## CARE NETWORK

## Reading the Legend Icons In the DirectMyCare Web Portal

**Approved:** The time has been sent to CDCN for processing.

**Deleted:** The Caregiver deleted the shift.

**Denied:** CDCN denied the shift. The denial reason can be seen by clicking on the shift.

Edited: CDCN edited the shift to ensure appropriate pay and billing.

In Progress: CDCN received the shift and is prepping it for pay.

Paid: Pay has been issued to the Caregiver.

Ready to be paid: The time is ready to be paid according to the payroll schedule.

Never to be paid: This status is to track payroll recoupments that are written off.

**Rejected:** The time has been rejected by the Participant. The Caregiver will need to submit a new shift.

**Removal in Progress:** Caregiver has submitted a Ready to be paid shift for removal.

**Saved:** The shift has been entered by the Caregiver. It has not been submitted to CDCN for payment.

**Submitted:** The Caregiver sent the shift to CDCN for review and approval.

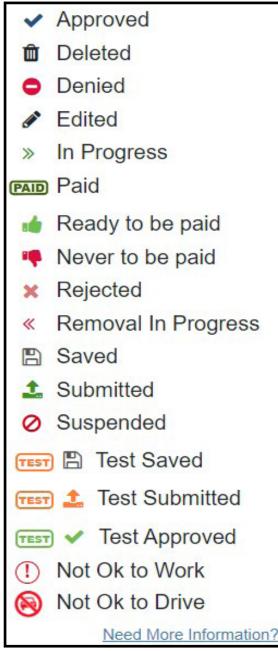
**Suspended:** The shift is approved but has been suspended by CDCN.

Test: This is a submitted test shift.

Test Approved: This is an approved test shift.

**Not Ok to Work:** The Caregiver's qualifications have not been met or have expired. The Caregiver is not authorized to work until they have the minimum qualifications to perform the services.

**Not Ok to Drive:** The Caregiver's qualifications have not been met or have expired. The Caregiver is not authorized to enter mileage until they have the minimum qualifications to perform the services.



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