EMPLOYER OF RECORD:
Time Approval and Bi-Weekly Authorization Limits
IN THE WEB PORTAL

Employer of Record: Bi-Weekly Auth Determination

1. If you are the Employer of Record, sign in to the CDCN web portal, DirectMyCare.com, by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.

2. On the My Dashboard page, select the user you would like to review time for. Under the participants tab, click **More** next to the participants name.

3. On the User Profile page, select the green **Summary Reports** button.

4. Within the Summary Report, determine your remaining utilization by looking at the **Remaining** column.

	Start	End	%Time Elapsed			68.72				
Auth Period	7/7/2021	6/30/2022	31.28%	0	20	40	60	80	100	
Service	Type	Budget	Used YTD	Processing to be Billed	Remaining					
99199 91 Child Protective Background CK	Hours	100			100		100.00			
99199 U1 91 Criminal Background CK	Hours	100	2		98		98.00			
PMPM FEE Monthly Admin Fee	Hours	12	3		9		75.00			
Attendant 7/7/2021-1/31/2022	Hours	1,672	755.25	129.75	787			47.07		
S5150 Respite	Hours	480	2.5	4	473.5		98.65			
Totals	Hours	2,364	762.75	133.75	1,467.5			62.08		

5. Return to the My Dashboard page, and total the amount of hours in the **Time Spent** column to ensure that it is within your bi-weekly authorization parameters. Note: Your bi-weekly authorization parameters are provided by your Service Facilitator. Contact them directly if you are unsure of time you are allowed to approve bi-weekly.

My Dashboard

My Outstanding Time Entries — Not approved

Participant	Caregiver	Service	Date	Time In	Time Out	Time Spent	Status	Source	
		Attendant (S5...	2021-10-21	1:00 PM	5:00 PM	04:00	Submitted	WEBTS	Detail
		Attendant (S5...	2021-10-22	8:15 AM	12:15 PM	04:00	Submitted	WEBTS	Detail
		Attendant (S5...	2021-10-23	10:00 AM	2:00 PM	04:00	Submitted	WEBTS	Detail
		Attendant (S5...	2021-10-24	9:30 AM	1:30 PM	04:00	Submitted	WEBTS	Detail
		Attendant (S5...	2021-10-25	8:30 AM	2:00 PM	05:30	Submitted	WEBTS	Detail

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6. To determine how much time you have already approved for a specific bi-weekly reporting period, select the **Time Entry** button on the My Dashboard page.

7. Use the arrows next to the calendar icon to switch between the weeks in the reporting period to determine time that has already been submitted and time that is still pending approval.

8. Time entries preceded by a green thumbs up icon (Ready to be Paid) are included in the **Processing to be Billed** column on the **Summary Report** whereas submitted hours are not.

Service Code	Thurs 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Total Hrs.
Attendant	4	4	4	4	5.5	4.5		26.00
Attendant								0.00
Respite								0.00
Respite								0.00
	4.00	4.00	4.00	4.00	5.50	4.50	0.00	26.00
			Week 2 (Oct 28 - Nov 03)					
Service Code	Thurs 10/28	Fri 10/29	Sat 10/30	Sun 10/31	Mon 11/1	Tue 11/2	Wed 11/3	Total Hrs.
Attendant								0.00
Attendant								0.00
Respite								0.00
Respite								0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Code	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Total Hrs.
Attendant	4.00	4.00	4.00	4.00	5.50	4.50	0.00	26
Respite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Total	4.00	4.00	4.00	4.00	5.50	4.50	0.00	26.00

9. The **Total Hours** column shows you what has been approved and what is still pending approval. Use this information to determine if additional time approval will put you over your allowed authorization limits.