Online Time Sheet Instructions

Welcome to the Consumer Direct Care Network (CDCN) Portal! This portal allows you to safely access payroll and budget tools. You can:

- Enter the time you have worked online.
- Get your time approved.
- Submit your time to CDCN payroll.
- Cut down your time entry errors.
- Follow the status of all your time and payroll entries.

Figure 1. My Direct Care Home Page with Login

Note on terms: "Client" or "Participant" = someone enrolled in the Participant Direction Option
"Employee" = the Direct Service Worker (DSW)

Registration Steps

1. Go to a computer with **World Wide Web** access.
2. Open the computer's **web browser.**
3. Type https://fl.mydirectcare.com/ into the browser address bar.
4. On the top menu, click on the "**User Registration**" link. *(Figure 2).*

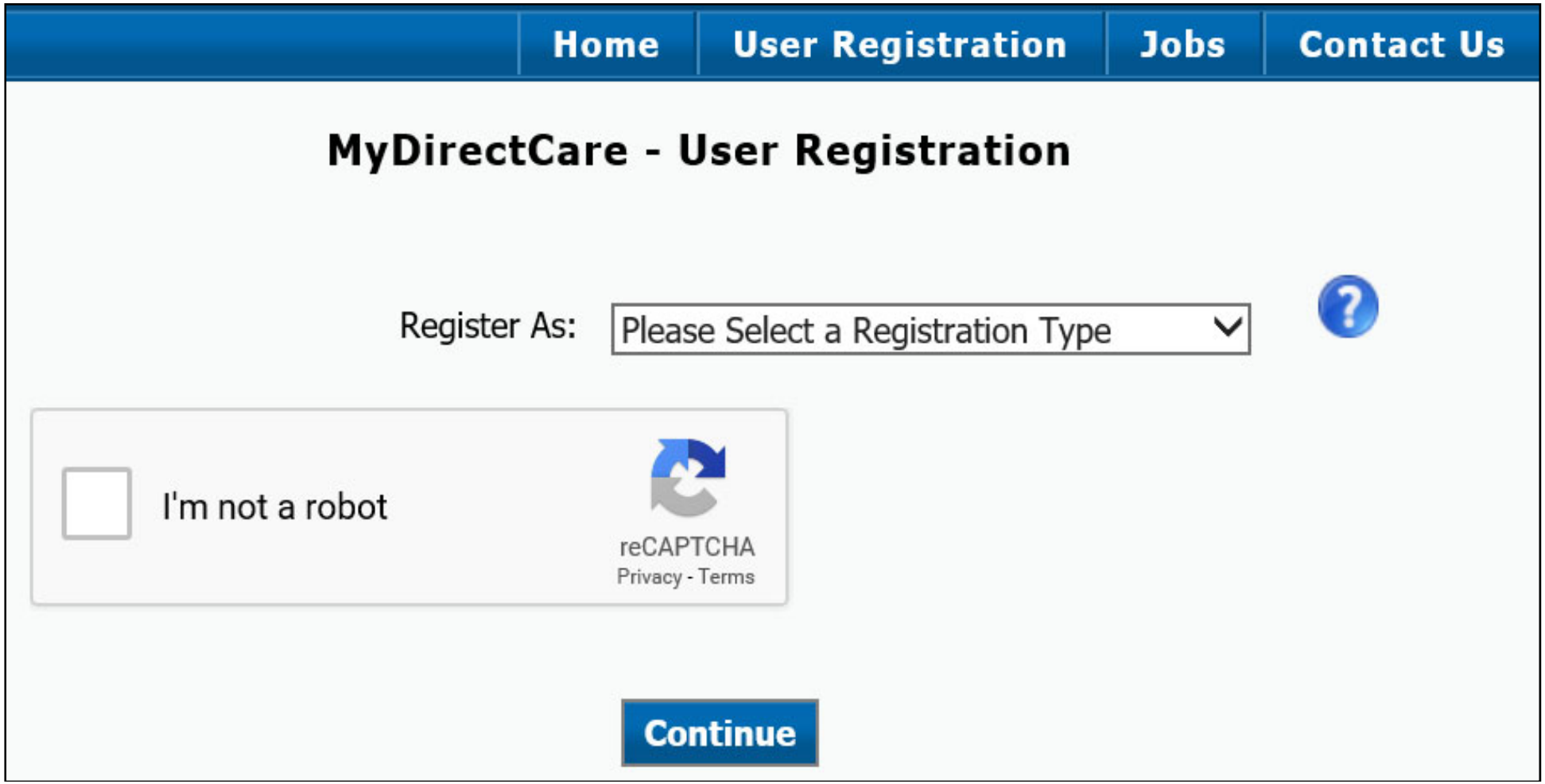

Figure 2. Opening User Registration Page

5. In the “Register As” field, select:
    5.1. “Participant” if you are the Participant or Employer.
    5.2. “Employee” if you are the DSW. *(Figure 3).*

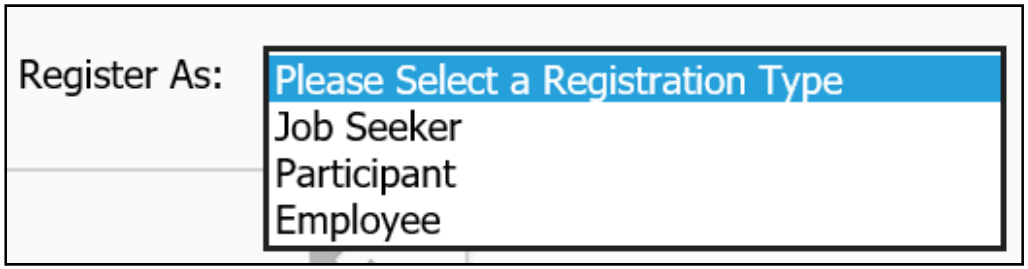

Figure 3. Selecting a Registration Type

6. Please fill in the fields that appear. *(Figure 4).*

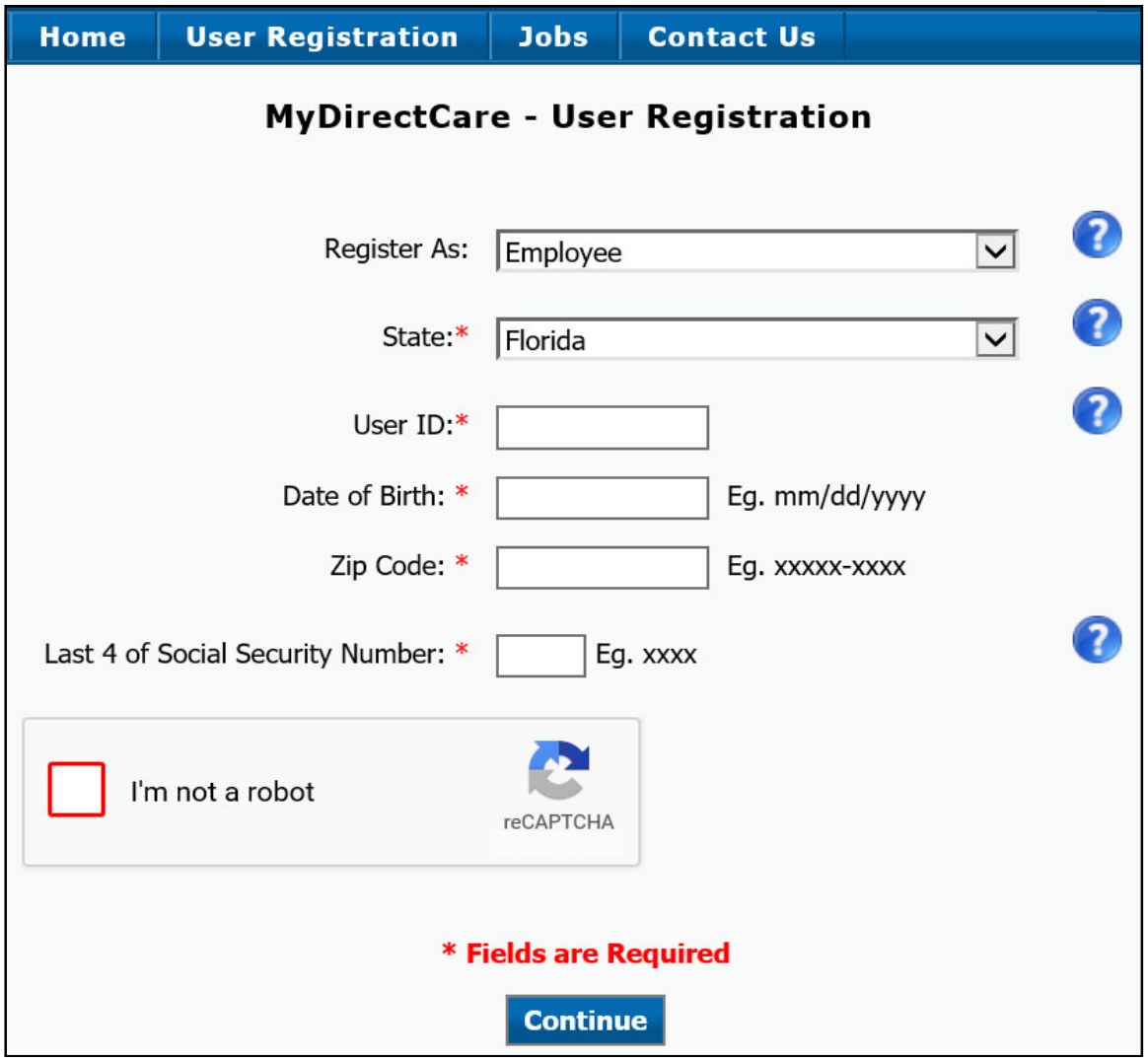

Figure 4. User Registration Page Fields

6.1. State – select Florida.

6.2. User ID – Enter your 7 digit CDCN ID. Please call CDCN if you have not received your ID.

6.3. Date of Birth – enter your date of birth in mm/dd/yyyy format.

6.4. Zip Code – enter your zip code in the format shown.

6.5. SSN – this field only appears for DSWs. Please enter the last four (4) digits of your social security number.

6.6. Enter the security phrase displayed on the web page. Type the phrase as two unique words. Separate the words with one space.

6.7. Click "Continue".

Note to Employers. User Registration fields apply to the **Participant**. Date of Birth and Zip Code must be those of the Participant.

You will now be sent to a User Registration Profile page. *(Figure 5).*

Complete your User Registration Profile

1. Email Address – Enter in your email address.
2. Password – Create a password. Your password must contain at least:
   2.1. Seven characters.
   2.2. One special character (#,%,*,+,etc.)
   2.3. One number.

   Note: You will enter your email and password each time you log into the portal.
3. Security Questions – Please select two security questions. Enter your answer to each in the line below the question.
4. First Name – Enter your first name.
5. Last Name – Enter your last name.
6. Contact Information – Please fill out your contact information (phone, address, etc.).
7. Read the Terms of Use. Check the "I agree to the Terms of Use" checkbox.

Note to Employers. If a representative will approve time on behalf of the Participant, enter all profile fields with the Representative's name and contact information. Do not enter contact information for the Participant.

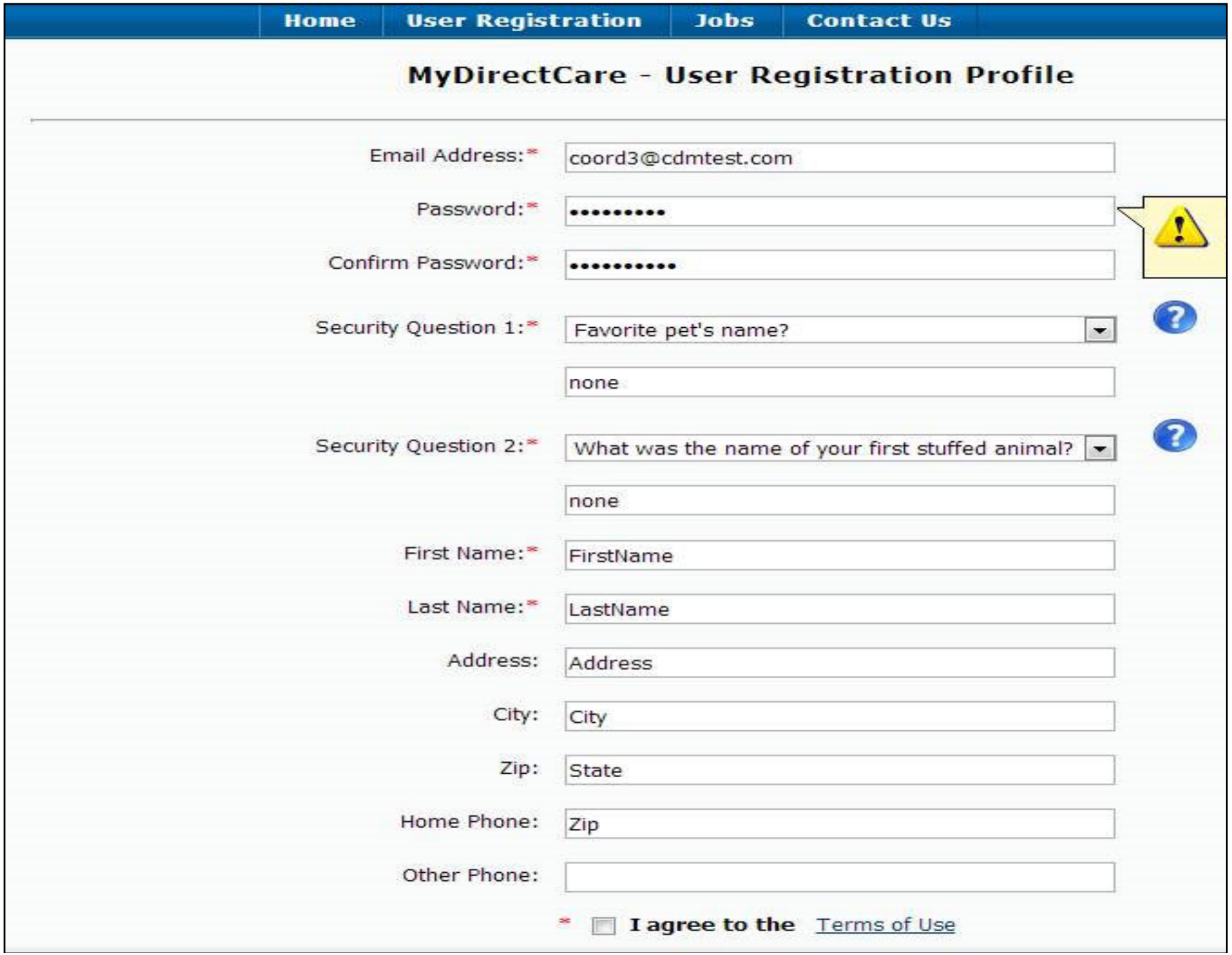

Figure 5. User Registration Profile

Once you have filled out all required fields on your User Registration Profile, a "Register" button will appear. *(Figure 6)*. Click the "Register" button.

Figure 6. Register Button

You have been registered on the CDCN portal. You will now be sent back to the home page.

Using the CDCN Portal

You can now login and use the CDCN portal. To login:

1. Visit the CDCN portal. https://fl.mydirectcare.com/
2. The login area is in the upper left corner of the home page. It is under "My Direct Care Login". (Figure 1).
   2.1. Login Name – Enter the email address that you registered under.
   2.2. Password – Enter the password that you created when you registered.
   2.3. Click the "Login" button.

Updating User Profile Information and Password

You can change your User Profile information and password at any time.

Update User Profile Information

1. Select "Settings" in the main menu.
2. In the dropdown, click "Update Your Online Information."

Change Your Password

1. Select "Settings" in the main menu.
2. In the dropdown, click "Update Password."

Overview of the Time Entry and Approval Process

To enter time, both the DSW and Participant will need to register on the portal. Once the DSW has worked a shift, the DSW can log the shift on the portal. Time entry for each shift will include:

- Participant's name.
- Service provided (Service Code).
- What time the shift started.
- What time the shift ended.

  Note: Shifts must coincide with the Participant's Plan of Care.

At the end of the work week, the DSW can submit all shifts for approval. The Employer can log into the portal, review, and approve the DSW's time. Once the Employer approves the shift(s), CDCN will process and pay the DSW according to the pay schedule.

DSW Time Entry

1. Select "eTimeSheet" from the top menu. *(Figure 7).*

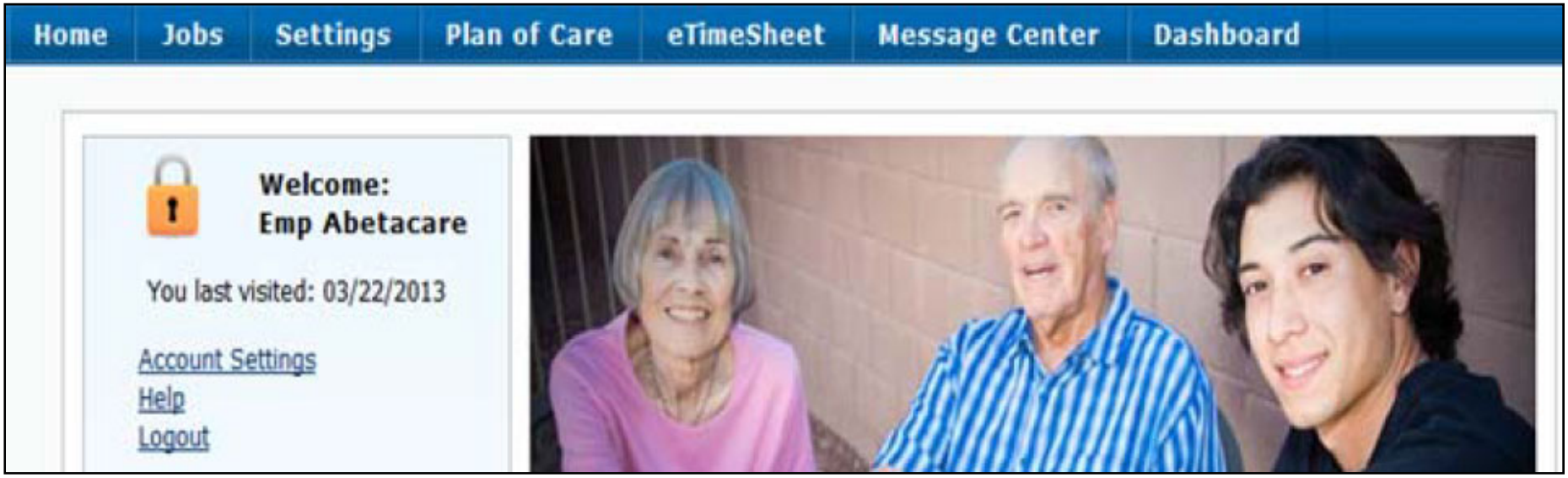

Figure 7. Employee Main Menu Information

2. The "Time Sheet Calendar" will open. *(Figure 8)*.

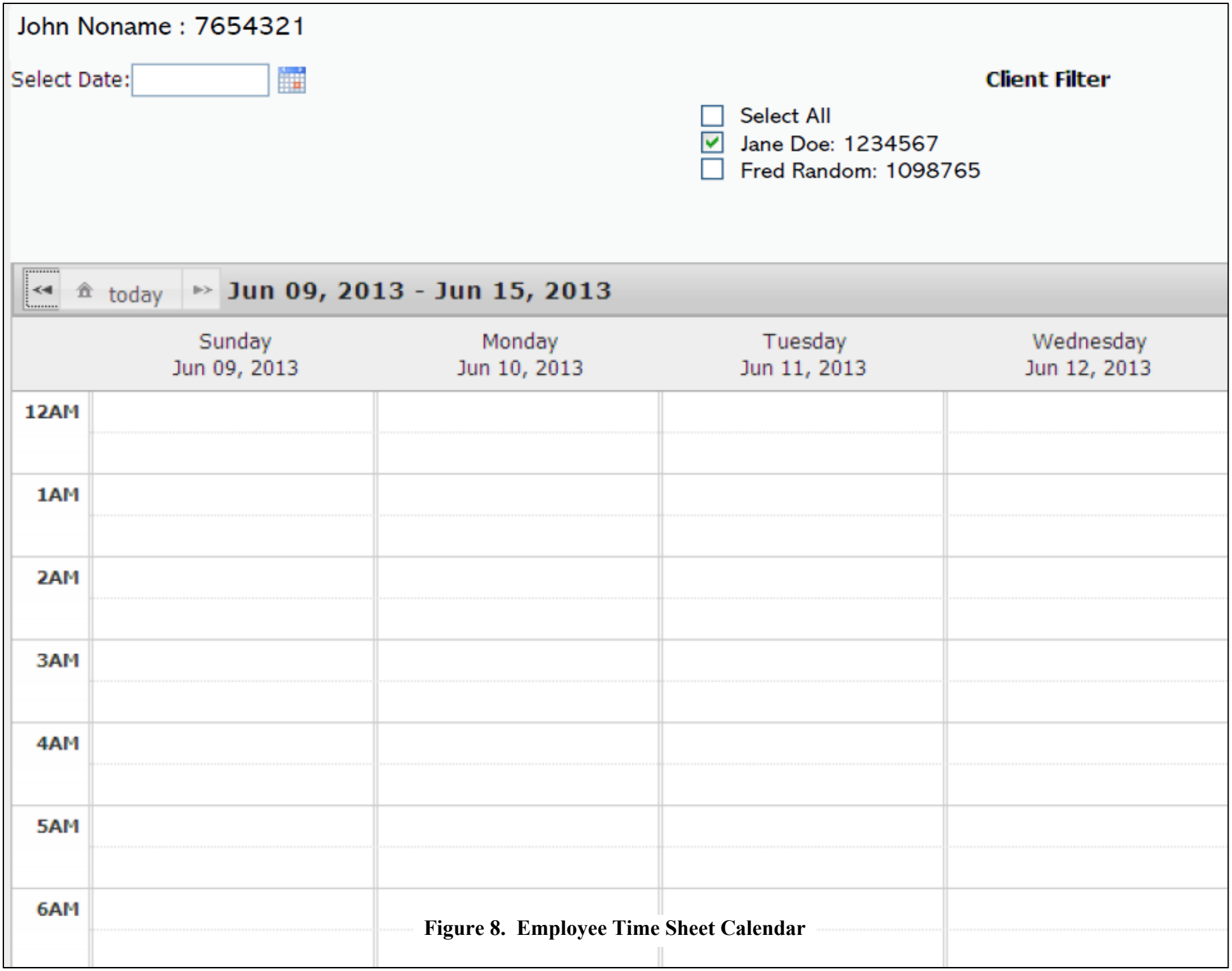

Figure 8. Employee Time Sheet Calendar

Note: The calendar will display one full work week – Sunday through Saturday. The current work week will display as a default. You can navigate to other work weeks by using the scroll buttons at the top of the calendar. Date and Day of Week will display across the top of the calendar. One-hour time slots, beginning at midnight, display across the left edge of the calendar. If the DSW works for more than one Participant, they will need to select which Participant they are entering time for in the "Client Filter".

3. Create a New Time Entry.
   3.1. Click the calendar on the date and shift starting time. This will bring up a New Calendar Service Task window. *(Figure 9)*.

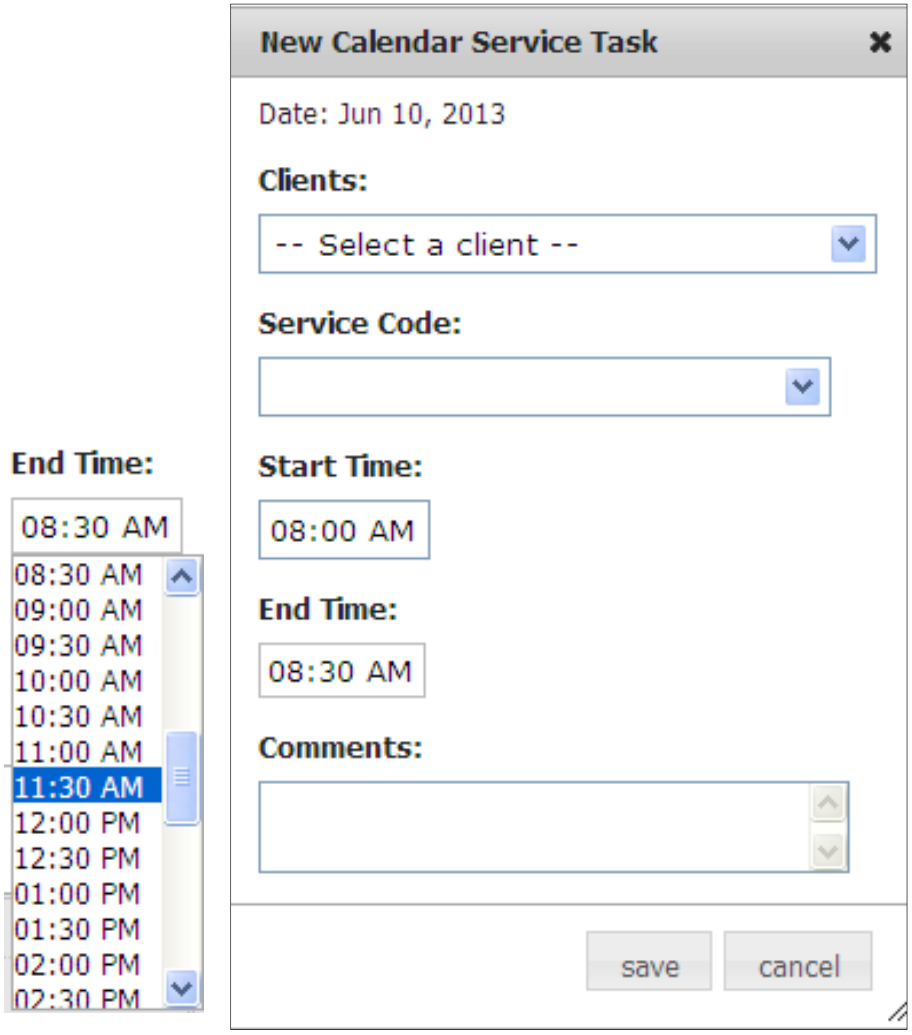

Figure 9. Calendar Task Window

3.2. Enter the information for the shift worked:

- Clients – Select the Participant worked for.
- Service Code – Select the code for the service provided and authorized on the care plan.
- Start Time – Enter the time that your shift started.
- End Time – Enter the time that your shift ended.

3.3. Click the "Save" button.

The entry will now display in the calendar as a blue rectangle. The blue rectangle represents the time the shift was worked *(Figure 10)*. The service code and Participant's name will show up in the rectangle. The icon in the upper right corner of the rectangle provides the payroll status for the shift. After creating the time entry, the status icon will be a gray "S" for a scheduled shift. A legend at the bottom of the calendar defines each pay status icon. *(Figure 11)*.

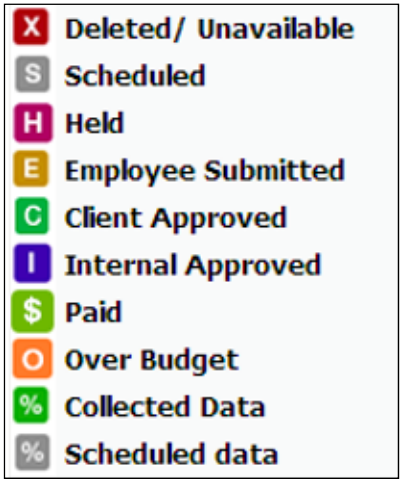

Figure 11. Shift Payroll Status Icons

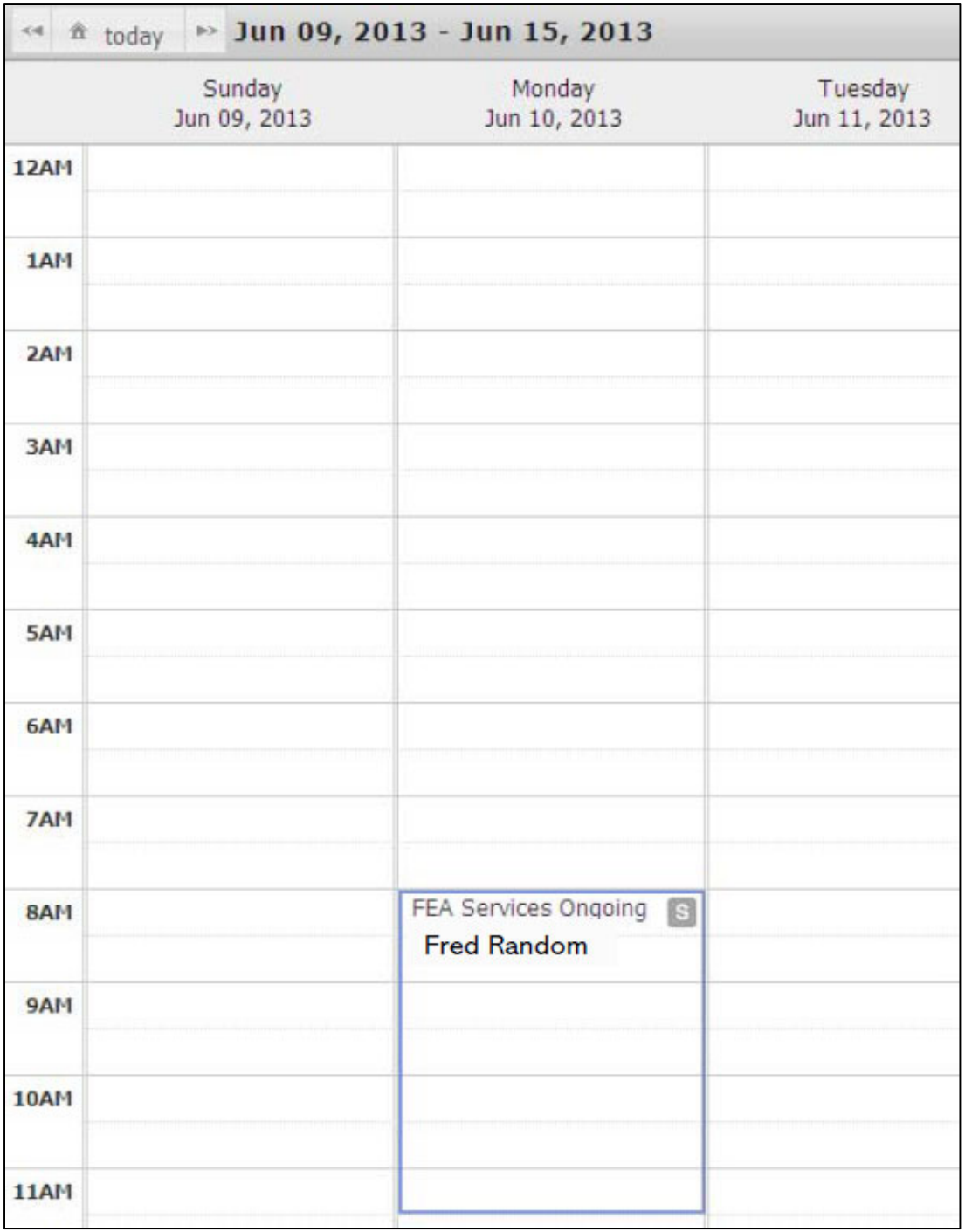

Figure 10. Shift entered by Employee displays as blue line

To change a saved shift, click on the blue outlined entry in the calendar. The DSW can edit the information in the window that pops up.

Time entries can only be made after a shift has been worked. Entering future dates or start/end times future will be denied and return an error message.

DSW Time Submittal

At the end of the work week, make sure that all shifts worked have been entered on the Time Sheet Calendar. Make sure that the week of service that you are submitting is displayed in the calendar. Once all shifts have been logged on the Time Sheet Calendar, click the "Submit time entries for approval" button. This button is found on the right side of the page above the calendar *(Figure 8)*. Once you click the submit button, a confirmation will pop up asking you to:

1. Verify if there was a change in the Participant's health during the work week.
2. Certify you worked the hours logged.

Answer the health question. Click the "OK" button to approve the time entries for the work week.

The gold colored "E" payroll status icon will now appear in each blue shift rectangle. The gold E shows that the shift was submitted for approval by the DSW.

Employer Time Approval

All shifts must be reviewed and approved by the Employer. To approve DSW shifts, the Employer needs to:

1. Log into the portal.
2. Select "eTimeSheet" from the top menu. *(Figure 7)*.
3. The "Time Sheet Calendar" will open.
4. Select the week you would like to approve. All DSW submitted shifts will show up. *(Figure 12)*.
5. If you have more than one DSW, select the correct DSW from the dropdown above the calendar
6. Review and verify that each shift is logged correctly.
7. Select the green check mark within the shift (blue rectangle).
8. Click "Approve time entries" or "Un-approve time entries" in the top right. *(Figure 12)*.
9. A "Time Approval Verification" window will appear.
10. Click the "OK" button to verify that the time entries are correct.

11. The green colored “C” payroll status icon C will now appear in each blue shift rectangle. This indicates that the shift was approved by the Employer.

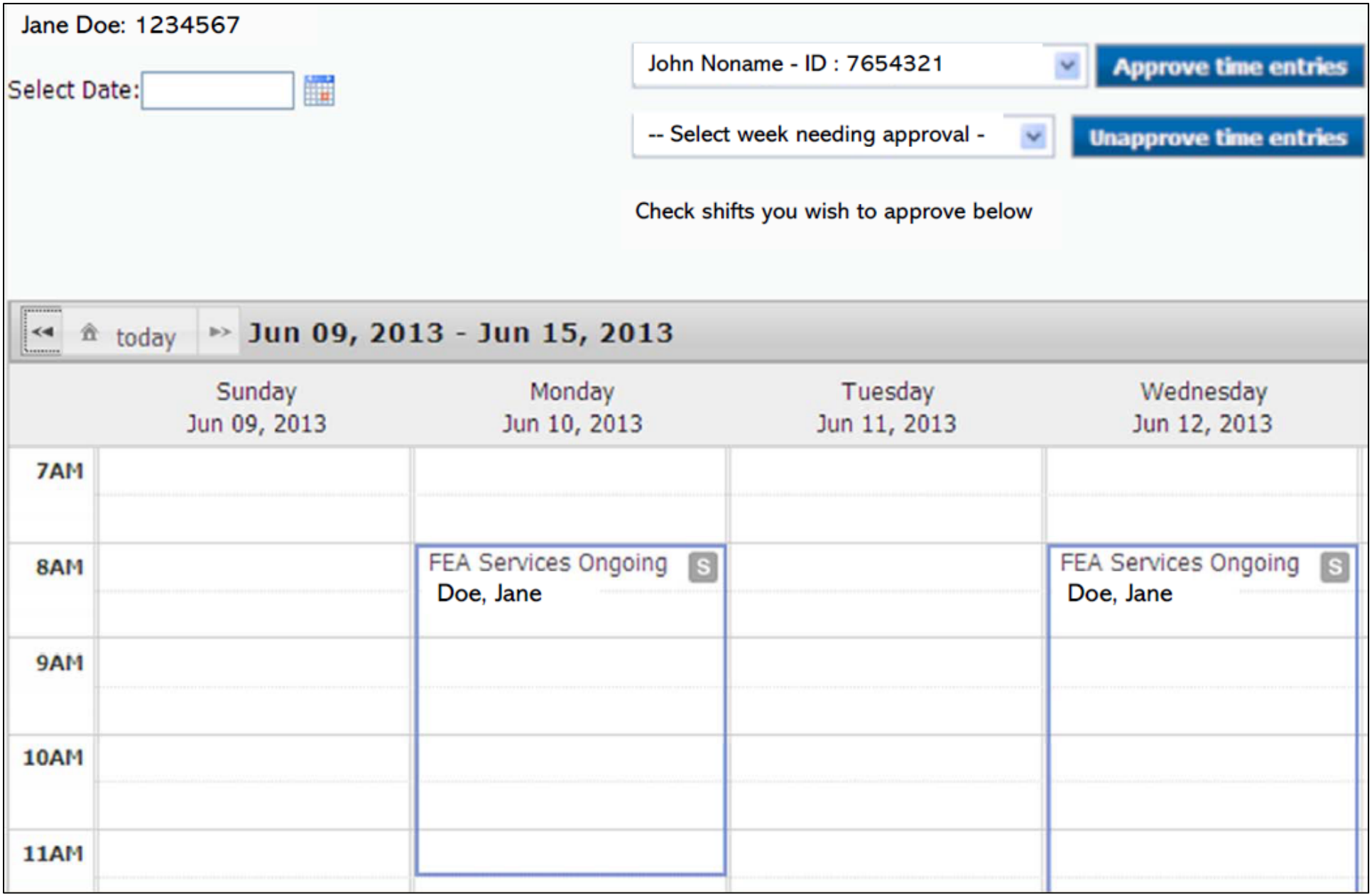

Figure 12. Employer Time Sheet Calendar