

Submitting a **Test shift**

Live-in IP:

You are exempt from Electronic Visit Verification (EVV). You may use the **DirectMyCare web portal** to submit service time, training time, mileage, and paid time off.

Action: You must submit a test shift in the DirectMyCare web portal.

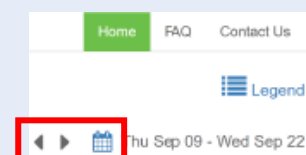
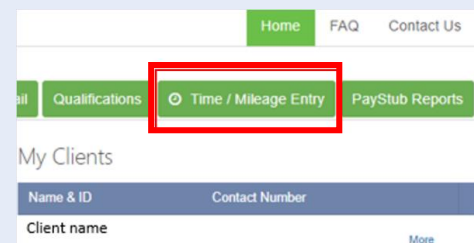
Non-Live-in IP:

You must submit your service time through an approved Electronic Visit Verification (EVV) method. You may use either the **CareAttend App** or Interactive Voice Response (IVR) to submit service time. Training time, mileage, and paid time off must be submitted through the **DirectMyCare web portal**.

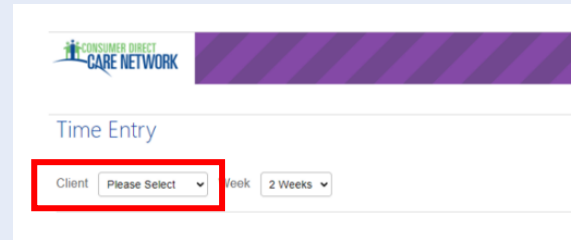
Action: You must submit a test shift in both DirectMyCare web portal and CareAttend App.

DirectMyCare Portal

1. Go to the DirectMyCare web portal, from the [CDWA website](#).
2. Click the **Sign in** button.
3. Log in by entering your email address and password.
4. Click the **Sign in** button.
5. Your dashboard will display. Click the **Time/Mileage Entry** button in the top right corner of the screen.
6. The Time Entry screen will open.
7. Select a day of the week to enter time using the **arrows** in the top right corner of the Time Entry screen or by clicking the **calendar icon**.



- Click on the Client dropdown field in the top left corner of the Time Entry Screen. Select the name of the Client that you would like to submit the shift under.

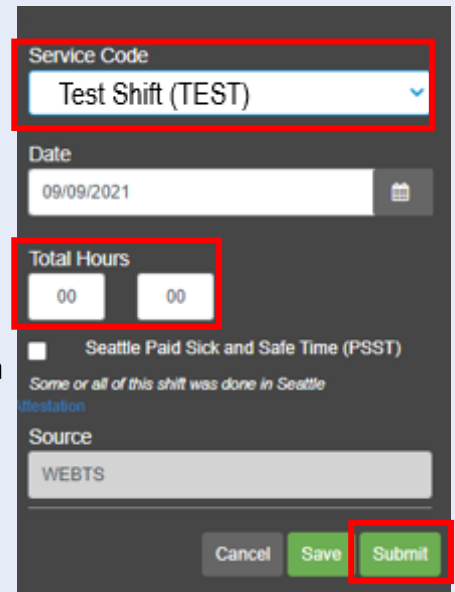


- Click the blue **Add button** next to Time Entry.



A window on the right side of the screen will appear.

- Under the Service Code field, select **Test Shift (TEST)**.
- Under the Time Worked field, enter hours and minutes for the test shift.



- Once your test shift information is entered, click **Submit**.
- An attestation window will open after you select submit. Read the attestation and click **OK**.

Congratulations! Your test shift has been submitted. If you would like to add more test shifts under this Client, follow steps 6 through 12 above.

Your dashboard will show your test shift with the daily hours next to the TEST symbol. Total daily and weekly hours do not populate. **see image below*

Service Code	Sun 9/5	Mon 9/6	Tue 9/7	Wed 9/8	Thurs 9/9	Fri 9/10	Sat 9/11	Total Hrs.
Test Shift	4 TEST	3 TEST	4 TEST	4 TEST	4 TEST	4 TEST		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Additional Actions:	✓	✓	✓	✓	✓	✓	✓	

⚠ Action Required
 ✓ Action Completed

*Test shifts will not count towards a Client's monthly hours total.
You will not be paid for the time you submit on a test shift.*

If you do not live with the Client, please continue for instructions on using CareAttend to submit a test shift.

Live-in IPs can stop here.

CareAttend App



CareAttend
CellTrak Technologies, Inc.

Open

1. Go to the Apple or Google Play app store on your mobile device.
2. Search for "CareAttend" and click on the application.
3. Install the CareAttend app on your device.

Select your sign in method

Choose Care Attend if you don't see your sign in method below.

Care Attend

Consumer Direct Care Network



Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

[Don't have an account? Sign up now](#)

4. Open the CareAttend app.
5. Click the **Sign In** button.
6. On the **Select your sign in method** screen, select the circle next to Consumer Direct Care Network.

7. Click the **Next** button.
8. Sign in using your login information from DirectMyCare.
9. Click the **Sign in** button.



Create your passcode



Enter a six-digit passcode.

[Passcode Rules](#)

10. After you log in, you will see a Welcome screen. Click **Create Passcode**.
11. Enter in a six-digit passcode. Remember this passcode, you will need to enter it each time you log in.
 - * The passcode cannot be six consecutive digits.
12. *Optional* – If your device supports the feature, you may choose to enable Fingerprint or Face Unlock:
 - * Click the **Enable** button if you would like to use the feature.
 - * Click **Skip for now** if you do not want to enable the feature.

Location Services

In order to function properly, Care Attend needs permission to access GPS location.

Allow GPS

[Why is this needed?](#)

All set!

Way to go! Your account setup is complete! You can start using the application right away.

Get Started

13. On the Location Services screen, click the Allow GPS button.
14. On the Save Battery screen, click the Allow Motion Access button.
15. Your account has been setup. Click the Get Started button. You will be sent to the welcome page.

To start a new shift:

Click the **New Shift** button.

Nice to see you,
Donna!



No Active Shifts

When you're ready to begin, tap **New Shift** below to get started

New Shift

Choose your Client.

Who are you caring for today?

- George Crinchton
500201
- Sydney Martinez
500111
- Alex Ferreria
544673

Next →

Select **Test Shift**

What service are you providing for **George Crinchton**?

- Personal Care
T1019
 - Personal Care
T1019
- Test Shift

Next →

Select **Start Shift**

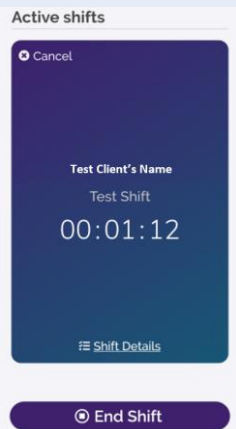
* You will see a running time clock with the name of the Client that you selected.

Are you ready to provide **Personal Care for George Crinchton**?

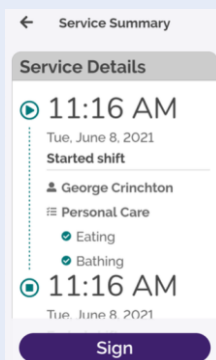
Start Shift

To end a shift:

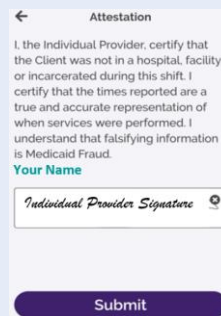
Click the **End Shift** button.



View the **Service Summary** screen.



Sign the attestation and click **Submit**.



* If you'd like a bigger space to sign, turn your device sideways, sign, then return the device to its original position to Submit.

Test shifts will not count towards a Client's monthly hours total. You will not be paid for the time you submit on a test shift.