Understanding **Time-Entry Tools**

Consumer Direct Care Network (CDCN) uses two tools for Caregiver time-entry, the CareAttend mobile app and the DirectMyCare web portal. It is important to understand the difference between each tool. Below you will find helpful information.

CareAttend Mobile App

What is it?
The CareAttend mobile app is the primary method for submitting time in order to be EVV compliant. If EVV isn't required by the Caregiver's program, the CareAttend mobile app is optional. Caregivers use this mobile app to start and end shifts.

Who needs to download the app?
ONLY Caregivers need to download the app.

Who needs to sign into the app?
ONLY Caregivers need to sign into the app.

Can Participants approve time using the app?
Yes. When a Caregiver ends a shift, they can hand their phone to the Participant. The Participant can then approve time on the Caregiver's phone. The Participant does not need to sign into the app to approve time.

DirectMyCare Web Portal

What is it?
The DirectMyCare web portal is a secure website that provides payroll tools. It is also where you can find important reminders and notices. Your username for the DirectMyCare Web Portal is your email address that is on file with Consumer Direct.

Who signs into the DirectMyCare web portal?
Both Caregivers and Participants can access the web portal. Caregivers and Participants have unique usernames and passwords.

A Caregiver can use the DirectMyCare web portal to:
- Access pay information.
- Submit a shift.
- Correct or remove a shift.
- See important reminders and notices.

A Participant can use the DirectMyCare web portal to:
- Approve or reject submitted time.
- Access important reminders and notices.
- Access authorization information and spending reports.

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