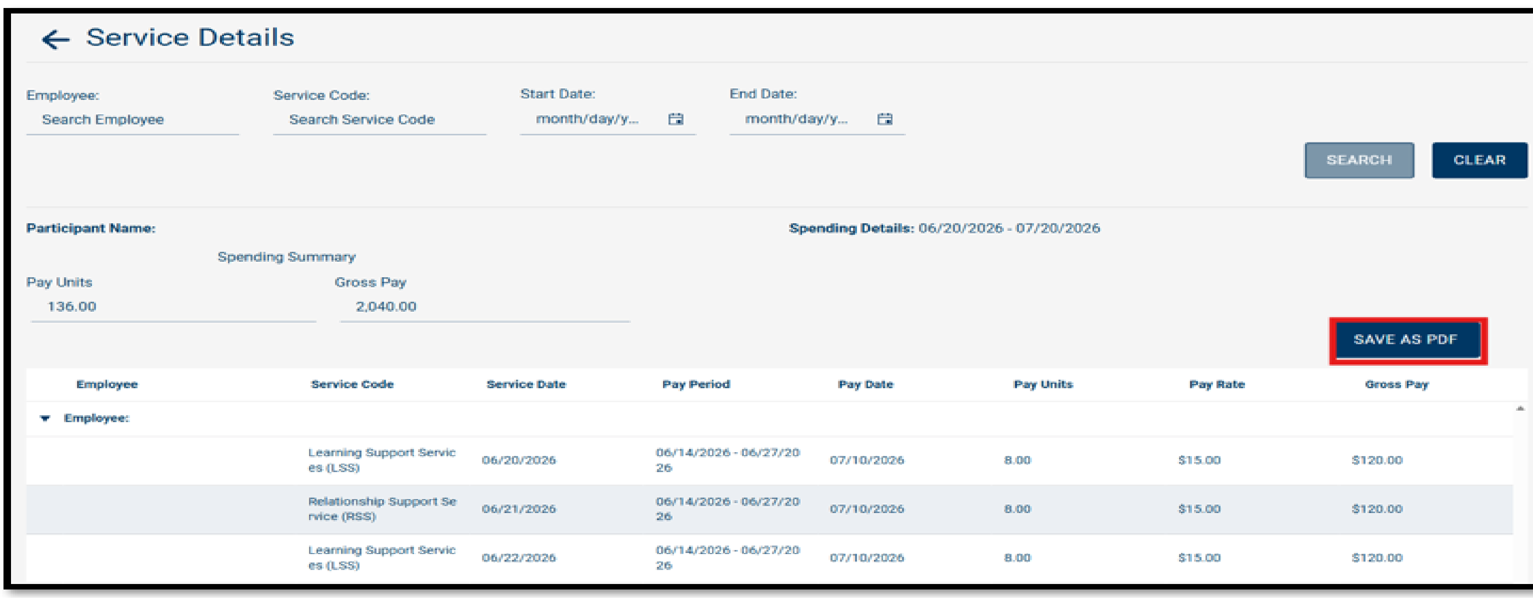

Fig. 05

- The **Service Summary** report shows a list of services provided, including the number of hours, pay rate, and gross pay amount (Fig. 05).
- Select the **Save as PDF** button and your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone (Fig. 05).