



EMPLOYER OF RECORD

Approving Sick Time

IN THE WEB PORTAL

If your Attendant enters sick time, you can use the web portal to approve those sick hours.

Sick Time Approval

1. If you are the Employer of Record, sign into the CDCN web portal, DirectMyCare.com, by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard outstanding time entries waiting for approval will show. For sick time, the service will show SICK.

Participant	Caregiver	Service	Date	Time In	Time Out	Time Spent	Status	Source	Detail
M...	C...	SICK	2021-10-03	7:00 AM	9:00 AM	08:00	Submitted	WEBTS	Detail
M...	C...	Attendant (S...	2021-10-03	9:00 AM	5:00 PM	08:00	Submitted	WEBTS	Detail

3. Selecting the **Details** hyperlink will bring up a list of shifts pending per code, per day. Click in the cell where time as been submitted and a pane on the right side of the screen will open.
4. Review the information and click the **Approve** button.

Caregiver	Service Code	Thurs 9/30	Fri 10/1	Sat 10/2	Sun 10/3	Mon 10/4	Tu...
C...	Respite	8	8	8	8		
C...	Attendant		8	8	8		
		8.00	16.00	16.00	10.00	0.00	

Service Code: SICK

Date: 10/03/2021

Time In: 7:00 AM

Time Out: 9:00 AM

Time In (Actual): 7:00 AM

Time Out (Actual): 9:00 AM

Source: WEBTS

Caregiver's Comments:

Adjustments Cancel Reject **Approve**

5. After clicking the Approve button an attestation will open. Click **OK** to agree that the information entered is true and accurate.

Attestation

I certify that the hours and services were provided to the Participant by the Attendant as recorded, and that the Participant was not in a hospital, facility, or incarcerated during the shift. I understand that falsifying information is Medicaid Fraud.

OK Cancel